



**OFFICE OF THE SUPERINTENDENT
DR. HOWARD HEPBURN
SUPERINTENDENT OF SCHOOLS**

Signatures on File

July 29, 2024

TO: All Principals
All Departments

FROM: Dr. Howard Hepburn
Superintendent of Schools

SUBJECT: **REQUEST FOR SIGN LANGUAGE INTERPRETER
FORM AND PROCEDURE**

In accordance with the Americans with Disabilities Act Amendments Act of 2008 the District is required to, upon request, provide a Sign Language Interpreter when necessary for effective communication.

Attached is the form to be utilized whenever a parent, applicant, employee or member of the general public needs the services of a Sign Language Interpreter when conducting business with the District. For your convenience, the procedure is also attached. To ensure prompt service and payment, it is imperative that the procedure is followed. Please communicate the procedure to all pertinent staff.

Should you have any questions regarding this procedure, **please contact the Department of Equal Educational Opportunities/ADA Compliance at 754-321-2150.**

HH/DA/EL/WGA:wkg
Attachments

c: Senior Leadership Team