DISABILITY SERVICES
Request Form for Alternate Format of Textbooks

Please print all information clearly:
Name: ____________________________  Student ID Number: ____________________________
Contact Phone: ____________________  Email: ________________________________

Material Needed:
Name of Textbook: _____________________________________________________________
Author(s): ________________________________________________________________
Publisher: ______________________________

Course Information:
Course Number: ____________________  Professor: ____________________________

Preferences:
Please share any other information that would be helpful for us to know about the kind of alternate formats that you have used in the past.
_____________________________________________________________________________

Textbook Rental:
If you are renting your textbook(s) from Textbook Rental, you will be allowed to rent your textbook(s) ahead of time in order to ensure adequate amount of time to process the request. Textbook Rental will be notified on your behalf your need to rent your textbook(s) ahead of time.

To ensure material is available prior to the start of the semester, requests must be received at least four weeks prior to the first day of class. Requests must be accompanied with a receipt from textbook rental or retailer showing date of purchase, book purchased or rented, and the price paid. Requests received less than four weeks prior to the date needed will be processed as they are received, but may not be immediately available.

Student’s signature: ________________________________
Print your name: ________________________________  Date: ________________________________

RETURN FORM TO:
Southeast Missouri State University
DISABILITY SERVICES
One University Plaza, MS 2030
Cape Girardeau MO  63701-4799