

MEMORANDUM

TO: District Superintendents
Supervisors of Special Education

FROM: Jennifer L. Boykin, Ed.D., Executive Director
Office of Special Education

DATE: September 6, 2023

SUBJECT: 2023-2024 Educational Interpreters Funding

The following forms are required for the Educational Interpreter funding for the 2023-2024 School Year:

- Mississippi Interpreter Registration Application
 - Follow the instructions on the application
- Request for Educational Interpreter
- Non-Participation Assurance Form
- Resignation Form for Educational Interpreter

Districts must upload these documents into SharePoint in the folder labeled “FY24 Fiscal Documents,” sub folder “Educational Interpreter FY 23-24.”

- If requesting funds upload the following:
 - Request for Educational Interpreter form
 - The date hired should correspond with the current school year
 - Copy of license and registration
- If **not** requesting funds upload the following:
 - Non-Participation Assurance form
- If the Educational Interpreter resigns upload the following:
 - Resignation form

Districts are **required** to upload into SharePoint either the Request for Educational Interpreter form (if requesting funds) **or** the Intent to not Utilize form. If the district does not submit a Request or the Intent to not Utilize form by the due date below, the MDE, OSE will assume that the district does not intend to participate. No requests will be received after the due date.

All forms must be uploaded to the correct SharePoint folder by **October 13, 2023**. All districts must draw down all Educational Interpreter allocated funds by **February 12, 2024**.

If you have any questions, please contact the Educational Interpreter Coordinator at (601) 359-3498.