



### Request for Interpreter

(When making request return form to Student Services at the Administration Office)

Staff Making Request: \_\_\_\_\_

Date Request made: \_\_\_\_\_

Language: \_\_\_\_\_

Type of Request:

- In-Person Conference
- 3 Way Phone Conversation

Mark all that apply:

- Special Education Student
- Preschool Student

Complete Date / Time / Location for In-Person Conferences:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contacts: EL Teacher: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 School: \_\_\_\_\_  
 School Address: \_\_\_\_\_

SE Teacher: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Principal: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Coordinator of Student Services: Dr. Keri Schlueter  
 Phone #: 457-5004

Purpose of the meeting: \_\_\_\_\_

Student Name: \_\_\_\_\_

Parent: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

Special Instructions: