

Blackhawk Technical College

Student Success Center

Disability Services

ELECTRONIC BOOK FORMAT REQUEST

In order to process your request for a book in an alternate form, please complete the following form 2 – 3 weeks in advance of need and attach a copy of your receipt. Incomplete information may cause a delay in your request.

Name: _____

BTC ID #: _____

Phone: _____

If staff create this CD from publisher files, what is your preferred word per minute rate: _____

Agreement by Student:

- I have purchased the textbook for which I am requesting a specialized format.
- I have a documented disability which qualifies me for alternate format of texts.
- I am requesting this material for use by me in connection with a course that I am registered for at Blackhawk Technical College.
- I will not duplicate the instructional material for use by others.
- I will return the CD at the end of the semester or delete the e-files that have been copied to my storage device.
- If requested, I give permission to Blackhawk Technical College to release my name and disability information to the publisher for the purpose of receiving an electronic file in specialized format.

Signature of Student

Date

Signature of DS Staff

Date

Textbook Information

Book 1: Title: _____		
Course: _____ _____ _____ Instructor: _____ _____	Book Cost: _____ Pages: _____ Author: _____ Copyright: _____ Edition: _____ Publisher: _____ ISBN: _____ Format Requested: <input type="checkbox"/> Audio <input type="checkbox"/> E-text	<p style="text-align: center; margin: 0;"><i>For Office Use Only</i></p> ATN: _____ _____ Publisher Contacted: _____ _____ _____

Book 2: Title: _____			
Course: _____ _____ _____ Instructor: _____ _____	Book Cost: _____ Pages: _____	<i>For Office Use Only</i>	
	Author: _____		ATN: _____
	Copyright: _____ Edition: _____		Publisher Contacted: _____
	Publisher: _____		_____
	ISBN: _____		_____
Format Requested: <input type="checkbox"/> Audio <input type="checkbox"/> E-text			

Book 3: Title: _____			
Course: _____ _____ _____ Instructor: _____ _____	Book Cost: _____ Pages: _____	<i>For Office Use Only</i>	
	Author: _____		ATN: _____
	Copyright: _____ Edition: _____		Publisher Contacted: _____
	Publisher: _____		_____
	ISBN: _____		_____
Format Requested: <input type="checkbox"/> Audio <input type="checkbox"/> E-text			

Book 4: Title: _____			
Course: _____ _____ _____ Instructor: _____ _____	Book Cost: _____ Pages: _____	<i>For Office Use Only</i>	
	Author: _____		ATN: _____
	Copyright: _____ Edition: _____		Publisher Contacted: _____
	Publisher: _____		_____
	ISBN: _____		_____
Format Requested: <input type="checkbox"/> Audio <input type="checkbox"/> E-text			

Book 4: Title: _____			
Course: _____ _____ _____ Instructor: _____ _____	Book Cost: _____ Pages: _____	<i>For Office Use Only</i>	
	Author: _____		ATN: _____
	Copyright: _____ Edition: _____		Publisher Contacted: _____
	Publisher: _____		_____
	ISBN: _____		_____
Format Requested: <input type="checkbox"/> Audio <input type="checkbox"/> E-text			

