

Alternative Format Request

UCLA

Office for Students with Disabilities

Kurzweil (Scanning) E-Text Audio Tape (Complete reverse side of form) Braille Large Print

Summer Fall Winter Spring

Name _____ ID _____ Date _____
Phone _____ Email _____
Request: _____

Class / Professor	Titles/Assignments	# of pages to be read / estimated time
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By making this request, I AGREE TO:

- Use any materials provided by OSD solely for my own educational purposes, and will not copy or duplicate them for use by others.

Signature _____ Date _____

Instructions from the Student

WHICH OF THE FOLLOWING ITEMS ARE TO BE READ BY YOUR READER?

TO ANSWER, PLEASE CHECK "YES" OR "NO"

Table of Contents	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Acknowledgements	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Preface	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Introduction	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Footnotes	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes to Footnotes	<input type="checkbox"/> End of Page	<input type="checkbox"/> End of Chapter
References	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Glossary	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Index	<input type="checkbox"/> YES	<input type="checkbox"/> NO

General Guidelines for Readers

1. Communicate with the student at the beginning and throughout the quarter.
2. Spell words you have difficulty pronouncing.
3. Clarify what the student wants read. (talk to the student and refer to the instruction sheet)
 - a. State the page number at the beginning of each page.
 - b. If the student you are reading for has a visual disability, please describe tables, figures, and illustrations, and read the captions. If you are unable to describe them, make a reference to them and say where they can be found.