

**Hampton City Schools**

**Sign Language and Foreign Language Interpreter Request Form**

Today's Date: \_\_\_\_\_

Name of Person making request: \_\_\_\_\_

Contact Information (home phone, cell phone, email): \_\_\_\_\_

Name of Person attending event (student name, self, staff member): \_\_\_\_\_

Description of event (tutoring, extra-curricular activity, staff development, meeting, etc.): \_\_\_\_\_

Date(s) of Requested Service:

Time of event: From \_\_\_\_\_ (A.M./P.M.) To \_\_\_\_\_ (A.M./P.M.)

Location of Event (school/building name, room number and address of location): \_\_\_\_\_

Language Preference (ASL, Signed English, Spanish, Chinese [include dialect], etc.) \_\_\_\_\_

Additional Instructions (formal, indoor/outdoor event, etc.): \_\_\_\_\_

*\*\*\*In order to secure an interpreter, at least two weeks advanced notice is required. Last minute or short notice requests are not guaranteed, however, every effort possible will be made to provide an interpreter. \*\*\**

Signature of Person Making Request: \_\_\_\_\_

Signature of Authorized Staff Member: \_\_\_\_\_

Date Received: \_\_\_\_\_

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**Sign Language and Foreign Language Interpreter Request Form**

Instructions:

Thank you for allowing Hampton City Schools to provide interpreting services for your event.

In order to secure an interpreter, at least two weeks advanced notice is required. Last minute or short notice requests are not guaranteed, however, every effort possible will be made to provide an interpreter.

If a sign language interpreter is requested, please fax or e-mail the form to:

Marie Giles  
Special Education Coordinator  
[mgiles@hampton.k12.va.us](mailto:mgiles@hampton.k12.va.us)  
757-727-2425 (fax)  
757-727-2410 (office telephone)

If a foreign language interpreter is requested, please fax or e-mail the form to:

Deborah Sommer  
Foreign Language Curriculum Leader  
[dsommer@hampton.k12.va.us](mailto:dsommer@hampton.k12.va.us)  
757-727-2067 (fax)  
757-727-2026 (office telephone)

**All programming produced after July 15, 2014 by Hampton City Schools PEG TV, broadcast on Channel 46, will be closed captioned.**