



Linn Benton Lincoln Education Service District • 905 4th Avenue SE • Albany, Oregon 97321 • Phone: 541-812-2600 • Fax: 541-926-6047 • [www.lblesd.k12.or.us](http://www.lblesd.k12.or.us)

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## SPANISH INTERPRETER & TRANSLATOR REQUEST FORM

**Note:** All requests are received and scheduled and / or completed on a first received basis. Completion by dates designated as urgent or ASAP will be considered, however; due to the number of schools served within Linn, Benton and Lincoln Counties multiple requests may be received with the same urgency.

### Contact Information

Contact Person: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Requesting District: \_\_\_\_\_ School: \_\_\_\_\_

### Requested Service (Select either Interpreting or Translation)

**Interpreter Services**

Purpose (IEP meeting, phone call, etc.) \_\_\_\_\_

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

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Alternate Date(s) and Times(s)\*: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Comment: \_\_\_\_\_

*\*Please provide alternate date and time choices; it is not unusual for the preferred date to already be scheduled / unavailable.*

**Translation Services**

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

Document Type (IEP, meeting notes, letter, report, etc.): \_\_\_\_\_

Requested by Date: \_\_\_\_\_

Method of Transfer (courier, email, TIENet): \_\_\_\_\_

Method of Return (courier, email, TIENet upload, etc): \_\_\_\_\_

**Submit Request By:** Courier: Interpreter/Translator – SEES – LBL ESD

Or Email: [eccinterpreter.translator@lblead.k12.or.us](mailto:eccinterpreter.translator@lblead.k12.or.us)

Questions: Phone: 541-812-2721 or email [eccinterpreter.translator@lblead.k12.or.us](mailto:eccinterpreter.translator@lblead.k12.or.us)