

Steps for completing e-text request

1. Complete form and sign it	2. Have instructor sign form
3. Attach copy of receipt	4. Return form to DSPS counselor for signature

ELECTRONIC TEXT REQUEST (AB422)

NOTE: In some instances, satisfying a request by a student to receive instructional materials in an alternate media may require the college to obtain electronic text from the publisher or manufacturer of the instructional material pursuant to California Education Code Section 67302. In such cases, a completed copy of this form must accompany the accommodation request with necessary documentation attached as specified below.

Student Information

Name: _____ Student ID: _____
 Address: _____ City: _____ St: _____
 Telephone: _____ E-Mail: _____

Student Certification

I understand that any electronic text, which may be supplied to me, is solely for my own educational purposes. I will not copy or distribute any such electronic text in violation of the Copyright Revisions Act of 1976, as amended (17 U.S.C. Sec. 101 et seq.). I understand that failure to abide by this agreement may constitute a violation of the Student Code of Conduct, and/or of the college policy regarding responsible use of DSP&S services. I have received and read a copy of the policy on responsible use of DSP&S services and I understand that a violation of that policy, including improper distribution of electronic text, may result in suspension of DSP&S Services.

ACQUISITION OF STANDARD INSTRUCTIONAL MATERIAL IN ORIGINAL FORMAT

One of the conditions identified below must be substantiated for each request:

- I have purchased or ordered the standard instructional material. (*Attach copy of original sales receipt or bookstore order form.*)
- The instructional material is supplied by the college to all students.
- The standard instructional material has been purchased or ordered on my behalf by the Department of Rehabilitation or some other agency. (*Attach copy of sales or ordering transaction.*)

Signature of Student and Date _____

DSP&S/ADA COORDINATOR CERTIFICATION

- I request that publisher supply electronic text(s) shown above for use by qualified student per AB422. The electronic text is needed in order to provide instructional materials in alternate media for this student who has a verified disability that prevents him or her from using standard instructional materials.
- The student is enrolled in a course at the college or will be registered for such a course in an upcoming term.
- The instructional material is required or essential to the student's success in the course.
- The standard instructional material has been purchased by the student or on behalf of the student by the college.

Signature of DSP&S/ADA Coordinator and Date _____

Course Instructor Certification

Course Code: _____ Course Title: _____

Instructional Material Title and Edition: _____

Preferred Alternate formats: (Kurzweil (Rich Text (Acrobat PDF (MP3 (Daisy (Braille

I hereby certify that the instructional material is required or essential to the above student's success in the course in which the student is or will be registered or enrolled.

Course Instructor's Signature

Date

Course Instructor Certification

Course Code: _____ Course Title: _____

Instructional Material Title and Edition: _____

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