# **Title I Spanish Interpreting Services Request Form – In Person**

**For In Person Meetings:**

* Please send this form via email to request a face-to-face conference
* You will be notified by email to confirm the dates and times that are available.

Send form via Email to Angelica Lozano: [lozanoa@pitt.k12.nc.us](mailto:lozanoa@pitt.k12.nc.us) and copy Shanell Whitaker: [washins@pitt.k12.nc.us](mailto:washins@pitt.k12.nc.us) on the email as well.

|  |  |  |
| --- | --- | --- |
| **FOR 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: In Person (Rm #) | | |
| What is the reason for Spanish interpreter assistance? | | |
| **STUDENT & PARENT INFORMATION (TO BE COMPLETED BY SCHOOL)** | | |
| Student’s Full Name: | | Grade: |
| Check all that apply: \_\_\_\_\_\_\_ LEP \_\_\_\_\_\_\_504 \_\_\_\_\_MEP | | |
| Parent Contact Information:  **Full Name(s):** | | |
| **Contact numbers:** | | |

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