

REFERRAL MEMO TO INSTRUCTORS OF STUDENTS USING SIGN LANGUAGE INTERPRETERS

Dear Instructor _____

Re: _____

Quarter: _____

Class: _____

This Deaf / hard-of-hearing student has enrolled in your class and is registered with Disabled Student Services for specialized services. In the classroom, the student will work with Sign Language Interpreters. The student has been asked to speak with you if additional classroom accommodations need to be arranged.

**** Please be advised that the student will need to request, from us, any additional support services for required out-of-class activities, including instructor meetings, group project meetings, field trips, etc. five working days in advance.***

We have attached information to show how to best work with Deaf / hard-of-hearing students and Interpreters. We have also included information on how to use Video Relay Service to communicate with a Deaf student by phone.

If you have additional questions or concerns, please feel free to contact Deaf Services at deafservices@deanza.edu, or please call:

Donna Bradshaw, Deaf Services Coordinator, x 8755

Esther Halwani, DSS Counselor, x 8959

REFERRAL MEMO TO INSTRUCTORS OF STUDENTS USING REAL TIME CAPTIONERS

Dear Instructor _____

Re: _____

Quarter: _____

Class: _____

This Deaf / hard-of-hearing student has enrolled in your class and is registered with Disabled Student Services for specialized services. In the classroom, the student will work with a Real Time Captioner. The student has been asked to speak with you if additional classroom accommodations need to be arranged.

**** Please be advised that the student will need to request, from us, any additional support services for required out-of-class activities, including instructor meetings, group project meetings, field trips, etc. five working days in advance.***

We have attached information to show how to best work with Deaf / hard-of-hearing students and Captioners.

If you have additional questions or concerns, please feel free to contact Deaf Services at deafservices@deanza.edu, or please call:

Donna Bradshaw, Deaf Services Coordinator, x 8755

Esther Halwani, DSS Counselor, x 8959