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

BD06662_

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