## **Agreement for Interpreting Services:**

Name:				
Address:				
Street	City	State	Zip Code	_
Phone Number:	Social Security Number:			

## Please Make Note of These Special Instructions and Sign Below:

- \* At the beginning of **each** semester (**prior to the beginning of classes**), students requesting interpreting services **must** schedule an appointment to meet with a ODS Advisor to discuss specific needs and to go over any questions/concerns in regard to this agreement. At this time, the Accommodation Agreement Request form (AAR) must be submitted, listing the courses for the upcoming semester for which the student is requesting accommodations. To schedule an appointment, you can contact the ODS Accommodative Testing and Adaptive Technology Center in the Library (Room 120) by calling 280-7284. To effectively reach our office, ODS recommends that deaf/hearing impaired students use the Louisiana Relay System: 1-800-846-5277 (TTY) or 1-800-947-5277 (Voice).
- \* If a student plans to be absent from a class or meeting for which interpreting services have been scheduled, the student should **notify ODS** at least 24 hours in advance so that we can notify the interpreter of your planned absence and comply with the 24 hour cancellation policy. ODS recognizes that in some cases a 24 hour advance notice my not be possible and we make exceptions for illness, accidents, and emergencies. If the student misses a class, he/she should notify ODS as soon as possible.
- \* Students who accumulate three (3) unexcused absences for classes or meeting in which they were scheduled to have a computer assisted notetaker will have services suspended until they schedule a meeting to discuss the matter with the ODS Director and Coordinator. After the **first** unexcused absence, ODS will give the student a warning. At the **second** unexcused absence, ODS will issue the student an additional warning and document the absences in the student's case file. At the **third** unexcused absence, interpreting **services will be suspended** until the student meets with the ODS Director and Coordinator. Should the student continue to need interpreting service once it has been revoked, ODS can only schedule services on a day-to-day, as needed basis. Additionally, ODS will *optimally* need **two days** advance notice for each interpreting request.
- \* **15 Minute Waiting Period:** There will be a 15 minute time frame in which the interpreter will wait for a student who is tardy (late). Unless prior arrangements have been made, the interpreter **will leave** if the student is more than 15 minutes late to the class or meeting.
- \* Students who receive interpreting services should notify **ODS of any changes in their class schedules immediately**, for example adding or dropping a course. Failure to do so may result in an interruption in services.

*	11.	ne interpreting services, please call ODS. ODS will provide an evaluation dent at the end of each semester.
	nowledge receipt of a copy of this de e responsibilities and consequences a	ocument "Agreement for Interpreting Services," and I understand and agree as outlined above.
		SEMESTER
(Fall	, Spring, Summer)	(Year)
Signa	ature of Student	 Date