

Everett Public Schools
Request for Phone Call by Interpreter

Emergency/Rush? ☐ Yes ☐ No

Language requested: ☐ Spanish ☐ Vietnamese ☐ Russian ☐ Arabic ☐ Other _____

Name of School/Dept: _____ Name & title of person making request: _____

Name of client (student): _____ Student ID # _____

Is the client (student) currently in the English Language Learner (ELL) Program? ☐ Yes ☐ No

Name of parent/guardians(s): _____

Home phone #: _____ Work/Cell #: _____

Best time to reach parent/guardian(s): _____

Do you want this message left on the phone voice mail or answering machine? ☐ Yes ☐ No

Please type in your message in the space below (or attach an additional sheet) as you would like the message to be read:

Everett Public Schools
Request for Interpreter
(Student Specific Meetings & School Function/Program)

School Function/Meeting

Name of School/Dept: _____ Name of Activity/Program or Function: _____

Date and time interpreter is needed: _____ Start time: _____ End time: _____

Name and title of person making request: _____

Language(s) needed: ☐ Spanish ☐ Vietnamese ☐ Russian ☐ Arabic ☐ Other _____

Student Specific Meeting

Name of Client (Student): _____

Is the client (student) in the English Language Learner (ELL) program? ☐ Yes ☐ No

Is this a requisite meeting for Special Ed? ☐ Yes ☐ No

Name of Parent/Guardian(s): _____

Home Phone #: _____ Cell #: _____

** Please email request to risnwinterpretationandtranslationservices@everettcc.edu
RISNW Scheduler Phone for questions: 425-388-9595

Best time to reach parents/guardians? _____

Refugee and Immigrant Services Northwest Use Only

Name(s) of interpreter(s) assigned: _____