

**Pulaski Technical College
Disability Services
Request Form for Books in Alternative Format**

Semester: _____ Year: _____ Date of request: _____

First Name: _____ Last Name: _____

Phone Number: _____ PTC E-mail: _____@students.pulaskitech.edu

1. Which campus/location would like to pick you up your material(s):

Main West South

2. A copy of your schedule must be attached to this form.

**You must request alternative format every semester. This form with your schedule can be emailed to Betty Martinez (bmartinez@pulaskitech.edu) or faxed 501-812-2738.

3. In what alternative format do you need to receive your textbooks?

- Large Print (CD will be provide for you)
- Audio (Requires computer with MP3 technology)
- Electronic Text (Microsoft Word format)

4. Please read the following and initial:

_____ I am responsible for purchasing all books and furnishing all receipts as proof of purchase.

_____ I understand the books converted to CD or Audio must be returned to DS at the end of the semester.

_____ I am responsible for picking up my books if DS has to convert the book to CD or audio.

_____ I understand that I must turn in my request at least three (3) weeks before the start of classes.

_____ I understand DS will contact me via my PTC student email when alternative books are available for me to pick up.

_____ I understand I am responsible for returning all items checked out on the DS Inventory Check Out Sheet (see attached).

**Requests MUST be turned in 3 weeks before classes start. Requests turned later than 3 weeks are NOT guaranteed to be ready the first week of classes.

Signature

Date

Staff Initials