

Scribe Request

The Office for Students with Disabilities (OSD) can assist academic departments in coordinating scribing requests on a first come, first serve basis. You may request a scribe for a student with a disability who has received and presented you with an AFA letter. Please complete all fields below and submit your request by clicking the box below.

Index Number:	
Student Name:	
PID:	
Course:	
Exam Date:	
Scheduled Time:	
Check-in Time:	
Check-in Location:	

Notify osdscribingrequests@ucsd.edu ASAP if you need to cancel or change the scribe request. We will do our best to accommodate any changes.

The academic department will be charged only for the actual scribing time and exam delivery time, when applicable. Departments will be charged the OSD student staff regular hourly rate of \$12 per hour, in 15 minute increments.