Macomb Intermediate School District Email: smpolish@misd.net, or shui@misd.net
44001 Garfield Road • Clinton Township, MI • 48038-1100 • 586/228-3481 Fax: 586-286-2809

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/Language(s): _____

Date of Service: _____ **Time:** _____
From **To**

Participants (please sign your name):

_____ _____
Principal/ Requested Person **Teacher – (subject)**

_____ _____
Teacher – (subject) **Teacher – (subject)**

_____ _____
Parents/Guardian **MISD Bilingual Interpreter**

****NOTE:** Rate - $30/hr with 15 minutes minimum. Revised 09/16/13