

On-Line Interpretation Request Guidelines

[Translation and Interpretation Services](#) is here to assist you with any language needs in support of students and families.

We provide remote interpretation services in any language. Submit the [Interpretation Request Form](#) via email or **[fill out the form on-line](#)**. Be sure to include the meeting link, PIN and phone number.

1. The link will bring you to the following screen.

Log In

Open database "Inter" with:

Guest Account
 Account Name and Password

Account Name:

Password:

Cancel OK

Type "Inter" for account name

Click "OK". Leave password blank

2. You will be taken to our Interpretation Services Request Form.

	ALBUQUERQUE PUBLIC SCHOOLS Language and Cultural Equity Interpretation Services	Interpretation Services	Coordinators: Sindy Flor 505.881.9429 x80071 Lisa Hertrich 505.881.9429 x80072 FAX:505.872.8862	EXIT
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1. Enter Your Employee Number

2. Please Select your Type of Request

[Student Meeting \(IEP, PTC, SAT, Hearing etc.\)](#)

[School/APS Community Meeting \(Board of Ed., Open Hot Workshop, etc.](#)

[On Demand Phone Interpretation \(Emergencies or quick information call\)](#)

Click on the type of meeting. On the next screen tab through while filling in the information requested. **BE SURE TO CLICK SUBMIT SO THAT YOUR REQUEST IS RECEIVED**

You will receive an email confirming your request within a day

For Student Meetings be sure to include the meeting link, PIN and phone number. As well as parent contact information.