Carnegie Mellon University
Human 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 Services serves as the link between individuals with disabilities and the faculty and staff community. Information released will provide documentation of a disability for faculty and staff members 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. 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: _____ Email:_____

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? Yes

Third Party Contact, Name/Address: _____

Phone: _____ E-mail:_____

Have you used this service before? Yes Do you lip read? Yes

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

Signature: _____ Date: _____

Disability Services Staff Signature: _____ Date: _____

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

This document can be produced in an alternative format. Call 412-268-**3930**