Sample Wording – Email Requesting Alternate Format From Publishers

Sample wording for email to send to publishers requesting alternate format. FERPA guidelines and Federal law prohibit us from disclosing the name of the student or the nature of their disability, and we also must be careful about disclosing personal information inadvertently when a publisher asks us for proof of purchase. All requests should include your name, title, mailing address on campus, and campus phone number.

The wording for an email or contact form is:

Subject: In need of alternate format for a student with a print disability

Body:

We are in need of the following text in alternate format for a student with a print disability. The student has purchased a copy of the text and has a documented disability that requires the provision of alternate format. The book is:

Spectacular Geography
Miller
9780825378915

Any file format will do, as we can convert to what the student needs. Thanks in advance for your assistance.

Best regards,
Name
Title
Department
University
Phone number