

Anchorage School District  
Equal Employment Opportunity Office  
**Interpreter Service Request Process**  
**For American Sign Language (ASL) & Oral Language**

10/2009

To access ASL and language interpreter services for **employees, staff, parents and applicants**, please follow these guidelines: (**Note: Interpreter services for students are not processed through the EEO Office.**)

- ❖ **Only the principal, supervisor or their designee are authorized to request interpreter services.** A designee is defined as a department chair, program coordinator or any employee who is specifically identified by the principal or supervisor. Requests that do not come from the principal or supervisor or their designee will not be processed.
- ❖ **Interpreter service is approved for a specific event, date and time.** Staff should make every attempt to stay within the approved time allocation.
- ❖ **Trainings:** The EEO Office provides interpreter services for program access, mandatory compliance and required job-related trainings. Individuals with requests that do not fall within these categories should contact the EEO office directly @ 742-4132.
- ❖ Submit a separate request for each event, activity, location and/or date. Multiple events that are included in a single request will be returned unprocessed.
- ❖ **Emergency/Same day services:** For emergency or same day services contact the EEO Office @ 742-4132.
- ❖ **Communication with vendors is restricted to the EEO Office.** Therefore, ASD staff may not directly contact or communicate with local interpreter agencies, vendors or individuals, except as approved by the EEO Office.
- ❖ **Request Timeline:** Requests must be made a minimum of one (1) week in advance. For language services, two weeks notice is preferred as some languages are more difficult to fill.
- ❖ **Cancellations** must be made at least 72 hours before the start of the scheduled event. **The principal, supervisor or designee must cancel directly with the Vendor.** Failure to do so will result in the school or department being invoiced for the missed services, including any cancellation fees.

**For ASL Interpreter Services**

1. Submit your request to **Peggy Perkins** via email.
2. Email the following information to Ms. Perkins:
  - a. Your name, school/department and phone number?
  - b. Name of person needing the ASL interpreter? Is this person a student, employee, applicant, parent or community member?
  - c. What is the ASD school event, activity, process or service to be interpreted?
  - d. What is the date, time, and duration of the event?
  - e. Where is the interpreter to report? (The interpreter will report to his location and address. Give full address and phone number.

**Once the above information is received, a reply email will be sent indicating approval, disapproval and other specific instructions.**

**For Language Interpreter Services**

1. Submit your request to **interpreterrequest@asdk12.org**
2. Include the following in your email:
  - a. **What language do you need?**
  - b. Your name, school/department and phone number?
  - c. Name of person needing the language interpreter? Is this person a student, parent or community member?
  - d. What is the ASD school event, activity, process or service to be interpreted?
  - e. What is the date, time, and duration of the event?
  - f. Where is the interpreter to report? (The interpreter will report to his location and address. Give full address and phone number.

**Once the above information is received, a reply email will be sent indicating approval, disapproval and other specific instructions.**