



Sign Language Interpreter (SLI) Request Form

Please complete and return this form to ADA in Talent Office (email: ada@cps.edu or fax: 773/553-1091) when you are requesting the services of a SLI for a deaf ADULT or for a public event.

If you any additional questions regarding the process, please call (773) 553-1013 or email ada@cps.edu.

Today's Date: _____

1. Date(s) of needed sign language interpreting services with starting and ending times: (Example: 6/15/2012 9:30 A.M. to 10:30 A.M.)

Date: _____

Time Begin: _____

Time End: _____

2. Location name (Example: Newberry Math and Science Academy):

3. Location address:

Street: _____

Room/Suite #: _____

City: _____

Zip Code: _____

4. Nearest Cross Street:

5. Indicate if parking is available and where (free parking lot, street parking, etc.):



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6. Deaf consumer's name: _____
7. Deaf consumer's role (Example: Parent): _____
8. Indicate if there will be documents discussed at the meeting that the SLI will need to review prior to the start of the meeting:

9. Describe nature of event/topic (Example: public meeting, IEP meeting, etc.):

10. Will this event/meeting be recorded?

11. Onsite contact person's information *(Must be included)* :
Name: _____
Phone #: _____
E-mail: _____
12. If this meeting will be virtual or remote, include the Google Meet / Zoom Link below (REQUIRED):

IMPORTANT: Please be aware that requests for Sign Language Interpreters should be placed with the ADA Office at least one week before the scheduled event. Request Forms received after 4:00 P.M. will not be processed until the next business day. Our supplier will attempt to find an interpreter with less than one week of notice, but it becomes less likely that someone will be found with shorter notice (especially seeking someone to come in-person).

It is strongly recommended, whenever possible, to select having an Interpreter a join a meeting or event remotely using a link from Zoom or Google Meet. This increases the possibility of finding an Interpreter.