ALTERNATIVE FORMAT REQUEST

☐ Kurzweil (Scanning)  ☐ E-Text  ☐ Audio Tape (Complete reverse side of form)  ☐ Braille  ☐ Large Print

Summer  Fall  Winter  Spring

Name_________________________________________ ID____________________ Date____________________

Phone________________________________________ Email______________________________________

Request:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

By making this request, I AGREE TO:

• Use of any materials provided by the CAE solely for my own educational purposes, and will not copy or duplicate them for use by others.

Signature________________________________________ Date____________________

Alternative Format Request 07/06/2016
Instructions from the Student

Which of the following items are to be read by your Reader?

To answer, please check “YES” or “NO”

Table of Contents  □ YES  □ NO  
Acknowledgements  □ YES  □ NO  
Preface  □ YES  □ NO  
Introduction  □ YES  □ NO  
Footnotes  □ YES  □ NO  

If Yes to Footnotes  □ End of Page  □ End of Chapter  
References  □ YES  □ NO  
Glossary  □ YES  □ NO  
Index  □ YES  □ NO  

General Guidelines for Readers

1. Communicate with the student at the beginning and throughout the quarter.
2. Spell words you have difficulty pronouncing.
3. Clarify what the student wants read. (talk to the student and refer to the instruction sheet)
   a. State the page number at the beginning of each page.
   b. If the student you are reading for has a visual disability, please describe tables, figures, and illustrations, and read the captions. If you are unable to describe them, make a reference to them and say where they can be found.