

Request for FA Interpreters



Family Advocacy: October 21st and 22nd

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 Tuesday, September 29th**.

The Building Contact Name: _____
(Principal, Teacher, Counselor, or designee)

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:

Wednesday, October 21 st	Thursday, October 22 nd
Hours:	Hours:
Dinner Break:	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.

Wednesday, October 21st

Requested Language	Time Needed

Thursday, October 22nd

Requested Language	Time Needed

If you have any questions, please feel free to call me at 913-279-2247. Please email this form to my attention at rosie.rodriquez@kckps.org.

U/PIP-FA Interpreter Request/2015-16