

Trinidad State Junior College
CTE Career and Special Services
Ron Barros, CTE Job Placement/Special Services Coordinator
Appointments 719-846-5456

Student Agreement Form for Texts in Alternate Format

Student Name: _____ **S#:** _____

Circle One: Fall Spring Summer Date: _____

In order to provide the accommodation of texts in alternate format the following statements must be understood and agreed to.

- The student must qualify as having a disability, which is verified by a competent authority.
- The student must own a physical copy of the textbook; proof of receipt is required.
- The student has been informed that it takes approximately four weeks to process the book request. The student understands that his or her **own book** will need to be cut apart to go through the scanner. It will be returned to them with the alternate format cd's. The CTE Career and Special Services Office will make every effort to contact the publisher for electronic format prior to cutting apart student's book. Making arrangements to provide the book to the CTE Career and Special Services Office four weeks prior to the start of classes is highly recommended.
- The student is currently registered for classes at Trinidad State Junior College.
- The student will not copy, share files, or redistribute any of the alternative format texts, nor will they allow anyone else to.
- The student will pick up cd's on a regular basis. Subsequent cd's will not be available unless this occurs.
- The student will return the alternative format texts at the end of the semester or if they withdraw from the class or college.

The information on this form has been explained to me and I understand and agree to abide by them.

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____