


Form 1 and Contact Information for Interpreter Extensions

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** - Interpreter send letter saying they wish to begin the extension process

	Mary Cashman-Bakken State Specialist: D/HH Minnesota Department of Education 1500 Highway 36 West Roseville, MN 55113-4266	Deaf and Hard of Hearing Education Interpreter Request for Extension-Letter of Intent
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GENERAL INFORMATION AND INSTRUCTIONS: To initiate the process for an extension to a provisional certificate for an educational interpreter, 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 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/Zipcode

Work Phone Number

Home Phone Number

E-mail address

Fax Number

Name of Educational Interpreter

District Number

Address/City/State/ZipCode

Work Phone Number

Home Phone Number

E-mail address

Fax Number

Signature

Title