

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** or by email at 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** or the interpreting company at **480-595-9515 (v)**.

I, _____, (print name) hereby understand and acknowledge the procedures regarding requesting and canceling services set forth by the Student Accessibility Services office, and agree to follow them to the best of my ability .

Student Signature: X _____ Date: _____

Student Accessibility staff Signature: X _____ Date: _____