

Requesting a Sign Language Interpreter from CCPS

The Office of Exceptional Education provides interpreting services as needed for school sponsored events.

Individuals in need of an interpreter should complete and return an Interpreter Request Form to the Lead Interpreter, Sandy Blue, via email at Sandra.Blue@ccpsnet.net or fax to (804) 594-1680. Completion of this form provides basic information needed to schedule appropriate services.

Requests for an interpreter are to be submitted at least five business days prior to the date the interpreter is needed.

The following Interpreting Service Request Form provides directions for requesting services and contact information for the Lead Interpreter if additional assistance is needed.

**Chesterfield County Public Schools
Interpreting Services Request Form**

To request interpreting services please complete this form and return to the Program for the Deaf and Hard of Hearing at the Instruction Division Center (IDC), attention: Lead Interpreter by email to Sandra.Blue@ccpsnet.net, phone 594-1735 or fax 594-1680. Regular or ongoing activities may be listed on a single request form.

Location of Event _____ Date of event(s) _____
 Start time _____ Length of event _____
 Description of Event _____
 Name of Deaf/HH Person/Student _____
 Additional Information _____

Please allow five days to secure interpreting services. An email confirmation will be sent when coverage is secured.

Name of Person Making Request _____ Date _____
 Email _____ Phone # _____

OFFICE USE ONLY

Date Received: _____ Job Request # _____

Student Request After school activity IEP meeting Conference Other _____
Staff Request Staff meeting IEP meeting Parent Conference Other _____
Parent Request School event Conference

Solo Interpreter (Events under 40 minutes) Team Interpreting (Events over 40 minutes)

Coverage Secured ____/____/____ Interpreter(s) Notified ____/____/____ School Notified ____/____/____

Interpreting provided by _____

RID EIPA VQAS III NAD IV VQASII Other _____

Interpreting provided by _____

RID EIPA VQAS III NAD IV VQASII Other

CCPS Staff Coverage
 CCPS Non-Contractual – Special Education CCPS Non-Contractual – ADA / 504
 Independent Provider – Special Education Independent Provider – ADA / 504

Comments :