INTERPRETATION REQUEST FORM (ORAL)

We provide remote interpreters to facilitate communication between parents and APS staff.

- *Requests processed on a first-come, first-served basis.*
- *One-week notice recommended.*
- *Incomplete requests will cause delays.*
- *No handwritten requests.*

Notify our office immediately of any changes and/or cancellations.

Send form to:
translate@aps.edu

TODAY'S DATE: **School or Dept. NAME**:

Requestor: Phone:

Email address:

Meeting link (with phone number and PIN):

Location (only if on-site for community meetings):

On-site Contact o Host of virtual meeting: **Phone:**

Month	**Day**	**Start time**	**End time**	**Student name**

Type of meeting:

☐IEP ☐Student Hearing ☐Audiologist/Nurse ☐PTO/PTA ☐SAT

☐MET ☐Parent conference ☐Health and Wellness ☐Community ☐Board of Ed

☐MET/IEP ☐Screening/Eval./Test Other (specify):

Language:

☐Spanish ☐Chinese ☐Vietnamese ☐Swahili ☐Farsi ☐Arabic ☐Dari

Other (specify):

For community meetings, number of people expected that need interpretation:

Parent/Guardian Contact Information:

Additional instructions/Notes:

Translation and Interpretation Svc
translate@aps.edu

Coordinators
Sindy Flor 880-3700 x 80071
Cristina Carrillo 880-3700 x 80070