

### ***Request for Interpreter Service***

*Requests should be emailed to interpreters@knoxschools.org at least **two weeks** prior to the date that an interpreter is needed. **Please note that except in the case of an emergency we may be unable to process requests received with less than a two-week notice.***

Date of Request: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person at School: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address of Contact Person: \_\_\_\_\_

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

Grade: \_\_\_\_\_

**Parent Phone Number:** \_\_\_\_\_

**NAME** of non-English Speaking or Deaf Person(s) Needing Interpreter:

\_\_\_\_\_

Interpreter needed for:  Sign Language or  World Language

If World Language, the Language required is: \_\_\_\_\_

Does Student have an IEP? \_\_\_\_\_ Does Student have a 504 Service Plan? \_\_\_\_\_

Is this an activity of: Regular Classroom \_\_\_\_\_ Entire School \_\_\_\_\_ SpEd class \_\_\_\_\_

Day and Date Interpreter is Needed: \_\_\_\_\_

Time of Activity: Start \_\_\_\_\_ End \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Street Address of Activity Location: \_\_\_\_\_

Where shall interpreter meet party? \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Assistant Principal

**ALL information on this form must be completed. Incomplete or unsigned forms cannot be processed.**

For Section 504 Office Use Only: Assigned: \_\_\_\_\_ Date: \_\_\_\_\_ Reg Ed or Sp Ed