

# University of Illinois Springfield

## Alternative Format Request Form

This form along with a Student Alternative Format Agreement Form must be completed and proof of purchase of requested textbook(s) must be provided to the UIS Office of Disability Services before your request will be processed. A request for an alternative format of a text(s) cannot be processed until you have purchased your textbook(s). By submitting this form you are authenticating that you have provided to the best of your ability all required information and have legally obtained the requested text(s).

---

**Name:** \_\_\_\_\_ **UIN:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Semester Requesting Texts:** \_\_\_\_\_

**Number of Alternative Format Textbooks being requested:**

(Within this form you can complete one textbook request. If you are requesting more than one textbook you will need to fill out multiple forms.)

**Preferred Alternative Format:**

\_\_\_ **Large Print**                      \_\_\_ **Electronic Text (MS Word)**

\_\_\_ **Audio Format**

### Textbook Request and Course Information

(Please provide the information for the textbook you would like converted into an alternative format for your course. The requested information can be found on the publication page of the textbook(s) and/or on the back of the text(s). If you are requesting additional textbooks then you will need to submit multiple requests until all of your needed texts have been requested.)

**Course and Section:** \_\_\_\_\_ **Professor:** \_\_\_\_\_  
**Title and Author:** \_\_\_\_\_ **ISBN:** \_\_\_\_\_  
**Edition and Publication Date:** \_\_\_\_\_ **Publisher:** \_\_\_\_\_  
**Purchased From:** \_\_\_\_\_ **Purchase Date:** \_\_\_\_\_  
**Purchase Price:** \_\_\_\_\_

**Please remember, ODS has a maximum of six (6) weeks to process your textbook request.**