

Title I Spanish Interpreting Services Request Form



For Phone calls:

- If you are needing a simple phone call to be made please fill out the request to use Language Line (calls via this method should be less than 10 minutes total)

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 Shanell Whitaker: washins@pitt.k12.nc.us (Mrs. Whitaker will work to get available dates & times)

For Title I Events:

- Please send the date and time of your Event to Shanell Whitaker. She will try to connect you with someone who can translate. 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.

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 _____ EC _____ 504	
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: _____
