

**Clayton County Public Schools**  
**International Center**  
**Interpreter Request Form**  
**During School Hours**

Office Use Only: Log # _____
Interpreter: _____

Date of Request:

School/Department:	Requested by:	Position:
Email Location:	Phone #:	

- Complete the top portion of this form and complete **one** of the two sections below (conference or school/district event).
- Send your completed form to your assigned Spanish-speaking or Vietnamese interpreter via email 741 or fax to 404-608-2557. To request services for languages other than Spanish and Vietnamese fax this form to 404-608-2557. Please request services at least five (5) business days in advance.
- Fill the form completely to avoid delays. Confirmation will be sent prior to the conference/event date.

**Conference (one form per student):**

Language: Spanish  Vietnamese

Parent/Guardian Name:

Other:

Parent/Guardian Phone Number:

Date of Conference:

Alternate Phone Number:

Time: From: \_\_\_\_\_ to \_\_\_\_\_

Comments (optional):

Student Name:

**Indicate type of conference (check one, only):**

Parent/Teacher  ESOL  Social Work  Evaluation  Counseling  RTI  IEP   
 Disciplinary/Hearing  504  Other: \_\_\_\_\_

**School/District Event (specify):**

Language: Spanish  Vietnamese  Other: \_\_\_\_\_

Indicate type of event: (check one, only):

Date of Activity:

Title I  Support Services  IDEA

Location of Activity:

General Education  ESOL

Time: From: \_\_\_\_\_ to \_\_\_\_\_

Talk and Listen Kit? Yes  No  If yes, number of transmitters: 0-20  20-40  40-100  100+

**Phone Call:** Call your assigned Spanish-speaking or Vietnamese interpreter or call the International Center for assistance (any language) at 404-608-2605. Hours of operation are 8 a.m. – 4 p.m.

**Office Use Only:** Mark all that apply:

ESOL (E,PW,M1, M2)  Immigrant  SWD  Migrant  ESOL Ineligible/Eng. Prof.

Service Outsourced: Yes  No  Submit to Program for Payment Date: \_\_\_\_\_