

**Attendance Policy:
Students Using Sign Language Interpreting Services
Blackhawk Technical College**

Because interpreting services are costly services, it is very important that students assist Disability Services (DS) in using these services wisely. When DS knows in advance that a student using interpreting services will not be attending a class, the office is able to try to inform the interpreter before he/she shows up for class.

Blackhawk Technical College's "No-Show" Policy

After 3rd No-Show/No Call –per class/per semester:

Interpreting services are suspended for that class. It is the student's responsibility to arrange a meeting with Deb Gilster to discuss the situation. After this meeting, interpreting services for that class may resume.

Interpreters will report student "no-shows/no calls" to Disability Services in accordance with the policy stated above.

Guidelines for Notifying the Disability Services

It is important that you call the center as soon as possible but absolutely no later than 15 minutes before the class or it will be considered a "no-show." To notify about an absence please contact:

Diane Murphy
608/743-4422 or deaf/hh call relay: 711
Email: dmurphy@blackhawk.edu

Please note: You also need to follow your instructor's guidelines regarding absences. Disability Services will NOT inform your instructors of your absences.

I have read the above document and agree to follow the guidelines that explain my responsibilities as a student receiving interpreting services at Blackhawk Technical College.

Signature: _____ Date: _____