

# FRANKLIN COUNTY SCHOOLS

## Request For Translation/Interpreting Services

Date of request: \_\_\_\_\_ Person Requesting Services: \_\_\_\_\_  
Contact #: \_\_\_\_\_ Department/School: \_\_\_\_\_

Service(s) Needed: Interpreter for Spanish Speaking Parent

**Interpreting**

Date services are needed: \_\_\_\_\_  
Event: \_\_\_ Phone Call (For example, if you need to contact parents to give a message)  
Explain: Interpreter is needed for an IEP meeting; based on DPI's policies and federal policies a parent must be provided an interpreter for meeting concerning their child(ren).

\_\_\_\_ Parent/Teacher Conference  
\_\_\_\_ IEP/PEP  
\_\_\_\_ School Reach Message  
\_\_\_\_ Other: Specify: \_\_\_\_\_  
Time: \_\_\_\_\_ Place: \_\_\_\_\_  
Student's Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Parent attending the meeting: \_\_\_\_\_  
Contact name and phone numbers: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_

**Translation**

Date needed by: \_\_\_\_\_  
Title of the document: \_\_\_\_\_  
Special Instructions: (For Example, front and back-please use English on one side, Spanish on the other)

Please check how you would like your translated document(s) returned:  
\_\_\_ Google Docs \_\_\_\_\_ E-mail to: \_\_\_\_\_  
(Include the e-mail address)

For approval, please submit your request, electronically to [mayraramirez@fcschools.net](mailto:mayraramirez@fcschools.net). If you have questions, please contact Mayra Ramirez at 496-2600 **ext. 310**

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**Office Use**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Executive Director of K-8 Education & Federal Programs)

**Please note: Interpretation request(s) must be made 1 to 2 weeks prior to the date service is needed. Please allow a minimum of 1 week to complete Translation(s). Depending on the length of documents, it may take more than 1 week.**