

**Xavier University of Louisiana  
Office of Disability Services  
1 Drexel Drive – Box 180  
New Orleans, LA 70125**

**Office: (504) 520-7607  
Fax: (504) 520-7917**

**INTERPRETER SERVICES REQUEST FORM**

**Student:** \_\_\_\_\_ **Term:** Fall 20\_\_ Spring 20 \_\_ Summer 20\_\_

**Id#:** \_\_\_\_\_ **Contact #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

This form is to request one event or one event with a recurring date. A recurring event would be an event that happens at the same day/time weekly and/or monthly. The event itself does not change (lecture, class, meeting, lab, etc.) it is just a recurrence of that event.

If you have more than one event you need interpreting services for, you will need to submit a request for each event.

All request must be received one (1) week before the scheduled event. We cannot guarantee an interpreter if the request is received less than 5 business days before the event. If you need to cancel the interpreter after a request is made, you must notify Office of Disability Services (ODS) 48 hours in advance of the event at (504)520-7607 or [disabilityservices@xula.edu](mailto:disabilityservices@xula.edu).

**(Please check all  boxes that apply):**

**Date of Request:** \_\_\_\_\_