**Alternative Format Request**

INSTRUCTIONS: Please complete the form in its entirety and attach a syllabus for the course. Failing to turn in a completed form may result in the form being returned. Requests will be processed in the order in which they are turned in. Preferences will be honored based on availability, reasonableness of request and counselor approval (when applicable). **Please submit a separate form for each class, you may list all conversion requests for a single class on one form**. Return the completed form to [Books.ODA@unt.edu](mailto:Books.ODA@unt.edu) or in person Sage Hall Room 167.

Name:

Student ID:

Date:

Semester of Request:

UNT Email:

Phone:

**Course Information**

Course (i.e. ENGL 1300.001):

Instructor:

# Alternative Format Request #1 (List one book/document per section, use a separate form for each class)

Title of book/document(s):

Publisher: Edition:

Copyright Year:

Author:

Number of pages in entire text:\_

ISBN #:

NOTE: if your request is a bundle or group of items with only one ISBN

number on the outer packaging, please provide the specific ISBN that is **inside** the textbook. Cost of Book:

# Select Preferred Format:

Braille:

PDF:

Word File/Text Only:

Enlarged Print:

Font Size of Enlarged Print:

I need the entire book/document Yes

No\_

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents:

Introduction:

Footnotes:

References:

Indices:

Glossary:

Appendices:

Figures:

Diagrams:

Pictures:

Send conversions by : CD

E‐mail\_

USB/Flash Drive:

Other:\_

# Alternative Format Request #2 (List one book/document per section, use a separate form for each class)

Title of book/document(s):

Publisher: Edition:

Copyright Year:

Author:

Number of pages in entire text:\_

ISBN #:

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number on the outer packaging, please provide the specific ISBN that is **inside** the textbook. Cost of Book:

# Select Preferred Format:

Braille:

PDF:

Word File/Text Only:

Enlarged Print:

Font Size of Enlarged Print:

I need the entire book/document Yes

No\_

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents:

Introduction:

Footnotes:

References:

Indices:

Glossary:

Appendices:

Figures:

Diagrams:

Pictures:

Send conversions by : CD

E‐mail\_

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Other:\_

# Alternative Format Request #3 (List one book/document per section, use a separate form for each class)

Title of book/document(s):

Publisher: Edition:

Copyright Year:

Author:

Number of pages in entire text:\_

ISBN #:

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number on the outer packaging, please provide the specific ISBN that is **inside** the textbook. Cost of Book:

# Select Preferred Format:

Braille:

PDF:

Word File/Text Only:

Enlarged Print:

Font Size of Enlarged Print:

I need the entire book/document Yes

No\_

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents:

Introduction:

Footnotes:

References:

Indices:

Glossary:

Appendices:

Figures:

Diagrams:

Pictures:

Send conversions by : CD

E‐mail\_

USB/Flash Drive:

Other:\_

# Alternative Format Request #4 (List one book/document per section, use a separate form for each class)

Title of book/document(s):

Publisher: Edition:

Copyright Year:

Author:

Number of pages in entire text:\_

ISBN #:

NOTE: if your request is a bundle or group of items with only one ISBN

number on the outer packaging, please provide the specific ISBN that is **inside** the textbook. Cost of Book:

# Select Preferred Format:

Braille:

PDF:

Word File/Text Only:

Enlarged Print:

Font Size of Enlarged Print:

I need the entire book/document Yes

No\_

If no, please specify which chapters, sections, modules etc. you do need:

If you need more than just the text, please check only the items that are essential from the following:

Table of Contents:

Introduction:

Footnotes:

References:

Indices:

Glossary:

Appendices:

Figures:

Diagrams:

Pictures:

Send conversions by : CD

E‐mail\_

USB/Flash Drive:

Other:\_

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Student Signature:

Date:

# ODA USE ONLY

Syllabus Received Yes\_ Course #

No Book/Document Received Yes No Assigned to\_

Request Cancelled\_

\_Date

Student Contacted Date\_

Student Picked Up Date

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