

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
BILINGUAL/ESOL DEPARTMENT

Procedures for Requesting an Oral Interpreter

In order to facilitate requests for oral interpreters for assessment, staffing, or conferences, the following procedures need to be followed:

- Complete Request for Oral Interpreter Form #4391. This form is available on the ESOL Department website at <http://esol.browardschools.com>. Be sure to include an alternate date and time.
- The completed form may be sent via email to esolrequests@browardschools.com a minimum of two weeks prior to the requested date. **Do not send forms in the pony.**
- An interpreter will be scheduled as requested. An email confirmation will be sent to both the requestor and the assigned interpreter within two weeks of the date requested.
- The District has a limited number of interpreters. Interpreters in other languages are hired per diem as needed. They are paid a minimum of three hours. After the first three-hour block, the interpreter is compensated per hour.
 - If the session lasts for three hours and fifteen minutes, the interpreter is paid for the initial 3 hours plus one additional hour.
 - If the session lasts fifteen minutes the interpreter is still paid for three hours.
- In order to be fiscally responsible, it is important to keep the session under three hours, if possible. It is understood that there may be extenuating circumstances.
- To cancel or reschedule an interpreter (e.g., parent cancels, child withdraws, session is rescheduled, site-based individual can serve as an interpreter, etc.), you must notify immediately by phone (754 321-2580 or 754 321-2584) AND follow up with an email to esolrequests@browardschools.com. Otherwise, the ESOL Department will be responsible for payment, even if services were not rendered.