



Interpreter's Name:

Laila Millet

Alejandra Munez

Alma Mon

Shawna Stevenoski

Erica Saldana

Rose Marie Zamora

Maria Encarnacion

Juanita Villalobos

Adriana Wedl

To Reserve an Interpreter:

1. Contact Sue Urben in the Pupil Services Office at 563-7804 or urbens@fortschools.org
2. Provide as much lead time as possible for Sue to locate an interpreter for your event (two weeks notice or more would be ideal)
3. Prepare to share the time, date, location, estimated length of the meeting, and the purpose of the meeting
4. If you have a preference for one interpreter over another, make that known
5. Once Sue has confirmed the interpreter, she will email you with her name

Other Consideration:

1. The interpreter will be there to interpret – not to advocate or share opinions
2. The interpreter will interpret everything – avoid side conversations and direct all questions to the parents/guardians, not the interpreter
3. The interpreter will show up 15 minutes early to the meeting to prep for the meeting – they may ask about some terminology or logistics questions
4. After your meeting, remember to complete the Interpreter Feedback Sheet (found on the pupil services webpage) and send to John Peterson (Luther Admin)