

Reader and/or Scribe Request Procedure

Try to make requests for readers and/or scribes at least one week prior to your exam. Request forms can be picked up at Student Disability Services, printed from our website, or completed using the online Word form and dropped off or emailed to our office.

PROCEDURE:

1. **Complete a Request Form for Reader/Scribe for Exam.**
2. **Bring your requests to Student Disability Services located at 103 Student Health Center (top floor). Requests can also be emailed as indicated above.**
 - *SDS is open from 8:00am – 4:45pm, Monday through Friday.*
3. **Student Disability Services will contact you when a reader and/or scribe has been scheduled to read or scribe for your exam.**

If you have any questions, contact SDS by phone at 273-2676 or by email at disabilityservices@uni.edu.

UNI STUDENT DISABILITY SERVICES

Student Disability Services
University of Northern Iowa
103 Student Health Center

Phone: 319-273-2676

TTY: 319-273-3011

Fax: 319-273-6884

Email: disabilityservices@uni.edu

