

## Leeward District's Bilingual School Home Assistant (BSHA) Request Form, Leeward BSHA Flowchart, EL Brochure & Contact Info. (see for Leeward's EL RTs & BSHAs)

If the district does **not** have a BSHA available for a specific language, schools can procure an interpreter/translator from one of the outside agencies below using [school-level funds](#). For SPED related requests for interpretation/translation, contact your SPED RT & see these docs:

[Campbell-Kapolei](#), [Pearl City-Waipahu](#), [Nanakuli-Waianae](#). Also see:

- [HIDOE EL Guidance Manual, p. 62-63](#) & [Leeward's NLP Packet, Interpretation/Translation Agencies & Language Interview Form](#)
- The [08152022 Updated Hawaii Language ACCESS Plan Memo & Attachments](#) & [list of interpreters & vendors \(updated\)](#)
  - When using the list of State of Hawaii Court Interpreters, schools will need to procure a small contract with the interpreter being requested.
- Reference the State of Hawaii Procurement Office [Price and Vendor list contract for telephone based interpreter services \(updated\)](#) or Remote Interpreting and Document translation and the related memo can be found [here \(updated\)](#)

The School completes the **electronic** Bilingual School Home Assistant (BSHA) Request Form and sends/shares as a **Google Doc** with the **district EL RT & BSHA(s)** through email at least **2 weeks prior to the activity/meeting**.

District EL RT also receives the request & follows up with the email & the BSHA, if needed **(Leeward has BSHAs for Ilokano, Tagalog, Marshallese, Chuukese, or Samoan languages available)**.

If the district does not have a BSHA available for a specific language, schools can procure an interpreter/translator from one of the outside agencies using [school-level funds](#) (see the State Procurement Office Vendor list) & do not use Title III funds. For SPED related requests, contact your SPED RT. For NLP test requests, if there isn't a BSHA who speaks the language requested, the EL Coordinator usually completes the Language Interview Form.

- See the related resource links above

BSHA contacts the school to confirm receipt of the request, and agrees to (schedule permitting) or requests an alternate date/time for the activity/meeting with the requestor.

BSHA provides the assistance/service requested & provides documentation to the requestor if needed, ASAP, e.g. NLP rating form

School personnel who requested the service completes the feedback section of the BSHA Request Form and electronically shares/emails the completed form to their **district EL RT & BSHA(s)**.

BSHA completes the description of services rendered section on the BSHA Request Form.

**Required:** BSHA files the completed form.