

FREE LANGUAGE ASSISTANCE AVAILABLE UPON REQUEST



FIRSTLINE SCHOOLS
Parent/Guardian Language Assistance Request Form
Interpretation or Translation

To request FREE interpretation or translation services, please complete this form.
This completed form should be returned to the front desk of your school or to:

Mariel Cruz, FirstLine Schools Language Assistance Point of Contact
Email: mcruz@firstlineschools.org Office: (504) 373 - 6205 Fax: (504) 287-0019
2300 Dumaine St. New Orleans, LA 70119

Interpretation requests must be submitted with a minimum of 5 school days' notice.
Parent/Guardian Contact Information Date:
Name: Home Phone:
Cell Phone: Email:
Address (optional):
Child's Name(s)
School's Name
Date of Service Requested: Time of Service Requested:
Language Requested: Location of Service:
Please mark an "X" in the appropriate box(es):
I need [] interpretation or [] translation services relative to:
[] Enrollment [] Parental Involvement [] Special Education
[] Transportation [] Athletics [] Title III / ELL
[] Homeless Services [] Gifted and Talented
[] School Site
[] Other (specify)

Approved by
School Leader's Signature: _____ Date: _____

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US.
Some documents may be interpreted rather than translated. Non-network approved interpreters
(including students and other children) may not be used for interpretation or translation services.
All services are free to parents and guardians.

Office Use Only:
Date Services Provided: _____ [] Parent Accepted Services
Parent Signature: _____ [] Parent Declined Services
Interpreter/Translator Signature: _____