

Sign Language Interpreter Extension

In order to process extensions on time, **strict** adherence to the May 13 and June 3 dates each year will be observed. If you have a December extension you should begin your extension process in the May preceding your due date.

Coversheet and Checklist

1. Form 1 (letter of intent): Due May 13
2. Form A (info from the interpreter): Due June 3
3. List of four (4) contacts

Ask for letters of support

- Mentor
- Parent
- Special Education Director
- Representative from Regional Service Center (RSC)-DHHS
- Detailed explanation
- Proposed plan
- Proposed testing date

4. Form B (Information from four other sources):

Due June 3th

Interpreter to check with each of the people writing a letter of support to see that it has been sent to the Minnesota Department of Education

- Mentor
- Parent
- Special Education Director
- RSC-DHHS

The Extension Committee will use all materials requested on the checklist as the basis for its recommendation to the Commissioner of the Minnesota Department of Education (MDE).