



1340 Braddock Place  
Alexandria, Virginia 22314

Telephone: 703-619-8000  
TTY: 711 (Virginia Relay)  
www.acps.k12.va.us

@ACPSk12  
 facebook.com/ACPSk12

## MEMO

**To:** All School Staff  
**From:** Bethany Nickerson, Executive Director, Office of EL Services  
**Through:** Dr. Pierrette Finney, Chief of Teaching, Learning and Leadership  
**Date:** June 13, 2024  
**Subject:** Interpreter Request Limitations for Large Scale School Events

Due to the increased need for interpretation in the D.C. metro area by health care and other organizations during this pandemic period, there is a shortage of available interpreters. In an effort to equitably allocate interpretation resources across the division for large scale school events (e.g., Back-to-School Night and Parent-Teacher Conferences), the following table lists the recommended maximum number of interpreters to be requested by a school. The formula is based on student representation of home language other than English, and weighted by school grade band. For example, a PreK-5 school where 27% of students' home language is Spanish and 10% is Arabic would request up to two Spanish interpreters and one Arabic interpreter.

Interpreter Request Limits for Large Scale School Events						
% of Student Enrollment per Home Language	≤19%	20-29%	30-39%	40-49%	50-59%	≥60%
PreK-5 Elementary Schools	1 Interpreter	2 interpreters	3 interpreters	4 interpreters	5 interpreters	6 interpreters
Gr 6-8 Middle Schools	2 interpreters	4 interpreters	6 interpreters	8 interpreters	10 interpreters	12 interpreters
Gr 9-11 High Schools	3 interpreters	6 interpreters	9 interpreters	12 interpreters	15 interpreters	18 interpreters

*\*Applies per Home Language*

As a reminder, for large scale school events interpreters should be requested at least 10 school days in advance of the event. Interpreters must be requested through completing the form found at: <https://www.acps.k12.va.us/acps-staff-portal>

While we will make every effort possible to secure the interpreters requested, the number of interpreters is not guaranteed at any time as it is contingent upon vendor supply in a given language on a given date and time.

If you have any questions, please contact Victor Espinosa Sanchez, Language Access Manager, at [victor.espinosa.sanchez@acps.k12.va.us](mailto:victor.espinosa.sanchez@acps.k12.va.us).