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|  | ***Request for FA Interpreters***  |
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|  | KCKPS_132px_BLK |
| to: | Principals |
| from: | Rosie Rodriguez |
| subject: | Requests for Family Advocacy Interpreters |
| date: | January 11, 2016 |

Family Advocacy: February 8 – February 12

It’s time to begin gathering your building needs for interpreter requests. To facilitate this process, please fill out the following information and return to my attention, **on or before Friday, January 22nd.**.

**The Building Contact Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Principal, Teacher, Counselor, or designee)

**School Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact Number**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This person will be responsible for 1) communicating with Student Services 2) being the contact person for interpreters to your building 3) gathering signatures and confirming the time and work assignment log for each interpreter.

Building Hours for Family Advocacy:

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| --- | --- | --- | --- |
| Hours:Dinner Break: | Hours:Lunch/Dinner Break: | Hours:Dinner Break: | Hours:Lunch/Dinner Break: |

**Interpreter Requests:**

\_\_\_\_ No interpreters are being requested for our building.

\_\_\_\_ Yes, interpreters are needed for our building.

*Please keep in mind the interpreting services charge for a 2 hour time frame whether they are in your building 2 hours or 2 minutes. Your diligence in keeping to this timeframe is critical to fulfilling scheduling needs and the budget.*

**Monday, February 8th** **Tuesday, February 9th**  **Wednesday, February 10th**

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| --- | --- | --- | --- | --- | --- |
| Requested Language | 2 hour Time Frame | Requested Language | 2 hour Time Frame | Requested Language | 2 hour Time Frame |
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**Thursday, February 11th Friday, February 12th**

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| Requested Language | 2 hour Time Frame | Requested Language | 2 hour Time Frame |
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If you have any questions, please feel free to call me at 913-279-2247. Please email this form to my attention at rosie.rodriguez@kckps.org.

U/PIP-FA Interpreter Request/2015-16