

ACC ALVIN COMMUNITY COLLEGE

Student Accessibility Services

<u>Semester</u>

Request for Text in Alternate Format

- I will bring my books(s) prior to the beginning of the semester. Waiting until the semester begins may delay my book's conversion.
- I will provide a class syllabus that prioritize the chapters I need and expedite the process. If I do not provide a syllabus, the conversion process may be delayed.
- The binding of my book will be cut and returned to me without a binding.
- I must provide a USB storage drive, Dropbox account, or Google Docs account in order to receive my converted book. (Include login and password with Special Directions)

I understand the bulleted statements above and that I will be notified by e-mail when my book or books in alternate format are complete.

Student Signature
Date

Student Name: _____ **Student ID:** _____

Student E-Mail: _____

Student Telephone: _____

Special Directions:

SAS Coordinator Approval/Signature: _____

Complete the **first two columns only**:

Course ID & Section Ex: PSYC 2301.01	Book/ Textbook	Date Completed	Staff Initials