

ALL PRINCIPALS: Procedures for Requesting American Sign Language (ASL) Interpreters for Classroom Instruction, Extracurricular Activities, Meetings and Special Events

Category:

Audience: All Principals/APs

Due Date: n/a

Meeting Date: n/a

To inform administrators of procedures for requesting American Sign Language (ASL) interpreters needed for student instructional support, deaf or hard-of-hearing personnel or deaf consumers.

Request for American Sign Language interpreting or transliterating services may be submitted to the Division of Special Education. All requests should be submitted at least two (2) weeks prior to the event. This will allow adequate time for vendor agencies providing contracted interpreters to process the request.

All requests must be emailed to Ms. Carmen Welsh, Data Input Specialist, Division of Special Education, at 242055@dadeschools.net or faxed to 305-995-1790. Cancellations or changes to the initial request must be done as soon as possible to ensure timely notification to the vendor agency and sufficiently comply with all required procedures.

The following information is required by the vendor agencies providing contracted interpreters to accurately process all requests:

- **Date of the Assignment:** Plan ahead for the interpreter to be a part of the instructional program or event.
- **Title of Event/Name of School Site and Address:** Provide the title/name of the event or school site, address, room number and telephone number. This information will enable the interpreter to travel to the designated location in a timely manner.
- **Start Time and End Time:** Include any required set-up/preparation time needed prior to the start of the event. If the event runs over the scheduled end time the interpreter will try to accommodate the change.
- **Language of Interpretation:** In the event the vendor agency is able to assign an interpreter in a language other than American Sign Language (ASL), specify the language of the participant in the initial request. The ability of the vendor agency to assign a bilingual interpreter cannot be guaranteed.
- **Name of Requestor:** Identify the person who is requesting an interpreter for the event/school site.
- **Name of Contact Person at Event/School Site:** If the interpreter is to report to a staff person different from the requestor, please identify the person by name in the initial request. This will enable event/school site personnel to be aware that a request for an interpreter has been made and allow entry to the event/school site.

Contact: Dr. Deborah Finley (305-995-1864)

Department: Division of Special Education