1.0 SCOPE:

1.1 This work instruction outlines the steps for requesting any oral interpretation services, including Special Education related meetings (IEP).

2.0 DEFINITIONS:

2.1 IEP: A Special Education related meeting, which includes, but it is not limited to, consent for testing, initial, annual, and/or re-evaluation meetings.

2.2 Trained Interpreter: Staff member who has participated in the district’s ‘Interpretation for IEP Meetings’ training offered through Language Services.

2.3 Interpreter: Bilingual staff member who lacks “Interpretation for IEP Meetings” training, but is able interpret for non-Special Education circumstances.

3.0 PROCEDURE:

3.1 The administrator assigns a school/building contact person(s) to coordinate and schedule interpreters for his/her school or building.

3.2 The administrator or his/her designee provides name of contact person(s) to Language Services via: interpretations@salkeiz.k12.or.us.

3.3 Language Services e-mails the list of school/building trained interpreters to the contact person.

3.4 Requests for an interpreter are submitted directly to the school/building contact person.

   3.4.1 The school/building contact person schedules a school/building interpreter or interpreters.

   3.4.2 If school/building interpreters are unavailable for the language requested, the school/building contact person will submit a request to Language Services via: interpretations@salkeiz.k12.or.us

3.5 If an interpreter is assigned to work outside his/her regular hours, it is the responsibility of the requesting school/building administrator to use their building funds to pay for the interpreter. If an interpreter is interpreting at their regular location, the supervisor has the option to have the interpreter flex their time, or pay them accordingly. If interpreter is Classified and hours worked exceed 40 hours per week, they must be paid overtime according to contract.

3.6 Should a school/building need an interpreter for a language of which SKSD has no one trained, Language Services will attempt to contract an individual on an hourly basis. Payment for that interpreter will follow the guidelines in 3.5.

4.0 APPLICABILITY:

4.1 All Staff

5.0 REVISION HISTORY:

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<td>2/17/15</td>
<td>B</td>
<td>Changed title from &quot;Interpreters: Scheduling for Special Education&quot;</td>
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### 6.0 APPROVAL AUTHORITY:

6.1 Director, Instructional Services

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Related Meetings” to “Scheduling of Interpreters.” Added sections 2.3 and 3.6. Replaced "Instructional Services" with "Language Services". Other grammatical changes.