

**NORTHWEST EDUCATIONAL SERVICE DISTRICT 189
EFFECTIVE COMMUNICATION REQUEST FORM***

Please note: The NWESD 189 needs as much advanced notice as possible to ensure that reasonable accommodations are met. Reasonable efforts will be made to accommodate requests made less than 48 hours in advance of a scheduled program, activity, or event. If aids or services are needed for a meeting of the Board of Directors, please contact the office of the Superintendent directly at 360-299-4002.

Date of request: _____

Request Type: *(please check all that apply)*

- Assistive Listening Aid or Service
- Assistive Vision Aid or Service
- Assistive Speech Aid or Service
- Other _____

Contact Persons:

	Name	Email, Phone, or Website (preferred communication)
Individual making request		
Building manager (Program Administrator) where event will take place		
Event contact person		

Event Details: *(please attached any relevant supporting information such as event flyer or brochure)*

Event name:	
Event date:	
Start and end time:	
Event description (e.g., lecture, seminar, meeting, sports event):	
Location (e.g., building, facility, off-campus program sponsored activity):	
Other relevant details:	

Please return this completed form to: Assistant Superintendent for Operations, NWESD, 1601 R Avenue, Anacortes, WA 98221 or dforsythe@nwesd.org.