# **Title I Spanish Interpreting Services Request Form – Phone Calls**

**For Phone calls we have the following options:**

* If teachers and/or administrators are needing to call a parent/family where two-way communication is needed; please fill out the request to use Language Line (calls via this method should be less than 10 minutes total)

OR

* If there is just information that you need someone who speaks Spanish to communicate to a parent/family you can complete the information below and email this form to Mrs. Angelica Lozano lozanoa@pitt.k12.nc.us and copy Shanell Whitaker washins@pitt.k12.nc.us

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| **FOR COMMUNICATING A MESSGE TO PARENTS/FAMILIES (TO BE COMPLETED BY THE SCHOOL** |
| Name of Title I School: |
| Name of Parent: |
| Phone Number of Parent: |
| Name of Student: |
| Message to be communicated to Parent: |
| Date Request is Made: | Date Call need to be Made: |
| Name of Person Making this Request: |
| Email & Phone Number of Person Making this Request: |

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| **FOR INTERPRETER USE ONLY***Written call log on the back of form* Interpreter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrival Time: \_\_\_\_\_\_\_\_\_\_ Departure Time: \_\_\_\_\_\_\_\_\_\_Call begin Time: \_\_\_\_\_\_\_\_\_\_\_\_ Call End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Total Call time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Meeting Begin Time: \_\_\_\_\_\_\_\_\_\_ Meeting End Time: \_\_\_\_\_\_\_\_\_\_ Total Meeting Time: \_\_\_\_\_\_\_\_\_\_Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |