

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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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
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
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.