



## Deaf and Hard of Hearing Education Interpreter/Transliterators Request for Extension-Letter of Intent

In order to process interpreter extensions on time, **strict** adherence to the May 13 and June 3 date each year will be observed.

### Form 1 (Letter of Intent)-Due date: May 13

**General Information and Instructions:** To initiate the process for an extension to a provisional certificate for an Educational Interpreter/Transliterators, either the school district or an educational interpreter must fill out Form 1 indicating intent to initiate the extension process. Send Form 1 to the Minnesota Department of Education: Deaf and Hard of Hearing (D/HH) to initiate the file and to allow time for collection of support letters and documents. Completed files will be referred to the review committee. (Forms A and B are required forms that must be received by June 3.)

Name of school district-person completing form \_\_\_\_\_

District Number \_\_\_\_\_

Address City/State/ZIP code \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Fax Number \_\_\_\_\_

Name of Educational Interpreter/Transliterators \_\_\_\_\_

District Number \_\_\_\_\_

Address/City/State/ZIP code \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Home Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Fax Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Mary Cashman-Bakken

State Specialist: D/HH

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