

Request for FA Interpreters



to: Principals
from: Rosie Rodriguez
subject: Requests for Family Advocacy Interpreters
date: September 21, 2015

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 **as soon as possible**.

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:

| | |
|-------------------------------------|------------------------------------|
| 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 |
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Thursday, October 22nd

| Requested Language | Time Needed |
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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.rodriquez@kckps.org.