



Date Received by ESOL Office: _____

Paid Interpreter Request Form

School: _____ Contact Person at School: _____
Contact phone number: _____

Indicate below, **by day**, how many **paid** interpreters you need and the time frame needed:

Date (M/D/Y)	Number of Interpreters	Time Frame Needed	Total Hours**	Assigned Interpreter (for ESOL Office Use Only)

Submit Request the ESOL Office **no later than two weeks prior to a scheduled event** in order for the ESOL office to schedule PAID interpreters for your building (School mail: translat@rpsar.net)

1. Building is responsible for correct completion of timesheets/confidentiality agreements and submission to the ESOL office for payment.
2. Building is responsible for directing the interpreter(s) to their assigned location within the buildings.
3. Building is responsible for scheduling VOLUNTEER interpreters. (ALL interpreters (paid or volunteer) must sign a confidentiality agreement to protect the school and privacy of the student.)
4. Buildings that do NOT send this form by two weeks prior to a scheduled event are responsible for scheduling ALL of their interpreters using the Interpreters List posted on the ESOL Office website under Interpretation Translation Services. For more information you may contact María Dalati, María.Dalati@rpsar.net or Dulce Mendoza, Dulce.Mendoza@rpsar.net