

Request for Alternate Text Format

All information below must be completed before request can be processed.
 It is recommended that requests be made 4-6 weeks in advance of the start of classes.

Date: _____	Are you registered with the Griff Center, Student Accessibility Services Yes____ No____ <i>If no, please complete the Griff Center, Student Accessibility Services Intake Form</i>
Student First Name: _____	Student Last Name: _____ I.D. # _____
Canisius Email Address: _____	Contact Phone Number: () ____ - _____
Semester/Year for which request is being made: FALL____/YR SPRING____/YR SUMMER ____/YR	

The Griff Center, Student Accessibility Services will attempt to obtain requested text books in alternate format from the publishers. If the textbook is not available from the publisher, attempts will be made to locate other resources who can provide WORD documents, PDF and/or audio files. Please submit a request as soon as possible after enrolling in a course. Late requests will be honored with the understanding that Accessibility Support will attempt to complete the work in a timely fashion. Turn-around times for alternate text requests are determined on a case-by-case basis. Upon review of material(s) to be formatted/converted, Accessibility Support will notify the student of the projected completion date.

PLEASE ATTACH COPY OF THE RECEIPT(S) FOR TEXTBOOK PURCHASE(S) TO THIS FORM AND SUBMIT AS SOON AS POSSIBLE IN ORDER FOR ALTERNATE TEXT FILES TO BE RELEASED.

Please complete the form below with the pertinent textbook information for each class for which alternate text is being requested:

Course # <i>(ex: HIS 124)</i>	CRN # <i>(ex: 33215)</i>	Textbook Title and ISBN #	Author Last Name	Edition	Publisher

Please return to Griff Center – Student Accessibility Services
 Old Main 317 OR via email to: rapones@canisius.edu or bufalin2@canisius.edu.
 Questions? Please call 716-888-2485.