

English Language Learner Support
Bilingual/ESL Education



Su McKeithen-Polish

Bilingual Education Consultant/Coordinator

Request for MISD Bilingual Interpreter and Translation Services

To request services of the MISD Bilingual Department Personnel for Interpretation or Translation Services for students serviced by the MISD Bilingual Program, please complete the following form.

Date Requested: _____

By: _____ Title _____

District: _____ Building _____

Type of Services requested: **Interpreter** **Translation of Documents** (please circle)

IEPC meeting **Parent/Teacher Conference** **Special Ed Interpretation** **Others**

Name of Student: _____ Grade _____

Home Language: _____

Bilingual Interpreter requested: _____

Date of Service: _____ Time: _____

From to

Participants (please sign your name):

Principal

Teacher – (subject)

Teacher – (subject)

Teacher – (subject)

Parents/Guardian

MISD Bilingual Interpreter

****NOTE:** There is no extra Service Fee within school hours. **AFTER SCHOOL HOURS** (If it's non-schoolwide Parents/Teacher Conference), the above-mentioned school will be **RESPONSIBLE** for a fee of \$30/per hour for our MISD Bilingual Personnel.