

# Bilingual Instructional Assistant Request Form

*Please complete the Request Form and email to Juanita Salinas (jsalinas@psed.org)*

Date:

Name of Center/Site:

Center/Site Address:

Email:

Phone Number:

Best way to contact:  Phone  Email

Teacher:

Class Time:

Language Needed:

Number of children who speak this language:

Language Needed:

Number of children who speak this language:

Language Needed:

Number of children who speak this language:

Are there any special needs or circumstances?

What times of the day would bilingual instructional support be most helpful for the first 30 days? (Think about a 2-hour chunk):

Do you have a bilingual instructional assistant that you would like assigned to this classroom?  Yes  No

If yes, please provide their name and phone number:

Requested start date:

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Additional information/comments:

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### *For Office Use Only*

BIA Assigned:

Date BIA course completed by teacher:

Schedule:

Start date:

Exit date:

Date teacher is contacted with information: