



# Request for ASL Interpreting Services

Save As

Student Support Services  
Mat-Su Borough School District  
501 N. Gulkana  
Palmer, AK 99654  
P: (907) 761-4068 || F: (907) 761-4086

**Special Instructions:** Please complete this form for all American Sign Language interpreting service requests. In order to secure an interpreter, at least 7 days advance notice is required. Last minute or short notice requests are not guaranteed; however, every effort possible will be made to provide an interpreter. Please submit the form to Student Support Services when complete by e-mailing it to **MSD\_ASL\_Request@matsuk12.us**.

Requester's Name  Date Request is Submitted

Requester's E-Mail  Requester's Phone Number

These services are for: *(Please check one)*

Community members at MSBSD school events

Community Member Name(s)

MSBSD students

Student Name(s) / Group(s)

MSBSD staff members

Staff Member Name(s)

Date Interpreter Services are Needed  Start Time   a.m.  p.m. End Time   a.m.  p.m.

Name of Event

Event Location

Type of Event

*For SSS Use Only:*

Request Received  Received By

Not Approved

Approved

Request Filled