



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)

<input type="checkbox"/> Field Trip	<input type="checkbox"/> Student-Instructor Meeting	<input type="checkbox"/> Workshop/Training
<input type="checkbox"/> Counselor Appt.	<input type="checkbox"/> Club Meeting/Event	<input type="checkbox"/> On-Campus Event
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Financial Aid	

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

Please send completed forms to Ruth Rodriguez at 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