

REQUEST FOR SIGN LANGUAGE INTERPRETER

(IMPORTANT: Please read procedures on Page 2 before completing this form)

Date: _____

Submitted to: (Check One)

**Accessible
Communications for
the Deaf (ACD)**
954-578-3081 - Phone
954-241-5033 - Fax

CODA LINK, Inc.
954-423-6893 - Phone
954-333-7172 - Fax

**Interpreters
Unlimited, Inc.**
800-726-9891 - Phone
800-726-9822 - Fax

SignTalk, LLC
888-744-6692 - Phone
718-559-4812 - Fax

Name of School/Department: _____

School/Department Phone: _____ FAX: _____

Name of individual requesting services: _____

Name of individual needing services: _____

Reason for Request: (Parent-Teacher Conference, 504 Staffing, Employee Training, etc.)

Date of Event: _____ Start Time: _____ End Time: _____

Location of event/service (Please specify address & room number):

Contact person at location: _____ Phone Number: _____

Email Address: _____

Signature of Principal/District Department Head _____

IMPORTANT: All requests for Sign Language Interpreters **must** be made at least ten working days in advance. Please call the appropriate agency at least two working days after submitting your request for confirmation of interpreter's availability.

Send a **detailed** invoice to:

The School Board of Broward County, Florida
Department of Equal Educational Opportunities/ADA Compliance
600 S.E. 3rd Ave., 14th Floor
Ft. Lauderdale, FL 33301

Telephone: 754-321-2150 FAX: 754-321-2714 TTY: 754-321-2158

REQUEST FOR SIGN LANGUAGE INTERPRETER PROCEDURES

1. A School or Department requesting the services of a sign language interpreter for a parent, employee or member of the general public should complete the **Request For Sign Language Interpreter Form** and fax it to one of the following agencies at least ten (10) working days in advance.
 - Accessible Communications for the Deaf Sign Language Interpreting (ACD)
 - CODA LINK, Inc.
 - Interpreters Unlimited, Inc.
 - Sign Talk, LLC
2. A copy of the Request Form must be sent to the Department of Equal Educational Opportunities/ADA Compliance. **(Failure to provide EEO/ADA Compliance with a copy of the request will result in your school or department being responsible for any fees incurred.)**
3. For confirmation of interpreter's availability, the school or department requesting the services should contact the providing agency at least two (2) working days after submitting the request.
4. It is the school's or department's responsibility to inform the agency providing the interpreter(s) of any cancellation. **(Failure to properly cancel will result in the school or department being responsible for any fees incurred.)**
5. The agency providing the interpreter will submit the invoice(s) directly to the Department of Equal Educational Opportunities/ADA Compliance.