# Interpreter Request Form - On-Campus Event/Activity

Date: Click or tap to enter a date. Time:

Name:       Phone Number/Extension:

E-mail:       Department:

**\*All requests for interpreting should be made at least 72 hours or more in advance so we can begin seeking available interpreters. Submission of this request form does not guarantee interpreters will be available and scheduled.\***

**Please include as many details as possible when completing this form!\***

Date Interpreting Needed: Click or tap to enter a date. Time: start to end

Location (Bldg & Rm #):

Will the event/activity be available via Zoom? Yes  No

If yes, please provide the link and passcode below:

Link:       Passcode:

**Describe the Request: (Check one & provide details below)**

Field Trip

Counselor Appt.

Tutoring

Student-Instructor Meeting

Club Meeting/Event

Financial Aid

Workshop/Training

On-Campus Event

**Please explain event/activity:** Click or tap here to enter text.

Please send completed forms to Ruth Rodriguez at [Interpreter\_Request@sac.edu](mailto:interpreter_request@sac.edu). If you have any questions, please call DSPS at x46295 or (714) 564-6295.

**\*DSPS OFFICE USE ONLY\***

INTERPRETER(s) ASSIGNED:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA COLLEGE/SANTIAGO CANYON COLLEGE

DSPS/DEAF AND HARD OF HEARING SERVICES