



**University Circle:**  
1909 East 101<sup>st</sup> Street  
Cleveland, Ohio 44106-4110  
216-791-8118  
clevelandsightcenter.org

**Highbrook Lodge:**  
12944 Aquilla Road  
Chardon, Ohio 44024

## Working with Students who are Visually Impaired Training Request Form

Person or organization requesting: \_\_\_\_\_

Address: \_\_\_\_\_

Contact's Name (If different from above)

\_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Date(s) and Time(s) for training: \_\_\_\_\_

Please select the training options below that you are requesting and email form and or questions to [Kcallahan@clevelandsightcenter.org](mailto:Kcallahan@clevelandsightcenter.org) We will contact you to schedule in accordance to your preferred dates, times and our availability.

### Fees below are for requests within Cuyahoga County

**Training Fees:** Two options are available:

**Onsite Fee (at Cleveland Sight Center):** \$20/per person (minimum of 6 participants required)

**Off-site Fee:** \$25/per person (minimum of 6 participants)

**Total:** \$ \_\_\_\_\_

Email Kristen Callahan at [kcallahan@clevelandsightcenter.org](mailto:kcallahan@clevelandsightcenter.org) or call at 216-658-8774 with questions or training requests outside of Cuyahoga County.

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(To be completed by Cleveland Sight Center and will be returned for Payer Signature)

Date & Time of Presentation/Training: \_\_\_\_\_

Program (Payer) Signature: \_\_\_\_\_

Return this signed form to [kcallahan@clevelandsightcenter.org](mailto:kcallahan@clevelandsightcenter.org)

Payment required after confirmation of training date. Payment must be received *before* scheduled training. Please call Billing # at 216-658-4554 to pay by credit card over the phone or mail check to: *\*please indicate "Students who are Visually Impaired" & date in the memo*

**Cleveland Sight Center**  
**PO Box 92944**  
**Cleveland, Ohio 44194**