# **Title I Spanish Interpreting Services Request Form**



**For Phone calls:**

* If you are needing a simple phone call to be made please fill out & send me the form via email.

**For meetings (via Phone/ via Zoom/ In Person:**

* Please send this form via email requesting for available meeting dates/times for Conferences.
* You will be notified by email to confirm the dates and times that are available.

**Send form Via Email to Priscila Kelly: Kellyp@pitt.k12.nc.us for interpreting needs in Spanish such as enrollment, discipline, suspension, parent conferences, phone calls etc.** 252-752-2907 to fax

**\*\*Fax to EC Department at 252-758-5893 for IEP Meetings for EC Students. \*\***

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| **FOR PHONE CALL/MEETING/EVENT INFORMATION (TO BE COMPLETED BY SCHOOL)** |
| Request made from which Title I School:  |
| Date request is made:  | Time request is made:  |
| Approximate Length of Time Interpreter is Needed: 5min/ 10min/ 20min/ 30 + min, 1hr (highlight) |
| Who is making the request for the Spanish Interpreter:  |
| How can the interpreter reach you for questions/concerns… choose; Phone, Email or Both (highlight) |
| List your Phone Number / Email Address:  |
| Location: Via Phone / Via Zoom / In Person (Rm #) (highlight) |
| What message do you need the Spanish interpreter to relay/ reason for Spanish interpreter assistance?  |
| **STUDENT & PARENT INFORMATION (TO BE COMPLETED BY SCHOOL)** |
| Student’s Full Name:  | Grade:  |
| Check all that apply: \_\_\_\_\_\_\_ LEP \_\_\_\_\_\_\_EC \_\_\_\_\_\_\_504 |
| Parent Contact Information: **Full Name(s):** |
| **Contact numbers:** |

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |