

Family Advocacy: October 26 – October 27

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 Monday, October 17th**.

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:

Hours:	Hours:	Hours:	Hours:
Dinner Break:	Lunch/Dinner Break:	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 26th

Thursday, October 27th

Requested Language	2 hour Time Frame	Requested Language	2 hour Time Frame

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.