DISABILITY SERVICES
Request Form for Alternate Format of Textbooks

Please print all information clearly:

Name: ___________________________  Student ID Number: ___________________________
Contact Phone: ______________________  Email: ________________________________

Course Number: ___________________  Book Title: ________________________________
Author(s): ___________________________  Edition or Version: ______________________
Publisher: ___________________________  ISBN: _________________________________

Course Number: ___________________  Book Title: ________________________________
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Comments:
________________________________________________________________________

Textbook Rental:

If you are renting your textbook(s) from Textbook Rental, you will be allowed to rent your textbook(s)
ahead of time in order to ensure adequate amount of time to process the request. Textbook Rental will be
notified on your behalf your need to rent your textbook(s) ahead of time.

To ensure material is available prior to the start of the semester, requests must be received at least four
weeks prior to the first day of class. Requests must be accompanied with a receipt from textbook rental or
retailer showing date of purchase, book purchased or rented, and the price paid. Requests received less
than four weeks prior to the date needed will be processed as they are received, but may not be
immediately available.

Student’s signature: ________________________________

Print your name: ___________________________  Date: ___________________________

RETURN FORM TO:
Southeast Missouri State University
DISABILITY SERVICES
One University Plaza, MS 2030
Cape Girardeau MO  63701-4799