



**CSD OFFICE USE ONLY:**

Location: kbooks/CSD Library/Course Material/\_\_\_\_\_

Date Completed & Notified: \_\_\_\_\_

**Center For Students with Disabilities (CSD)  
REQUEST FOR ALTERNATE FORMATS**

**Please Read This Section First:**

- We require at ***least 2 business days*** notice if you need alternate formatting rushed; the earlier you request, the better we'll be able to accommodate all your needs.
- Students will be ***notified via email*** when request is completed.
- When picking up your content (books) please ***bring an USB/portable hard drive/CD*** to copy the alternate format onto.

**PROPERTY DAMAGE WAIVER**

By signing this form, you agree to the following:

If the page margins are too close to the spine; **AND/OR** more than 50 pages are requested;

We at the CSD may ***cut the spine*** of the book (with a cutting board/scoring with an x-acto knife) to create a stack of pages. This will allow for us to scan efficiently as possible. By signing this, you are agreeing that you understand we may take the book apart and it may not be returned in its original condition.

**Date:** \_\_\_\_\_

**Student Name, Number & Email Address**

\_\_\_\_\_

**ALTERNATE FORMAT:**

**Title:** \_\_\_\_\_ **Course Code:** \_\_\_\_\_

**Requested Pages To Scan:** \_\_\_\_\_

**PDF?** Circle (Yes/No)      **Kurzweil?** Circle (Yes/No)      **mp3?** Circle (Yes/No)

**Reading Speed:** \_\_\_\_\_ **Reading Voice:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

**Signature:** \_\_\_\_\_