

## DRS Interpreter/Transcribing Agreement Form

### Interoffice Procedures for Requesting and Cancelling Interpreting and Transcribing Services

#### Requests:

- For Reoccurring Interpreting/Transcribing appointments, request must be made one week in advance.
- For One Time requests, at least 24 (business) hour advanced notice is required.
  - o This is to ensure that we can secure interpreters for the requested day and time. If less notice is given, the service providers are not guaranteed. However, we will do everything in our power to fulfill all requests as soon as possible.
- All requests can be made by calling **(520)494-5409 (v)** or by email at [Cheryl.Hernandez@centralaz.edu](mailto:Cheryl.Hernandez@centralaz.edu)

#### Cancellations:

- Please kindly give 24 hours' notice when cancelling. Emergency cancellations can be made up until the requested time of service, but **24 hours'** notice is appreciated if possible.
- If you will be late for the assigned time, please let us know the approximate time you will be arriving as interpreters are only required to wait 15 min. beyond the scheduled time.
- Interpreters/Transcribers typically will wait **10 minutes for every hour** of class, and after that point will leave, unless contacted. Please don't assume that leaving a message or sending an email immediately prior to the start of class will ensure that interpreters remain if you are late.
- To inform us you will be late or absent, please call **(520)494-5409 (v)** or the interpreting company at **480-595-9515 (v)**.

-Note: If a student fails to show up for a scheduled class or meeting more than 3 times without prior notice to the DRS office, services scheduled will be put on hold. The STUDENT must contact the Disability Office if services are still needed.

I, \_\_\_\_\_, (print name) hereby understand and acknowledge the procedures regarding requesting and canceling services set forth by the Disability Resource Services (DRS) office, and agree to follow them.

Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

DRS Signature: X \_\_\_\_\_ Date: \_\_\_\_\_