



English Language Interpreting Invoice **IEP Meetings**

Multilingual Education Program

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #002-F05
June 2023

Clear Form

Date: _____ School or Location: _____

Interpreter Name: _____

Address: _____

Phone: _____

INTERPRETERS WILL COMPLETE ONE INVOICE PER LOCATION.

IEP Meeting: The interpreter must complete the information below for all IEP team meetings. Individual invoices are required for each location.

Purpose of Meeting*	Student Name	Start Time	End Time	IEP Chairperson	Check if Cancelled with less than 24 hours' Notice	Signature of IEP Team Chairperson	Total Number of Hours

*Purpose of meeting is found in the IEP team meeting notification and should be provided by the IEP team Chairperson.

- Interpreters will charge the sum of \$32.00 per hour and in increments of 15 minutes thereafter; which will be payable upon satisfactory completion.
- If schools are closed due to inclement weather, FCPS will not pay the contractor for his or her time.
- If an event is cancelled with less than 24 hours' notice, the interpreter will be compensated for one hour.
- If parent, guardian or other party in need of an interpreter does not attend the scheduled meeting, the interpreter will be compensated one hour.
- There is no minimum guarantee of hours per event except for the above.
- The contractor must submit one invoice per event at each location.

Summary of Hours Worked: x \$32.00 per hour \$

Signature of the Interpreter: _____

This invoice will be reviewed, approved, and submit/scan ASAP to Sonia Dorsey Sonia.dorsey@fcps.org and Interpreting@fcps.org for approval; payment will be made within 30 days of service.
Note: All scan invoices must be submitted as a PDF file.

***For school use only ***

I am verifying that interpreting services were provided as noted above.

Signature of School Based Administrator/Program Supervisor: _____