

**ALTERNATE FORMAT
REQUEST FOR HANDOUT/NOTES
Services for Students with Disabilities, 278-2811**

One request per form

Requesting For Class Materials:

Students may request handouts, syllabi, internet files that need conversion, and any other materials needed for their classes. Turnaround time for digital files or enlarged print copies is 5 working days. If original files are poor such as poorly photocopied materials the production process will take longer than 5 days.

Name _____ ID # _____

Phone Number _____ E-Mail _____mail.fresnostate.edu

Course Title _____ Today's Date _____

HANDOUT INFORMATION

Title of Handout: _____

Handout Notes Number Pages: _____

Preferred File Application (if available): Type Notes Scan (E-Text or PDF) Enlarged Copy

Documents scanned or typed will be emailed unless requested for alternate delivering.

It is the student's responsibility to check CSUF email regularly for communications regarding the status of alternate media.

Special Instructions:

FOR OFFICE USE ONLY

Assigned to: Lab Front Desk Name: _____ Production # _____

Date handout received from student _____ Date returned to student _____

Date	Notes	
		Total Production Hours: _____
		Completed Date: _____