

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: _____