

# Intradistrict Communication

DATE: April 23, 2018

TO: High School Principals

FROM: Laura Finlinson, Administrator of Curr/Staff Development and Special Programs  
Lisa Robinson, Director of Special Education

SUBJECT: Requests for Sign Language Interpreters for Graduation

Graduation is upon us and every year we receive requests for sign language interpreters at graduation for deaf parents, siblings, grandparents or other family members. We are happy to supply interpreters for graduation, if we are given adequate notification.

If you know of deaf clients attending your school's graduation, you need to contact interpreters no later than Tues, May 15. Please call Betty Carlson at 801-567-8655 or Kerry Heywood, at 801-567-8653.

We will send at least two interpreters. At least a week before graduation, they will need the following:

- \* Copies of all speeches - speeches can be difficult to hear clearly due to sound quality or clarity of speaker
- \* Copies of all song lyrics - songs must be transposed into ASL , this takes time and practice
- \* Seats reserved for deaf clients - up front where interpreters can sit facing the clients
- \* Chairs for interpreters
- \* One music stand for interpreters to place copies of speeches & song lyrics

We will also need time and location of the graduation, and if possible, the names of the clients attending. If you can't provide names, at least the number of deaf clients would be helpful.

We are happy to come to the school and pick up this information. The sooner we know, the better we can prepare and make this a smooth, successful situation for everyone involved.

Thank you for your help and support. Congratulations on another successful year!