

# REQUEST FOR SIGN LANGUAGE INTERPRETER

(IMPORTANT: Please read procedures on Page 2 before completing this form)

Date: \_\_\_\_\_

Submitted to: (Check One)

Coda Link, Inc.  
954-423-6893 - Phone  
954-333-7172 - Fax  
[codalink9@gmail.com](mailto:codalink9@gmail.com)

Indy Interpreting, Inc.  
727-657-3167 - Phone  
[admin@myccigroup.com](mailto:admin@myccigroup.com)

IU, LLC  
954-578-3081 - Phone  
[request@acdasl.com](mailto:request@acdasl.com)

Sign Talk, LLC  
407-612-6303 x 1 - Phone  
718-732-1130 - Fax  
[jobs@signtalkllc.com](mailto:jobs@signtalkllc.com)

Name of School/Department: \_\_\_\_\_

School/Department Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Name of individual requesting services: \_\_\_\_\_

Name of individual needing services: \_\_\_\_\_

Reason for Request: (Parent-Teacher Conference, 504 Staffing, Employee Training, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of event/service (Please specify address & room number):

\_\_\_\_\_  
\_\_\_\_\_

Contact person at location: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Principal/District Department Head \_\_\_\_\_

IMPORTANT: All requests for Sign Language Interpreters **must** be made at least ten working days in advance. Please call the appropriate agency at least two working days after submitting your request for confirmation of interpreter's availability.

Send a **detailed** invoice to:

The School Board of Broward County, Florida  
Department of Equal Educational Opportunities/ADA Compliance  
600 S.E. 3<sup>rd</sup> Ave., 14<sup>th</sup> Floor  
Ft. Lauderdale, FL 33301

Telephone: 754-321-2150 FAX: 754-321-2714

## REQUEST FOR SIGN LANGUAGE INTERPRETER PROCEDURES

1. A School or Department requesting the services of a sign language interpreter for a parent, employee or member of the general public must complete the **Request For Sign Language Interpreter Form** and fax it to one of the following agencies at least ten (10) working days prior to the date services will be provided.

Coda Link, Inc.  
Indy Interpreting, Inc.  
IU, LLC  
Sign Talk, LLC

2. A copy of the Request Form must be sent to the Department of Equal Educational Opportunities/ADA Compliance. **(Failure to provide EEO/ADA Compliance with a copy of the request will result in your school or department being responsible for any fees incurred.)**
3. For confirmation of interpreter's availability, the school or department requesting the services should contact the providing agency at least two (2) working days after submitting the request.
4. It is the school's or department's responsibility to inform the agency providing the interpreter(s) of any cancellation. **(Failure to properly cancel will result in the school or department being responsible for any fees incurred.)**
5. The agency providing the interpreter will submit the invoice(s) directly to the Department of Equal Educational Opportunities/ADA Compliance.