

Accommodations Request Form

Michigan State University is committed to providing equal opportunity for participation in all programs, services, and activities. Accommodations for persons with special needs may be requested by contacting us a minimum of two weeks prior to the seminar you plan to attend. Requests received after this date will be honored whenever possible.

Name: _____ Date of Request: _____

Address: _____ Telephone #: _____

Date(s) when services are needed: _____

Name of event: _____

Type of request (please check any of the following services that you are requesting):

- Interpreter
 - Braille transcription of materials
 - Text enlargement of materials
 - Electronic version of materials
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To be completed by MSU Staff:

Name of service provider: _____

Address: _____ Telephone # _____

Date of Confirmation: _____ (Attach written confirmation)

Service that will be provided: _____

Did the service provider comply with contract requirements (type of service provided and the amount of time for service)? Yes No If there is a service contract, please attach.

Notes: _____

Cost of service: _____ (attach invoice upon receipt)