

**Disability Services Office**

Brighton Campus (3-103)  
 1000 East Henrietta Road  
 Rochester, NY 14623  
 Phone: 585.292.2140/Fax: 585.292.3867



**Monroe Community College**  
STATE UNIVERSITY OF NEW YORK

## Interpreter Request Form (Appointments/Events)

Requests for interpreting services should be made as early as possible in advance of the need.  
 All requests are subject to availability and must be thoroughly completed so that adequate planning is possible.

**Please submit the completed form to the Disability Services office (3-103)  
 or email to [ssdinterpreting@monroecc.edu](mailto:ssdinterpreting@monroecc.edu).**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**MCC ID #:** M00 \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

<b>Type of Event:</b>	
<input type="checkbox"/> Tutoring appointment <input type="checkbox"/> Meeting with faculty or staff member <input type="checkbox"/> Group meeting with classmates	<input type="checkbox"/> Off campus event required for academic course <input type="checkbox"/> Orientation <input type="checkbox"/> Appointment : _____ <input type="checkbox"/> Other: _____
<input type="checkbox"/> <b>One-time Event</b>  Event Date _____	<input type="checkbox"/> <b>Ongoing Event</b>  Start Date _____  End Date _____
<b>Specify Day(s) of the Week and Start/End Times:</b>	
<b>Related Academic Course Name/ Number:</b>	
<b>Location (Building/Room #):</b> <span style="float: right;"><i>(Provide full address if the event is off-campus)</i></span>	
<b>Campus:</b>	
<input type="checkbox"/> Brighton Campus <input type="checkbox"/> Downtown Campus <input type="checkbox"/> Applied Technology Center	<input type="checkbox"/> Economic/Workforce Development <input type="checkbox"/> Public Safety Training Facility
<b>Preferred Interpreter(s):</b>	
<b>Language Preference:</b> (ASL, Signed English, etc.)	

*By submitting this form, I verify that all information in this request is accurate.  
 I will contact the Disability Services office at least 48 hours in advance if this request needs to be cancelled.*