


Clayton County Public Schools
Interpreter Request Form
 After School Hours (Extra Activity)

Interpreting services during regularly scheduled school hours may be obtained by contacting bilingual community liaisons. Contact information is found on the district's website:

<http://www.clayton.k12.ga.us/SecondLanguageLearning/ils/liaisons.asp>

School:		Contact Person:			
Email Location:		Phone:			
Day of Activity:		Date of Activity:			
Time(s) Services are Needed (include set-up time, if any)	Start Time:		End Time:		
Activity (Ex. School event, conferences, etc.)					
Talk and Listen Kits Needed (check one)		Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Number of Participants (requiring services, check one)	<input type="checkbox"/> 0-5	<input type="checkbox"/> 5-40	<input type="checkbox"/> 40-75 other: _____		
Spanish	How Many Interpreters?		Vietnamese		
			How Many Interpreters?		
Other Language(s):					
<p>Please request services at least seven (7) days in advance by completing and submitting this form via fax to the attention of Ms. Maria Greenway at 404-608-2557 or via email (scanned) at 741. All requests require the signature of a school administrator, program coordinator, or director.</p>					
Principal/Assistant Principal/Administrator Signature: _____		Date: _____			
Administrator Verification on Day of Service – Required for Payroll Purposes					
Arrival Time:		Departure Time:	Administrator's Signature		
Administrator or contact person requesting services completes the survey below (circle):					
1. The interpreter arrived on time and remained until all services were provided.	5	4	3	2	1
2. The interpreter's appearance and conduct was professional.	5	4	3	2	1
2. The interpreter appeared to be interpreting accurately at all times.	5	4	3	2	1
3. I would recommend the services of this interpreter to another party.	5	4	3	2	1
4. Overall, I was satisfied with the services provided.	5	4	3	2	1
Additional comments: _____					
Scale: 5= Strongly Agree 4= Agree 3=Undecided 2=Disagree 1=Strongly Disagree					
---Central Office Use Only---					
Interpreter Assigned:					
Total Hours:	Pay Rate(2 hr. min):		Total Payment:		
Signature & Date:					