



Captioning Request On-Campus Classes



Deaf or hard-of-hearing student currently enrolled in class.

Title II of the ADA and Section 508 of the Rehabilitation Act require that students with disabilities have access to printed and computer-based information. Instructional materials in "alternate format" include captioning videos for deaf and hard-of-hearing students.

1. Faculty/staff identifies college/department-owned videos that need captioning.
2. Faculty/staff completes one form for each video and sends (with the original video) to Jill Baker (AV Librarian) -- Mesa College - Learning Resource Center, Room 417 -- Jill's phone # is x2655.

FACULTY / DESIGNATED STAFF: PLEASE PROVIDE THE FOLLOWING INFORMATION

Date: _____ Requestor's Name: _____

Requestor's Phone #: _____ Requestor's Email: _____

Program/Department/Course: _____

Title of Video: _____

Foreign Language, if Applicable: _____

Return Original Video to: _____ Department/Room # _____

Original Video is: VHS Format DVD Format

Transfer Captioned Video to: VHS Format DVD Format

Access Technology Specialist/ Designated Staff Use

1. Prior to submitting a captioning request, ATS will verify that a captioned version is not available for purchase.
2. If captioned version is not available, ATS will verify that all pertinent information is provided on this form—both Faculty and ATS sections.
Please send completed form (along with video) to Captioning Department, DSPS/District Office - Room 275.

Video Copyright Owner/Producer/Distributor: _____

Year Produced: _____ Length of Video: _____ min.

Charge Captioning Costs to the Following Budget Number: _____

Additional Information

Name: (Print or Sign Clearly) _____

Captioning Staff Use

Date Received: _____ Name: (Print or Sign Clearly) _____