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| **Permission Request form****To Embed Adult Sign Language (ASL), Add Closed****Captioning or Create Transcripts for Copyrighted Materials** |
| Date: | College/University Contact Information |
| Copyright Owner(Attn. Permissions Department) |
| Dear Permissions Department,[College/University name] seeks permission to modify materials by including American sign language (ASL), captioning, or by creating transcripts of the audio portion for students attending non-profit educational institutions within the Minnesota State Colleges and Universities System. [College/University name] will incur all costs associated with this request. **Please complete the bottom portion of this form and FAX or mail in the enclosed self-addressed stamped envelope to the address above.** |
| The copyrighted materials are:---------------------------------------------------------------------------------------------------------------------------------------------------- |
| **This request is time sensitive and requires an immediate response.**  |
| May we embed ASL, add captioning, or create transcripts for the identified materials? Yes No  |
| May we digitally archive the modified materials for future use by students? Yes No |
| If ASL embedded, captioned versions, or transcripts are available, please provide the ordering information.ASL embedded/closed caption materials or transcripts available at:Cost:Ordering information: |
|  [College/University name] requests permission to modify the above materials for the purpose of ensuring equal access for all students in accordance with Section 504 of the Rehabilitation Act and Section 363A.13 of the Minnesota Human Rights Act. The materials will be used for student instruction in perpetuity *unless the copyright owner identifies an expiration date*. The authorization and authorization date will be placed on the materials (along with any expiration date). |
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**Thank you for your timely response to this request.**