



# Standard English Language Interpreting Invoice

Multilingual Education Program

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

Form #002-F06  
June 2023

Clear Form

Date: \_\_\_\_\_ School or Location: \_\_\_\_\_

Interpreter Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**INTERPRETERS WILL COMPLETE ONE INVOICE PER LOCATION.**

Note: **The interpreter must complete the information below.** Individual invoices are required for each location.

Purpose of Meeting*	Start Time	End Time	Check if Interpreting Event Cancelled with Less Than 24 Hours' Notice	Total Number of Hours

**Purpose of the meeting:** Parent/Teacher Convergence (PCT), Administrator/Parent Conference (APC), Family Involvement, Home Visit, Enrollment, Other (please describe).

- 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.

**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](mailto:Sonia.dorsey@fcps.org) and [Interpreting@fcps.org](mailto: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 or Principal Designee: \_\_\_\_\_