

ELECTRONIC TEXT REQUEST DOCUMENTATION FORM

NOTE: In some instances, satisfying a request by a student to receive instructional materials in an alternate media may require the college to obtain electronic text from the publisher or manufacturer of the instructional material pursuant to California Education Code Section 67302. In such cases, the accommodation request must be accompanied by a completed copy of this form with necessary documentation attached as specified below.

STUDENT INFORMATION

Name: _____

Address: _____

Telephone: _____

FAX: _____

E-Mail Address: _____

*Social Security Number: _____

* Providing your Social Security Number is strictly voluntary. The Privacy Act of 1974 (PL 93-574) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.) require that this notice be provided when collecting personal information from individuals. The Community College District and the State of California use information requested on this form for the sole purpose of determining whether a student is eligible to receive special services. Personal information recorded on this form will be kept confidential in order to protect against unauthorized disclosure. Portions of this information may be transferred to other entities for the purpose of determining appropriate alternate media specifications. However, disclosure to these parties is done in strict accordance with current statutes regarding confidentiality.

REGISTRATION/ENROLLMENT INFORMATION

District: _____

College: _____

Mailing Address: _____

Telephone: _____

FAX: _____

I have or will Register or Enroll in the academic term identified below:

Fall 20__ / __ Spring 20__ / __ Summer 20__ / __

Other (specify): _____

ACQUISITION OF STANDARD INSTRUCTIONAL MATERIAL IN ORIGINAL FORMAT

One of the conditions identified below must be substantiated for each request:

- The student has purchased or ordered the standard instructional material.
- The instructional material is supplied by the college to all students.
- The standard instructional material has been purchased or ordered on my behalf by the Department of Rehabilitation or some other agency.
(attach copy of original sales receipt or bookstore order form)
- Other (specify): _____

DSP&S Personnel Signature*

Date

* DSP&S Personnel has verified the documentation that the above student has provided substantiating the ownership of the original material.

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VERIFICATION OF DISABILITY

One of the conditions identified below must be substantiated:

I have a disability that prevents me from using standard instructional materials.

Documentation verifying this disability is either:

Attached to this form or On file with the DSP&S office.

Signature of DSP&S Director

Date

SECURITY OF ELECTRONIC TEXT

I understand that any electronic text, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Student Code of Conduct, and/or of the college policy regarding responsible use of DSP&S services. I have received and read a copy of the policy on responsible use of DSP&S services and I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of DSP&S Services.

Signature of Student

Date

ELECTRONIC TEXT REQUEST DOCUMENTATION FORM

COURSE INSTRUCTOR CERTIFICATION

Course Code: _____

Course Title: _____

Instructional Material Title: _____

General Description of Course Material: Textbook Workbook

Other (specify): _____

Original Format of Instructional Material: Printed Nonprinted

I hereby certify that the instructional material is required or essential to the above student's success in the course in which the student is or will be registered or enrolled.

Course Instructor's Signature

Date

COURSE INSTRUCTOR CERTIFICATION

Course Code: _____

Course Title: _____

Instructional Material Title: _____

General Description of Course Material: Textbook Workbook

Other (specify): _____

Original Format of Instructional Material: Printed Nonprinted

I hereby certify that the instructional material is required or essential to the above student's success in the course in which the student is or will be registered or enrolled.

Course Instructor's Signature

Date

COURSE INSTRUCTOR CERTIFICATION

Course Code: _____

Course Title: _____

Instructional Material Title: _____

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Other (specify): _____

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Date