

ALL ADMINISTRATORS: Procedures and Form for Requesting American Sign Language (ASL) Interpreters for Parents and Employees

Category:

Audience: All Principals/APs, All Administrative Offices

Due Date: n/a

Meeting Date: n/a

Attachment(s): [READA REQUEST FOR SIGN LANGUAGE INTERPRETER PROCEDURE1.pdf](#)

To Inform School-Site and Non-School Site Administrators of The New Procedures for Requesting American Sign Language (ASL) Interpreters For Parents And Employees

Please refer to the attachment for the procedures and form to be used when **parents and/or employees** who are deaf or hard of hearing request an ASL Interpreter for school/work related activities.

- For **parents and/or employees** who request the services of a sign language interpreter, the “Sign Language Interpreter Services Request For Parents and Employees” Form (FM# is pending) must be completed and signed by the school or work site administrator and submitted to: **Ms. Madeleine Rodriguez, Executive Director, Human Resources Standards/Americans with Disabilities Act (ADA) Office, Ph: 305-995-7116 Fax: 305-995-7402**
 - For **students enrolled in K-12** who need the services of an interpreter, the “Sign Language Interpreter Services Request for K-12 Students” Form (FM# is pending) must be completed and submitted to: **Ms. Ofelia Balboa, Secretary III, Deaf and Hard of Hearing Programs K-12, Ph: 305-274-3501 ext. 138 Fax: 305-598-7752**
 - For **parents and/or employees** who request the services of a sign language interpreter, the “Sign Language Interpreter Services Request For Parents and Employees” Form (FM# is pending) must be completed and signed by the school or work site administrator and submitted to: **Ms. Madeleine Rodriguez, Executive Director, Human Resources Standards/Americans with Disabilities Act (ADA) Office, Ph: 305-995-7116 Fax: 305-995-7402**
 - For **students enrolled in K-12** who need the services of an interpreter, the “Sign Language Interpreter Services Request for K-12 Students” Form (FM# is pending) must be completed and submitted to: **Ms. Ofelia Balboa, Secretary III, Deaf and Hard of Hearing Programs K-12, Ph: 305-274-3501 ext. 138 Fax: 305-598-7752**
 - For **adult students who are not enrolled in K-12** who request the services of an interpreter, the “Sign Language Interpreter Services Request For Postsecondary Adult/Vocational Education Students” Form (FM #6931) must be completed and submitted to: **Ms. Robin Matusow, Rehabilitation Instructional Specialist, Ph: 305-995-1842 Fax: 305-995-1896**
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Contact: Madeleine Rodriguez (3059957116)

Department: Office of Human Resources