



SPECIAL EDUCATION DEPARTMENT

5735 47th Avenue • Sacramento, CA 95824

(916) 643-9174 • FAX (916) 399-2019

Jorge A. Aguilar, Superintendent

Iris Taylor, Ed.D, Chief Academic Officer

Becky Bryant, Director Special Education Services

MEMORANDUM

TO: Administrators and All Special Education Staff
FROM: Special Education Department
DATE: February 28, 2019
CC: Becky Bryant, Director
SUBJECT: Ordering Interpretation Services for Special Education*

The Special Education Department provides interpretation services for our students and families who currently receive or are being considered for special education services. Interpretation services support meaningful student and parent participation related to Special Education meetings and assessments.

In an effort to provide clarity about how to ensure an interpreter is arranged for your site's need, please see the updated process attached in this memo.

We appreciate all that you do to ensure our families are fully engaged in the IEP process.

*Does not include 504's or SST's. Coordinate with SCUSD Matriculation and Orientation Center (MOC) for these general education meetings.

Instructions for the Interpreter Request Form

Please use this form to make requests for all interpreting services (in-person only). To ensure an interpreter is successfully secured for the meeting, please send your request a minimum of five business days in advance of the scheduled meeting/appointment.

1. Complete all of the fields of the Request Form fully. They are required in order to secure an interpreter for the meeting.
2. Once the form is complete, copy and paste the form into the body of a new e-mail.
3. Write the **name of your school and the student's initials in the subject line** of the email (Example: Caroline Wenzel-A.B.)
4. Send your request to SPEDInterpreters@scusd.edu.
5. Incomplete forms may result in a delay of processing and may be returned

By using this form, we ensure that all important request details are obtained. If you have further questions, please contact the Office Technician assigned to your school (see link; must log into Google with SCUSD credentials to access document):

Kim McHale: 916-643-9181

Joann Miyamoto: 916-643-9113

Courtney Smith: 916-643-9179

Laura Chavez: 916-643-9182

https://docs.google.com/spreadsheets/d/1KJmVTRBoAM8xnmb9aziDy2genbatHQh_WZ9r_INEgcg/edit?usp=sharing

Sacramento City Unified School District Interpreter Request Form

ALL FIELDS ARE REQUIRED to ensure accuracy of order.



COPY THIS ENTIRE BOX AND EMAIL TO SPEDInterpreters@scusd.edu.

Write the name of your school and the student's initials in the subject line.

Language (if applicable, dialect)	
Meeting Date	
Scheduled Start Time	
Estimated Duration	
Student's Full First and Last Name	
Student's Date of Birth	
Purpose or Nature of Meeting	
Number of Individuals Attending	
Meeting Location/Site Name Room Number/Department Address	
Facilitator Name	
Facilitator Phone # for Day of Meeting (this must be a good number to reach the facilitator of the meeting)	
Parent Name & Phone #	
Special Instructions (if applicable) (Please note if legal counsel/advocate will be present)	