



# 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

Interpretation requests must be submitted with a <b><i>minimum of 5 school days' notice.</i></b>	
<b>Parent/Guardian Contact Information</b>	
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: _____
<b>Please mark an "X" in the appropriate box(es):</b>	
I need <input type="checkbox"/> <b>interpretation</b> or <input type="checkbox"/> <b>translation</b> services relative to:	
<input type="checkbox"/> Enrollment	<input type="checkbox"/> Parental Involvement
<input type="checkbox"/> Transportation	<input type="checkbox"/> Athletics
<input type="checkbox"/> Homeless Services	<input type="checkbox"/> Special Education
<input type="checkbox"/> School Site	<input type="checkbox"/> Title III / ELL
<input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Gifted and Talented

**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.

<b>Office Use Only:</b>	
Date Services Provided: _____	<input type="checkbox"/> Parent Accepted Services
Parent Signature: _____	<input type="checkbox"/> Parent Declined Services
Interpreter/Translator Signature: _____	