

Carnegie Mellon University

Disability Resources • Margaret Morrison Plaza A30 5136 Margaret Morrison Street, Pittsburgh PA 15213
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access@andrew.cmu.edu
<http://www.cmu.edu/disability-resources>

Interpreter/Captioning Request Form

Assistance for Individuals with Disabilities

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by-case basis. The Office of Disability Resources serves as the link between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Carnegie Mellon University. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). Accommodations prescribed only apply to Carnegie Mellon University and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance.

Please fill out the form below. This will initiate your requested accommodation of sign language interpreting or CART (communication access realtime translation).

Name: _____ E-mail: _____

Address: _____

Phone: _____

Please check the box next to the service you are requesting: **captioning** **interpreter**

Class/Event	Room/Location	Time	Day(s)

Are you eligible for third party funding?

Third Party Contact, Name/Address: _____

Phone: _____ E-mail: _____

Have you used this service before?

Do you lip read?

What form of sign language, if any, do you use:

Signature: _____

Date: _____

Disability Resources Staff Signature: _____

Date: _____

Please return this information to: access@andrew.cmu.edu