

**Attendance Policy:
Students Using Sign Language Interpreting Services
Blackhawk Technical College**

Because interpreting services are costly services, it is very important that students assist the Student Resource Learning Center in using these services wisely. When the Student Resource Learning Center knows in advance that a student using interpreting services will not be attending a class, the office is able to try to inform the interpreter before he/she shows up for class.

Blackhawk Technical College’s “No-Show” Policy

After 3rd No-Show/No Call –per class/per semester:

Interpreting services are suspended for that class. It is the student’s responsibility to arrange a meeting with Chris Flottum to discuss the situation. After this meeting, interpreting services for that class may resume.

Interpreters will report student “no-shows/no calls” to the Student Resource Learning Center in accordance with the policy stated above.

Guidelines for Notifying the Student Resource Learning Center

It is important that you call the center as soon as possible but absolutely no later than 15 minutes before the class or it will be considered a “no-show.” To notify about an absence please contact:

Student Resource Learning Center
(608) 743-4422
email - dmurphy@blackhawk.edu

***Please note:** You also need to follow your instructor’s guidelines regarding absences. The student resource learning center will NOT inform your instructors of your absences.*

I have read the above document and agree to follow the guidelines that explain my responsibilities as a student receiving interpreting services at Blackhawk Technical College.

Signature: _____ Date: _____