

# Interpreting Services Request Form



- Please fax this form 10 days prior to the meeting.
- You will be notified by email to confirm the date and time you are requesting.

**Fax to:** Hortensia Santiago at 252-752-2907 or e-mail to [SantiaH@pitt.k12.nc.us](mailto:SantiaH@pitt.k12.nc.us) for interpreting needs in Spanish, such as enrollment, discipline, suspension, parent conferences, etc.

**Fax to:** EC Department at 252-830-5296 for IEP Meetings for EC Students.

Meeting/Event Information	
School:	
Date of Meeting/Event:	Meeting Time:
Approximate Length of Time Interpreter is Needed:	
Person Requesting Interpreter:	
Preferred Method of Communication (e.g. phone or email):	
Phone Number/Email address:	
Location/Room Number of Meeting/Event:	
Purpose of Meeting/Event:	
Student Information	
Student's Name:	Grade:
Check all that apply: <input type="checkbox"/> LEP <input type="checkbox"/> EC <input type="checkbox"/> 504	
Notes:	