

Interpreter Request Form

Teacher: _____ Date: _____

- 1) Call in number for Interpreter: **1 (888) 338-7394**
- 2) Provide account Code: **27428# Select 1** to be connected to your Spanish interpreter*
- 3) Provide the location code:

Elementary – 1#	High School – 4#
Middle School – 2#	Griffin Bay – 5#
District – 3#	
- 4) Provide the department Code:

General Ed – 1#
Special Ed – 2#



**For another language OR to access a 3rd party on the phone, please request detailed instructions from your building office.*

Reason for request for interpreter (IEP, parent conference, school meeting, etc):

Beginning time: _____ Ending time: _____ Location Code: _____ Dept Code: _____

Teacher signature: _____ Admin signature: _____

Interpreter Request Form

Teacher: _____ Date: _____

- 1) Call in number for Interpreter: **1 (888) 338-7394**
- 2) Account Code: **27428# Select 1** to be connected to your Spanish interpreter*
- 3) Location code:

Elementary - 1#	High School - 4#
Middle School - 2#	Griffin Bay - 5#
District - 3#	
- 4) Department Code:

General Ed - 1#	Special Ed - 2#
------------------------	------------------------



**For another language OR to access a 3rd party on the phone, please request detailed instructions from your building office.*

Reason for request for interpreter (IEP, parent conference, school meeting, etc):

Beginning time: _____ Ending time: _____ Location Code: _____ Dept Code: _____

Teacher signature: _____ Admin signature: _____