

University of Alaska Southeast  
Disability Support Services  
Request for Scribing Services

NOTICE: Appointments for scribing services **must be made 72 hours (not counting weekends or holidays) prior** to the time of the appointment.

I, \_\_\_\_\_ am requesting scribing services.

I will meet a DSS representative at: (For example: The Learning Center)

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in order to complete: (For Example: Subject Test, Math 107, J03)

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I will need scribing services for the time between \_\_\_\_\_ and \_\_\_\_\_.

I understand that if I need to cancel this appointment, I must notify the DSS office 24 hours prior to the time of the appointment. Failure to notify DSS of cancellations in a timely manor could result in forfeiture of all future scribing services.

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DSS Student Signature

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Date

If you have any questions about this service, contact:  
Susan Wylie, LPC 796-6000.