

**HPS**

**Hamtramck Public Schools**

Sharalene Charns  
Office of Federal Programs

3201 Roosevelt  
P.O. Box 12012  
Hamtramck, MI 48212

(313) 892-2024  
(313) 872-8780 Fax

Dear Parent/Guardian:

The Hamtramck Public School District is committed to effectively communicating with all of our parents and their families. Parent involvement in our schools is an essential component to raise student achievement. We are pleased to partner with our parents and provide a quality learning environment that supports fidelity in the classroom for all learners.

In order to facilitate effective communication if you would like the services of an interpreter when you are meeting with school personnel or communicating with your child's teacher please indicate your need on the form below.

Thank you for your cooperation with regard to this matter. If you have any questions please feel free to contact the Director of Curriculum (313-892-2024). We will be happy to assist you.

For additional information please see the ELL Manual on our District website.

Sincerely,

*Sharalene Charns*

Director of Federal Programs /Curriculum

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**Choose one and return to Jennifer Smith at 3201 Roosevelt, Hamtramck MI 48212.**

I **would** like to have the services of an interpreter when I am communicating with school personnel  
\_\_\_\_\_.

I **do not** require the services of an interpreter when I am communicating with school personnel  
\_\_\_\_\_.

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**PRINT Parent Name**

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**Date**

**Parent Signature**