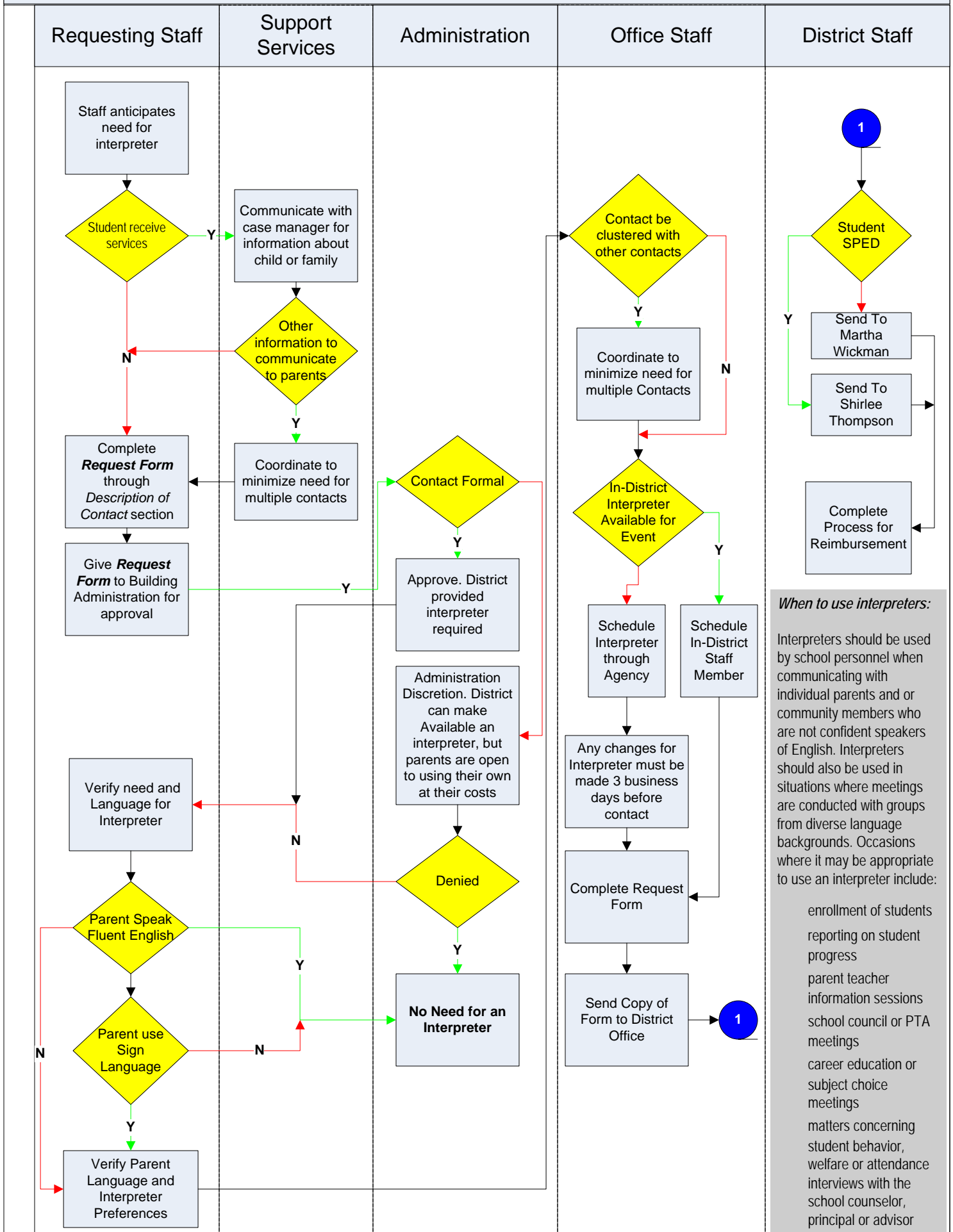


Request For an Interpreter



When to use interpreters:

Interpreters should be used by school personnel when communicating with individual parents and or community members who are not confident speakers of English. Interpreters should also be used in situations where meetings are conducted with groups from diverse language backgrounds. Occasions where it may be appropriate to use an interpreter include:

- enrollment of students
- reporting on student progress
- parent teacher information sessions
- school council or PTA meetings
- career education or subject choice meetings
- matters concerning student behavior, welfare or attendance
- interviews with the school counselor, principal or advisor