

City College of San Francisco
 Disabled Student Programs & Services
REAL-TIME CAPTIONING REQUEST FORM
 Semester _____ Year _____

NAME: _____
Last First Middle Initial

ID#: _____ EMAIL: _____

IMPORTANT: Please fill out all the information requested in the space provided. Bring the form to DSPS or fax to 415-452-5565.

A DSPS counselor will check the request. If the request is approved, DSPS will make every attempt to arrange services. Due to the shortage of qualified real-time captioners, alternate accommodations may need to be arranged. Plan ahead and utilize priority registration. Requests made on short notice will be considered. It is your responsibility to check back with DSPS to make sure the request is approved. _____ (Initials)

- To schedule an appointment with a counselor, email deafserv@ccsf.edu.
- To receive real-time captioning services, you must register with DSPS each semester. Medical verification of hearing loss must be on file.
- To cancel captioner request, email deafserv@ccsf.edu. 48 hours would be appreciated. _____ (Initials)

CLASS/EVENT <small>(appointment, field trip, etc.)</small>	DAYS/DATE	TIME	INSTRUCTOR	CAMPUS/ROOM
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Captioner(s) Requested: _____

Every attempt will be made to honor your request. We cannot promise that the captioner you request will be available.

Students must complete a separate Captioner Request Form for each final exam. _____ (Initials)

I give DSPS permission to inform my instructors in advance that a captioner will be providing services to a Deaf/hard of hearing student during class meetings.

Student Signature: _____ Date: _____

To be completed by DSPS counselor:

Captioner Request: APPROVED _____ NOT APPROVED _____

Counselor Signature: _____ Date: _____