



## Accessibility Center for Education

# Alternate Format Book Request Form

**This form is a request to receive your textbook in an alternative format. This service is available either in person when the Accessibility Center for Education (ACE) is open, or remotely if you prefer.**

Please provide **all information** in order for us to best serve you. This form should be sent to the Alternate Media Specialist, Thomas Dowrie, at [tdowrie@chabotcollege.edu](mailto:tdowrie@chabotcollege.edu). The best format for you will be determined in a collaborative process between your advisor, yourself, and Thomas. Depending on your specific need, this might be accessible file formats such as PDF, DOC, ePub, KES (Kurzweil), TXT (plain text), or even MP3 (audio files). Braille, either in print or digital format, large print format, and supplementary tactile images are also available. Also, please provide the following items with your request, unless an alternate method is determined during communication with the Alternate Media Specialist:

- (1) Your **textbook(s)** if you have it / them already. Please take a photo of a) the cover and b) copyright page of each book as proof of purchase and attach them to your email along with the form.
- (2) Your receipt. You may take a photo or scan the hard copy, or send an electronic image of the online receipt if ordered from a source such as Amazon.com and attach it to the email along with the form.
- (3) Also, on occasion, a **course syllabus** will be required. If it is, you will be informed.

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DSPS Counselor: \_\_\_\_\_ Date of request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Class and Number (Example: ENGL 101B or MA 65)	Instructor's Last Name

Author's Last Name	Book Title (please be complete and exact)	Edition	ISBN (10 or 13 digits; ISBNs often start with "978" and can be found on the COPYRIGHT PAGE)	Chabot custom edition book? (Y/N)	Rental or DSPS loan book? (Y/N)