

Sign Language Interpreter/Transliterators

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/transliterators): 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)-Department of Health and Human Services (DHHS) _____
- Detailed explanation _____
- Proposed plan _____
- Proposed testing date _____

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

Due June 3

Interpreter/transliterators 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 (MDE)

- 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 MDE Commissioner.