



Alternate Format Textbook Request

If you have an accommodation to receive alternate format materials as part of your GCC Accommodation Agreement, please complete and submit this form to the Office of Disability Services as early as possible. Email completed form to DS-Students@gcc.mass.edu or upload to our secure link at www.gcc.mass.edu/wellness/upload.

Note: If we need to request a digital or hard copy text from the publisher, it may take 4-6 weeks before we receive it.

Name (first & last) _____ Student ID Number _____

Email _____ Request Date _____

| | |
|---|---------------------------------------|
| Course Code _____ Course Title _____ | |
| Textbook Title _____ | |
| ISBN (13 digit number beginning with 978) _____ | Edition # _____ |
| <u>This Section Is For Office Use Only</u> | |
| Source: AT BS LA Archive _____ | Purchase Proof (date/initials) _____ |
| Publisher _____ | Means of Distribution: _____ |
| Ordered (date/initials) _____ | G-Drive DropBox Bookshare Email |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ |
| Notes | |
| Done | |

| | |
|---|---------------------------------------|
| Course Code _____ Course Title _____ | |
| Textbook Title _____ | |
| ISBN (13 digit number beginning with 978) _____ | Edition # _____ |
| <u>This Section Is For Office Use Only</u> | |
| Source: AT BS LA Archive _____ | Purchase Proof (date/initials) _____ |
| Publisher _____ | Means of Distribution: _____ |
| Ordered (date/initials) _____ | G-Drive DropBox Bookshare Email |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ |
| Notes | |
| Done | |

| | |
|---|---------------------------------------|
| Course Code _____ Course Title _____ | |
| Textbook Title _____ | |
| ISBN (13 digit number beginning with 978) _____ | Edition # _____ |
| <u>This Section Is For Office Use Only</u> | |
| Source: AT BS LA Archive _____ | Purchase Proof (date/initials) _____ |
| Publisher _____ | Means of Distribution: _____ |
| Ordered (date/initials) _____ | G-Drive DropBox Bookshare Email |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ |
| Notes | |
| Done | |

To comply with Publisher copyright laws, we cannot release the electronic copy to you without proof of purchase, rental, or ownership.
Proof may be in the form of a receipt (either paper or electronic) or your physical book.

Student Name: _____

| | | | | | |
|---|---------------------------------------|---------|-----------------|-------|------|
| Course Code _____ Course Title _____ | | | | | |
| Textbook Title _____ | | | | | |
| ISBN (13 digit number beginning with 978) _____ | | | Edition # _____ | | |
| <u>This Section Is For Office Use Only</u> | | | | Notes | Done |
| Source: AT BS LA Archive | Purchase Proof (date/initials) _____ | | | | |
| Publisher | Means of Distribution: | | | | |
| Ordered (date/initials) _____ | G-Drive | DropBox | Bookshare | Email | |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ | | | | |

| | | | | | |
|---|---------------------------------------|---------|-----------------|-------|------|
| Course Code _____ Course Title _____ | | | | | |
| Textbook Title _____ | | | | | |
| ISBN (13 digit number beginning with 978) _____ | | | Edition # _____ | | |
| <u>This Section Is For Office Use Only</u> | | | | Notes | Done |
| Source: AT BS LA Archive | Purchase Proof (date/initials) _____ | | | | |
| Publisher | Means of Distribution: | | | | |
| Ordered (date/initials) _____ | G-Drive | DropBox | Bookshare | Email | |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ | | | | |

| | | | | | |
|---|---------------------------------------|---------|-----------------|-------|------|
| Course Code _____ Course Title _____ | | | | | |
| Textbook Title _____ | | | | | |
| ISBN (13 digit number beginning with 978) _____ | | | Edition # _____ | | |
| <u>This Section Is For Office Use Only</u> | | | | Notes | Done |
| Source: AT BS LA Archive | Purchase Proof (date/initials) _____ | | | | |
| Publisher | Means of Distribution: | | | | |
| Ordered (date/initials) _____ | G-Drive | DropBox | Bookshare | Email | |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ | | | | |

| | | | | | |
|---|---------------------------------------|---------|-----------------|-------|------|
| Course Code _____ Course Title _____ | | | | | |
| Textbook Title _____ | | | | | |
| ISBN (13 digit number beginning with 978) _____ | | | Edition # _____ | | |
| <u>This Section Is For Office Use Only</u> | | | | Notes | Done |
| Source: AT BS LA Archive | Purchase Proof (date/initials) _____ | | | | |
| Publisher | Means of Distribution: | | | | |
| Ordered (date/initials) _____ | G-Drive | DropBox | Bookshare | Email | |
| Received (date/initials) _____ | Emailed Student (date/initials) _____ | | | | |

To comply with Publisher copyright laws, we cannot release the electronic copy to you without proof of purchase, rental, or ownership.
Proof may be in the form of a receipt (either paper or electronic) or your physical book.