

Student Guide to Alternative Format Production Requests

If you require the use of course materials in an alternative format, this is your guide to requesting these accommodation services. Since Stanford is on the quarter system, classes tend to progress quickly. We work to assist you with the provision of alternatively formatted course materials in a timely manner. To that end, we ask that you manage your accommodations accordingly:

1. Work with your Disability Adviser (DA) or Learning Strategies Coordinator (LSC).

Each student's DA or LSC authorizes the type(s) of academic accommodations a student may receive. Student requests will be honored only with prior and appropriate approval.

2. Make your alternative format requests early and thoroughly.

It is the student's responsibility to provide the OAE/SDRC with class syllabi, course/reading schedules, professor/TA contact information, etc. Time and production constraints may dictate how the course material is made accessible but, when possible, our office makes every effort to supply each student with his or her *preferred* alternative format.

For your convenience, copies of the Alternative Format Production Request Form (AFPRF) can be found on the OAE website:

- Please print and fill out one form per class;
- Attach a COPY of all relevant course information (syllabus, course schedule, etc);
- Submit the materials to the Accommodations Coordinator as soon as possible.

Production of alternative format can begin only when we have all of the required information.

3. Provide proof of purchase.

An email notification will be sent out when course material is ready to be picked up.

In accordance with California state law (AB 422), the student needs to bring in proof of purchase for the book(s) and/or course reader(s) the OAE has converted into an alternative format (*i.e.* receipts, order confirmations, etc). Material cannot be released to a student until the Accommodations Coordinator (or designate) has verified proof of purchase.

4. Please note:

- You may not be able to pick up all of your requested items at once. We often have to stagger production so that ALL of our students have *some* material rather than SOME of our students having *all* of their materials.
- Whether you're a new or returning student requesting alternative format production, you will need to complete the 2007 – 08 Contract for Alternative Format Production Services. This can be reviewed and signed the first time you come in to submit your AFPRF(s).
- We respect that you have a busy schedule, which doesn't always adhere to our business hours (8am – 12 noon, 1 – 5pm). Once you've provided proof of purchase, materials* can be downloaded from the OAE Alt. Format Coursework Site.

*Formats which cannot be uploaded on Coursework (for example, Braille texts) will be made available at our office.

If you need any assistance with AFPRF submissions or have questions about the different types of alternative formats we produce, please contact the OAE Academic Accommodations Coordinator:

Shelley Hou
hou@stanford.edu
(650) 723 – 0942, office