**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 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 #:

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 #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 #:

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 #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:\_

# Please provide any additional comments, preferences, or feedback relating to your requests above:

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Students receiving these services must have a disability which justifies the need. Students must have purchased or leased a physical copy of the textbook he or she is requesting in an alternative format. Students must be currently registered at UNT when requesting alternative formats. Students must not copy, reproduce or distribute any of the specialized format texts nor allow anyone else to do so. Violation of federal copyright law could result in disciplinary action under the UNT student code of conduct. By signing below I am confirming that I have read the instructions and completed this form in its entirety. I understand that failing to submit a completed form or syllabus may result in a delay in processing my request and my accommodation, if approved.

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

PUBLISHER CONTACTED

Alt. Req 1 Date Alt. Req 2 Date Alt. Req 3 Date Alt. Req 4 Date

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