

Alternate Process for Pre-IPT Request during 2020-21 School Year

Bilingual/ESOL Department

The purpose of administering the Pre IPT at FDLRS, centers, or schools is to determine if the student will need an interpreter for further evaluation(s).

Due to COVID-19, the Bilingual/ESOL Department has established an alternate system. An interpreter from the Bilingual/ESOL Department will screen the student's parent/guardian via a TEAMS meeting with a district developed questionnaire. Based on those results, the department will determine if an interpreter is required to assist with the evaluation(s) or during the parent meeting.

Steps to follow:

- 1) Complete the *Request for Pre-IPT Screening Form* and submit by email to esolrequests@browardschools.com.
The *Request for Pre-IPT Screening Form* can be found at the ESOL Canvas course: https://browardschools.instructure.com/courses/598658/modules#module_572953
- 2) When the Bilingual/ ESOL Department receives the request, a Bilingual Intake Facilitator/ Interpreter will be assigned to contact the child's parent or legal guardian to complete the *Parent Information Form for English Language Learners*.
- 3) When the *Parent Information Form for English Language Learners* is completed, the assigned Bilingual Intake Facilitator/Interpreter will email the document to the requestor and a copy to esolrequests@browardschools.com.
- 4) If an interpreter is required for the evaluation or parent meeting, the [Request for Interpreter Form](#) needs to be completed.