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Center for Student Accessibility

**Accommodations Request for Out of Classroom Activities/Events**

***Please note: This form must be submitted to the front desk staff at least five school days in advance of the date of the requested accommodation.***

**Student's Name :** \_\_\_\_\_ **Today's Date :** \_\_\_\_\_  
 (please print)

**Phone # :** \_\_\_\_\_ **E-mail address :** \_\_\_\_\_

**Accommodation request:**

- Sign Language Interpreter
- CART (**C**ommunication **A**ccess **R**eal-time **T**ranslation)
- Other (please explain below)

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	Activity or Event	Location	Date	Time
<b>Example</b>	<i>Meeting with Professor</i>	<i>1P-101</i>	<i>Friday, 07/08/11</i>	<i>2:00 – 3:00pm</i>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				

- Off Campus events may require additional information.
- A minimum of FIVE school days may be needed to ensure interpreting or transcription services. See policy above.

***Office Use Only:***

Date Received	Date Arranged	Interpreter Assigned