

Mounds View School District Procedures for Securing Sign Language Interpreters For Parents Who Are Deaf or Hard of Hearing August 2006

The Mounds View School District provides sign language interpreters for parents who are deaf or hard of hearing during school related activities that are necessary to the educational program of their students. This information is located on the Mounds View School District Website. (www.moundsviewschools.org) Click on Curriculum or Our Schools, scroll to Parent Services.

The procedure for requesting sign language interpreter services is as follows:

- Parent/parents may request sign language interpreter service for conferences and other important educational activities regarding their child or children by contacting **Sue Cameron** at the Snail Lake Education Center. She can be reached in any one of the following ways:
 1. Use Minnesota Relay Services
 - On-line at <http://www.ip-relay.com>, Click on Call Now. In left-hand box type the pound sign followed by 651-604-9780. Then it will dial the number. It will ring once and Sue will pick up. Type the message. When finished type “ga” to send the message. Hit “hang up” when done. If you are having problems with ip-relay, help can be provided.
 - Or use TTY by dialing 711 or 1-800-627-3529, type in phone #651-604-9780
 2. E-mailing sue.cameron@moundsviewschools.org
 3. Faxing request to phone # 651-639-6204
 4. Directly requesting the school office personnel to assist them (Contact Sue Cameron at x2129 or e-mail)

*Information needed in the communication: School, Parent’s name, Student’s name, Date needed, Time, Estimated Length of time, Activity/Reason, Teacher, Room number, and meeting place.

Please request these services as far in advance as possible.

- The district person will immediately contact the sign language interpreters that the district uses. If one of them is not available then **Communication Service for the Deaf (CSD)**, a sign language interpreter referral agency, is contacted. Their phone number is, 651-224-6548. **Joan Del Rio** is the contact person for the service. If the district is unable to secure interpreter services, the parent will be contacted to discuss other possible options. The District will make every effort possible to provide a sign language interpreter.
- When the district person receives confirmation from the interpreter or interpreter agency, they will contact the school and the parent to confirm that a sign language interpreter will be at the requested conference or activity. Same day or day before confirmation will be conducted by the district to ensure that the interpreter will be available at the school sponsored activity or event.
- Preferential seating will be arranged for those individuals who need the services of an interpreter.