



### Interpreter Request Guideline

<u>Services Rendered To:</u>	<u>Examples:</u>	<u>Department in Charge of Requesting Interpreter</u>	<u>Who pays?</u>
<i>Employees</i>	Employee needing interpreter for meeting. Instructor needing interpreter for class/meeting	Human Resources	Human Resources
<i>Students</i>	Interpreter needed for a school play.	Human Resources can make the request, but the department requesting the accommodation needs to pay for the services.	Department requesting the service
<i>DSPS Students</i>	Interpreter needed for a deaf or hard of hearing DSPS student attending an academic event	Disabled Students Programs & Services	Disabled Students Programs & Services
<i>Public/Community Members</i>	Interpreters needed for commencement/ Performing arts event, etc.	Human Resources can make the request, but the department requesting needs to pay for the services.	Department requesting the service

## How to request an interpreter through Human Resources

Please complete the interpreting services request form that is located on the Human Resources website click on HR Forms and Resources and the form will be under general forms. Below, is the direct link to the Sign Language Interpreting Services Request Form.

<http://pasadena.edu/hr/docs/forms/Sign-Language-Interpreting-Services-Request-Form.pdf>

It is important that the form is walked over to Human Resources and **not** sent via intercampus mail. Please request an interpreter with a minimum of 48 hours prior to the interpreting service date.

### Cancelations:

You may cancel interpreting services with a minimum of 24 hour notice prior to the interpreting event.

Please contact the Disabled Students Programs & Services for further information for academic related events.

*DSP&S Office*

(626)585-7127