

# Alternate Format Request Form

All students must register with the Disability Support Services Office before completing this form. If you have not registered at the DSS Office, please contact the office immediately.



All students must provide the DSS Office with proof of purchases for the textbooks being requested. The proof of textbook purchases needs to be submitted before receiving the requested materials.

Requests for alternate format must be made in a timely manner prior to when the materials are needed. Please note that it might take up to 8 weeks to have access to alternate formats of textbooks, depending on availability and publisher's response time.

Name:  Student ID Number:

Student Full Name:  Date of Request:

Email: @digipen.edu Phone Number:  Semester:

**Course and Book Information:**

Course Code:  Section Number:

Book Title:

Author:

Edition:

ISBN#:

Publishing Company:

If you are requesting more than one book, please continue to the following pages.

**Office Use Only**

Date Received:  Received By:

Name:  Student ID Number:  Date of Request:

**Course and Book Information:**

Course Code:

Section Number:

Book Title:

Author:

Edition:

ISBN#:

Publishing Company:

**Course and Book Information:**

Course Code:

Section Number:

Book Title:

Author:

Edition:

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