

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
MULTICULTURAL, ESOL AND PROGRAM SERVICES DEPARTMENT

Procedures for Requesting an Oral Interpreter

In order to facilitate requests for oral interpreters for assessment, staffing, or conferences, the following procedures need to be followed:

- Complete Request for Oral Interpreter Form #4391. This form is available on the Multicultural, ESOL and Program Services website at <http://www.broward.k12.fl.us/esol/Eng/ESOL/Forms.htm>. Be sure to include an alternate date and time.
- The completed form may be faxed to 754-321-2973 or scanned and sent via email to Gaby Aybar at gaby.aybar@browardschools.com two weeks prior to the requested date. **Do not send forms in the pony.**
- Mrs. Aybar will schedule an interpreter as requested. She will send a confirmation by email to both the requestor and the assigned interpreter within 24 hours.
- The District staff interpreters speak Spanish or Haitian Creole only. Interpreters in other languages are hired per diem as needed. They are paid a minimum of three hours. After the first three-hour block, the interpreter is compensated per hour.
 - For example, if the session lasts for three hours and fifteen minutes, the interpreter is paid for the initial 3 hours plus one additional hour.
 - If the session lasts fifteen minutes the interpreter is still paid for three hours.
- In order to be fiscally responsible, it is important to keep the session under three hours, if possible. It is understood that there are always extenuating circumstances.
- If you find that the interpreter is no longer necessary (i.e. parent cancels, child withdraws, session is rescheduled, site-based individual can serve as an interpreter, etc.), you must notify Mrs. Aybar immediately by phone (754 321-2982) and follow up with an email so she can cancel or reschedule the interpreter. If Mrs. Aybar is not available, contact Brunilda Chico at (754 321-2969) and Brunilda.chico@browardschools.com. Otherwise, we will still be responsible for payment, even if services were not rendered.

LM/11/15/10