

SSWD Interpreter Request Form

- Interpreter request forms and appropriate documentation must be submitted to the SSWD office a minimum of 2 weeks before services are needed.
- Students are required to notify SSWD immediately if there are schedule changes. Cancellations must be received 24 hours in advance.
- After two no-shows or last-minute cancellations students are required to meet with the lead interpreter to request that interpreter services be restored.

Please consult your SSWD Student Responsibilities Form for further explanation.

Student Name _____ CWID/SSN _____

Phone/TTY _____ Email _____

Today's Date _____ Current Time _____

Indicate the intended purpose for an interpreter:

- _____ Admissions / Advising
- _____ Testing
- _____ Financial Aid
- _____ New Student Orientation
- _____ College classes (attach class schedule)
- _____ Student counseling
- _____ Instructor / student meeting
- _____ TRiO
- _____ Student study group
- _____ Workshop
- _____ Other (please specify) _____

Appointment Day(s) _____ Date(s) _____

Time: Beginning _____ Ending _____

Exact location (e.g. site, building, classroom, area venue)

Return completed form to:

Michele DeFelice, Coordinator/Lead Interpreter

J.L. Goins Adm. Bldg, Room 131-D

Office: 694-6434

mfdefelice@pstcc.edu