****

 **International Center**

 **Interpreter Request Form**

 **During School Hours 7:30 a.m. – 4:00 p.m.**

Today’s Date:

|  |  |
| --- | --- |
| School/Department:  Phone #:  | Requested by:  Position:  |
| * Complete the top portion of this form and complete one of the two sections below (conference or school/district event).
* Send your completed form via email to interpreter@clayton.k12.ga.us Please request services at least five (5) business days in advance. Confirmation will be sent prior to the conference/event date.
 |
| [ ]  **I. Conference** **(one form per student)** Does the interpreter need to confirm with the parent? [ ]  Yes [ ]  No |
| Language: [ ]  Spanish [ ]  Vietnamese [ ]  Other:Date of Conference: **Click here to enter a date.** Start Time:   | **Student CCPS ID# (for IEP requests only)**Student Name:  Parent/Guardian Name: Parent/Guardian Phone #: Alternate Phone #:  |
| **Indicate type of service – Over-the-Phone or Face-to-Face (check one, only):** [ ]  **Over-the-Phone Interpreter** (15 - 30 minutes) – Interpreter will call the teacher (contact person) at the scheduled time to serve as the phone interpreter. A cell phone (with or without speakers) or landline phone can easily facilitate this process. *Teacher’s (contact person’s) phone number for conference call:* **-OR-****[ ]  Face-to-Face Interpreter (select below)** |
| [ ]  Parent/Teacher (45 mins.)[ ]  Parent/Teacher (1 hr.)[ ]  Disciplinary/Hearing (1.5 hrs.)  | [ ]  Counseling/Social Work (1 hr.)[ ]  RTI (30 mins.)[ ]  RTI (1 hr.) | [ ]  Evaluation (2 hrs.)[ ]  504 (2 hrs.) [ ]  Other: |
| Comments (optional):   |
| **Special Education Teachers ONLY:** Email this form directly to the DES Department attention Donna Womack at donna.womack@clayton.k12.ga.us. The Director or designee will approve the request. Approved requests **must** be sent to the International Center at interpreter@clayton.k12.ga.us at least (5) business days in advance. Contact the DES Department if you have questions. [ ]  Initial Eligibility [ ]  IEP - (1 hr.) [ ]  IEP - (2 hrs.) [ ]  IEP (3 hrs.) [ ]  Pre K Diagnostics (2 hrs.)  |
| [ ]   **II. School/District Event** (specify title of event):   |
| Language: [ ]  Spanish [ ]  Vietnamese [ ]  Other:      Date of Activity:  Location of Activity: Time: From:  to  | Indicate program type of event: (check one, only): [ ]  Title I [ ]  ESOL [ ]  IDEA [ ]  General Education [ ]  Student Services [ ]  Other:  |
| Talk and Listen Kit Needed? [ ]  Yes [ ]  No  | If yes, number of transmitters: [ ]  0-20 [ ]  20-40 [ ]  40-100 [ ]  100+  |
| **Phone Call Services Available** - Call the International Center if you need to make phone calls to parents. A form is not required. Mode of service is a three-way conference call. Interpreters cannot relay messages. Calls should average **5-10 minutes**. Service is available 8:00 a.m. – 4:00 p.m.  |
| **DES Office Approval for IEPs/Pre K Diagnostics:** **Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name (print) Signature Date** |

August 2018