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

**For Title I Events:**

* Please complete this form and email it to Shanell Whitaker [washins@pitt.k12.nc.us](mailto:washins@pitt.k12.nc.us)
* She will try to connect you with someone who can interpret. Please note that if multiple events are held on the same night, there may not be anyone available. Please be sure to submit your request at least 10 days in advance for an event.
* Please indicate below if you are willing to us your Title I Parenting Funds to pay for an Interpreter if Mrs. Lozano is booked.

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| **FOR TITLE I EVENT INFORMATION (TO BE COMPLETED BY SCHOOL)** | |
| Name of Title I School: | |
| Date request is made: | Time request is made: |
| Date of event: | Start Time of Event: |
| Length of Time Interpreter is Needed for Event: | |
| 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 of Event: | |
| What is the reason for Spanish interpreter assistance? | |
| Are you willing to use school parenting funds to pay for an external interpreter (if Mrs. Lozano is unavailable?  Yes No (highlight) | |

**FOR FEDERAL PROGRAMS OFFICE USE ONLY**

Date Received: Interpreter Contact Date:

Date Response is Sent Back to School:

Name of Interpreter for Event:

Paid By: District Title I Funds \_\_\_\_\_\_ School Title I Funds \_\_\_\_\_\_

Contract Required?: Yes \_\_\_\_\_ No \_\_\_\_\_\_

If Yes, date contract submitted:

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