



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 _____

Submit all interpreter documents electronically to [Mary Cashman-Bakken](#), MDE State Specialist: D/HH. Email her with requests for clarification.