

Cornell Law School
Student Emergency AV Request to Record Class

Info Tech Help Desk 255-2829

Please print and fill out this form completely (including all signatures) and submit it to the Help Desk (481 Myron Taylor Hall, fourth floor in the North Tower).

Note: **Fulfillment of requests is subject to IT Staff availability.**

IT staff is not able to assist with taping of classes if an absence is for less than a week.

Emergency absences beyond one week; requires Faculty Member's signature and Registrar's Office signature. IT staff will make every effort to accommodate recording for emergency absences if a student will be out for a week or longer. Please bring signed request forms to IT Help Desk, room 481, for scheduling.

Emergency absences (less than one week), career events, interviews, and religious holidays requires Faculty Members approval for recording. The Law School IT department does not provide any recording support for absences less than one week. If a student is absent for less than a week, the student may make arrangements on his/her own with a classmate to digitally record the class. A supply of MP3 recorders are at the library reserve desk for student use.

Requestor: _____ **Net ID:** _____

Expected leave dates **from:** _____ **to:** _____

1. Course Title: _____ Room _____
Day(s) Class meets: _____ Start time: _____
Faculty Signature _____ Date: _____
Signature required for all class recordings

2. Course Title: _____ Room _____
Day(s) Class meets: _____ Start time: _____
Faculty Signature _____ Date: _____
Signature required for all class recordings

3. Course Title: _____ Room _____
Day(s) Class meets: _____ Start time: _____
Faculty Signature _____ Date: _____
Signature required for all class recordings

Request to record class for Emergency Absence for more than 1 Week

Registrar's Signature _____ **Date:** _____
* Signature required for absences of more than a week