



Xavier University of Louisiana
Office of Disability Services
1 Drexel Drive – Box 180
New Orleans, LA 70125

Office: (504) 520-7607
Fax: (504) 520-7917

INTERPRETER SERVICES REQUEST FORM

Student: _____ **Term:** Fall 20__ Spring 20__ Summer 20__

Id#: _____ **Contact #:** _____ **Email:** _____

This form is to request one event or one event with a recurring date. A recurring event would be an event that happens at the same day/time weekly and/or monthly. The event itself does not change (lecture, class, meeting, lab, etc.) it is just a recurrence of that event.

If you have more than one event you need interpreting services for, you will need to submit a request for each event.

All request must be received one (1) week before the scheduled event. We cannot guarantee an interpreter if the request is received less than 5 business days before the event. If you need to cancel the interpreter after a request is made, you must notify Office of Disability Services (ODS) 48 hours in advance of the event at (504)520-7607 or disabilityservices@xula.edu.

(Please check all boxes that apply):

Date of Request: _____ **Single Event** **Recurring Event**

Type of Event: Lecture Meeting Orientation Program and/or Reception Commencement
 Baccalaureate Testing Weekly Class Other (specify) _____

Single Event Information:

Date _____ Time: _____ Duration: _____ Location: _____

Recurring Event Information:

Time: _____ Duration: _____ Location: _____

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Where and what time will the interpreter meet you? _____

Please be aware that any and all disability-related information is confidential and should be treated as such. If you have any questions or concerns, please contact the Office of Disability Services by phone (504)520-7607 or email @ disabilityservices@xula.edu.

Thank you
 Office of Disability Services