



OFFICE OF SCHOOL SUPPORT SERVICES

LONG BEACH UNIFIED SCHOOL DISTRICT

Sign Language Interpreter Request Process

The Long Beach Unified School District is committed to ensuring effective communication and meaningful access for students, families, employees, and community members who are Deaf or Hard of Hearing. The Sign Language Interpreter Request Process provides a consistent method for requesting interpreter services for district-related meetings, events, and activities.

Who May Request a Sign Language Interpreter?

Sign language interpreter services may be requested for:

- Parents/guardians and family members
- Students
- District employees
- School site staff and administrators
- District departments and programs
- Community members participating in district activities or events

Examples of situations in which an interpreter may be requested include:

- Individual Education Program (IEP) meetings
- Parent/teacher conferences
- Student or family meetings
- Staff meetings and professional development
- School and district events
- Parent engagement activities
- Board or district meetings
- Trainings and workshops
- Conferences and presentations
- Other district-sponsored meetings or activities

How to Request an Interpreter

All requests for a sign language interpreter should be submitted through the district's designated [Sign Language Interpreter Request Form](#).



Requests should be submitted **at least two weeks in advance** whenever possible. Advance notice allows the district to identify an appropriate qualified interpreter and coordinate scheduling.

Request Review and Assignment

Once a request is submitted, the designated Sign Language Interpreter Services staff will review the request and determine interpreter availability.

Requests will be processed on a **first-come, first-served basis**, while taking into consideration the date and time of the event, the communication needs of the participant, and interpreter availability.

The district may assign an LBUSD interpreter or coordinate an appropriately qualified interpreter when needed.

Confirmation

Once an interpreter has been assigned, the requester will receive confirmation by email or telephone.

The confirmation will include:

- Interpreter name, when appropriate
- Date and time of service
- Location or virtual meeting information
- Any additional instructions or information needed before the event

If the district is unable to fulfill the request, the requester will be notified as soon as possible so that alternative arrangements can be explored.

Changes or Cancellations

If the meeting or event is rescheduled, canceled, or the interpreter is no longer needed, the requester should notify the Sign Language Interpreter Supervisor as soon as possible.

Changes to the date, time, location, meeting format, or length of the event should be communicated immediately because they may affect interpreter availability.



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Urgent Requests

Requests submitted with less than two weeks' notice will be considered based on availability.

While the district will make reasonable efforts to accommodate urgent requests, interpreter availability cannot be guaranteed for requests submitted with limited notice.

For urgent or same-day needs, requesters should contact Sign Language Interpreter Services directly in addition to submitting the request form.

Requesting an Interpreter for a District Event

For district-sponsored events, the event organizer is responsible for submitting interpreter requests in advance when the organizer is aware that an attendee may require an interpreter.

When registration is used for an event, organizers should include an accessibility/accommodation question such as:

"Do you require a sign language interpreter or other communication accommodation to participate in this event?"

Any accommodation requests received through event registration should be forwarded to the designated Sign Language Interpreter Services contact promptly.

Important Reminder

Please do not arrange for a staff member, student, family member, or other unqualified individual to interpret when a qualified sign language interpreter is needed.

The goal of this process is to ensure that Deaf and Hard of Hearing students, families, employees, and community members have meaningful and effective access to district communication and activities.

[Sign Language Interpreter Request Form](#)

For questions or assistance with a request:



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