



*Office of Disability Services*

**Request of Information from Students for Alternate Format of Course Books**

This information must be provided for each publication that is being requested by the student. The student is required to first purchase each textbook or other course material requested, and submit these materials to the Office of Disability Services. When the books are converted, the book bindings will be removed, and the text will be scanned and digitized into the requested format. The materials will be spiral or comb binded and returned with the digital versions to the student.

*Please note that it takes approximately 2-4 weeks from the date the form is received to produce alternate format.* If you have any further questions, please contact the Office of Disability Services at (617) 994-6820.

Which semester is this for (circle one)?	Summer 2009	Fall 2009	Spring 2010
Student Name:	Instructor Name:		
Course # and title:			
Complete Title of the Textbook/ Course Material:			
Author(s) and Editor(s) if applicable:			
Publisher:			
Edition #:	Copyright Year:		
ISBN#:	Exact Page #s (note if entire text is requested):		
Alternate Format Preference (circle one):	MP3 file	Screenreader	
Date of Purchase:	Amount Paid for the Text:		
Location of Text Purchase:			

Return this form to the Office of Disability Services, 73 Tremont Street, 7<sup>th</sup> floor