



Students requesting alternate format materials should submit an Alternative Format Material Request Form to the Student Accessibility Services (SAS) office. Students requesting alternative format textbooks should do so as soon as possible following course registration as it may take up to four (4) weeks to complete a request. Student Accessibility Services only processes requests for students eligible to receive alternative format text materials as part of their accommodations plan.

Student Accessibility Services is required to obtain proof that the student is in possession of a copy of any requested textbooks prior to releasing any alternate formats. Examples of proof can include, but are not limited to, the following:

- Sales receipt
- Email confirmation for rental, purchase, digital download, etc.
- Scan/picture of the front and back cover of the book\*
- Print out/screen shot from library indicating book has been borrowed

Once the request has been fulfilled, students will be notified via their student email accounts.

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**STUDENT  
ACCESSIBILITY  
SERVICES**

Student Accessibility Services •  
444 Appleyard Drive •  
Tallahassee, Florida 32304  
(850) 201-8430 • [SAS@tsc.fl.edu](mailto:SAS@tsc.fl.edu)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

TSC Student ID: \_\_\_\_\_

Email: \_\_\_\_\_@tsc.fl.edu

Phone Number: \_\_\_\_\_

Term materials are requested for

Fall

Spring

Summer

Session: Main

Session A

Session B

Session C

**Material Information**

Course Catalog Number (ex. ENC1101): \_\_\_\_\_

Instructor (First and Last name): \_\_\_\_\_

Title: \_\_\_\_\_

Author(s)(Full name): \_\_\_\_\_

Edition: \_\_\_\_\_

ISBN: \_\_\_\_\_

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**Office Use**

Request Received By (Initial) \_\_\_\_\_

Date:

Request Fulfilled:

Request Completed:

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