



Disabled Student Programs & Services

3000 Campus Hill Drive | Room 1615, Livermore, CA 94551

ALTERNATE FORMAT BOOK REQUEST FORM

Please complete this Alternative Media Request Form completely with all the required documentation in order to fulfill your request. Alternative Media requests must align and be consistent with student Academic Accommodation Plans (AAP) as determined during the interactive intake process with a DSPS counselor.

CHECK ONE:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	20 _____
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Name (First, Last): _____

W Number # (LPC Student ID number): _____

Email Address: _____ Phone: _____

DSPS Counselor: _____ Date of request: _____

Class and Number (Example: ENGL 101B or MA 65)	Instructor's Last Name

INCLUDE THE FOLLOWING WITH YOUR REQUEST:

- Course Materials you are asking be converted (books, course readers, handouts, etc.)
- Verification of Ownership (e.g., receipt of purchase, Amazon printout, certification statement, etc.)
- Bear Facts printout/proof of course enrollment
- IF AVAILABLE, a copy of your Course Syllabus to show text is required or recommended reading.
(When requesting, Rolling Basis, if due date is not shown on syllabus, an email or note from instructor with due dates is sufficient)

Please provide **all the information** in order for us to best serve you. This form should be sent to the Alternate Media Specialist, Shriya Shah, at sshah@laspositascollege.edu. The best format for you will be determined in a collaborative process between your advisor, yourself, and Thomas. Depending on your specific need, this might be accessible file formats such as PDF, DOC, ePub, KES (Kurzweil), TXT (plain text), or even MP3 (audio files). Braille, either in print or digital format, large print format, and supplementary tactile images are also available. Also, please provide the following items with your request, unless an alternate method is determined during communication with the Alternate Media Specialist:

TYPE OF ALTERNATIVE FORMAT NEEDED: _____

Please attach as many additional sheets as needed for alternative media requests. For help completing this Alternative Media Request Form, please contact: Shriya Shah at sshah@laspositascollege.edu or by phone at **(925) 424-1524**.

TITLE 1:		Required	Recommended
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ISBN:		AUTHOR:	
EDITION:		COURSE:	

ROLLING BASIS (instead of Standard Production Timelines). See Alt Media Guidelines for details.

TITLE 2:		<input type="checkbox"/> Required	Recommended
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ISBN:		AUTHOR:	
EDITION		COURSE:	

ROLLING BASIS (instead of Standard Production Timelines). See Alt Media Guidelines for details.

TITLE 3		<input type="checkbox"/> Required	Recommended
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ISBN:		AUTHOR	
		:	
EDITION		COURSE:	

: ROLLING BASIS (instead of Standard Production Timelines). See Alt Media Guidelines for details.

TITLE 4		<input type="checkbox"/> Required	<input type="checkbox"/> Recommended
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ISBN:		AUTHOR	
EDITION:		COURSE:	

ROLLING BASIS (instead of Standard Production Timelines). See Alt Media Guidelines for details.

Proof of ownership information explained

- Your **textbook(s)** if you have it / them already. Please take a photo of a) the cover and b) copyright page of each book as proof of purchase and attach them to your email along with the form.
- Your receipt. You may take a photo or scan the hard copy, or send an electronic image of the online receipt if ordered from a source such as Amazon.com and attach it to the email along with the form.

Alternative Media Agreement Form

By signing below, I agree that I will not distribute to anyone else, nor allow anyone else to copy or reproduce, any alternative media provided by the DSPS department. I understand that sharing my alternative media with others may result in disciplinary action by the Las Positas Community College and that improper use of copyrighted materials is illegal.

Student's Name (please print):

Student Signature:

Date:

Questions regarding alternative Media format should be addressed directly to the AlternativeMedia Technology Specialist, Shriya Shah: [e-mail sshah@laspositascollege.edu].

You may submit this Alternative Media Agreement Form both in person or via email
Submitting in person: Bring it to Shriya Shah in the Disability Resource Center (Room 1615)
Submitting via e-mail: Please save and attach document to an e-mail and send to sshah@laspositascollege.edu