

Accessing Interpreters and Translations

Everett Public Schools has access to three interpretation services

Interpreter Service Company	Services Provided	Requesting Services
Refugee and Immigrant Services Northwest (RISNW)	<ul style="list-style-type: none"> ☑ An interpreter can be requested to call a family, leave a voicemail, schedule a meeting, etc. ☑ On-site interpreting ☑ Written translation 	<ul style="list-style-type: none"> ❖ All request forms for RISNW are accessed through DocuShare and emailed to: risnwinterpretationandtranslationservices@everettcc.edu ❖ Requests for written translation MUST to be submitted to Stephanie Alf at salf@everettsd.org in Categorical Programs for approval, once approved the request will be submitted.
B&L Interpreting Services	<ul style="list-style-type: none"> ☑ Video interpreting ☑ On-site interpreting ☑ Call family, voicemails, schedule meeting, etc. 	<ul style="list-style-type: none"> ❖ Request forms are accessed through DocuShare and emailed to: request@blinterpreting.com ❖ Best used for video interpretations or in-person meetings in less common languages that RISNW may not offer.
Language Link	<ul style="list-style-type: none"> ☑ Live phone interpretation through a 3-way call with an interpreter, family and school staff 	<ul style="list-style-type: none"> ❖ Complete this form prior to contacting Language Link. ❖ Best option for brief contact with families. ❖ 40+ languages offered for quick interpretation needs. ❖ This service is accessed by calling 1-877-650-8023 and providing the district account number #6517. <p>*NEW 2021-22* This service has been approved for use by office staff, paras and teachers to use on an as needed basis without admin approval.</p>
<ul style="list-style-type: none"> ❖ For requests to RISNW and B&L, there should be designated staff members that make these requests. Those staff members are contacted by building staff with the necessary information to submit the requests. This is critical as it reduces miscommunication and provides streamlined billing. ❖ For billing purposes, it is VITAL for staff to complete the Language Link form prior to using the service. ❖ If there is an error in a submitted form, please email SAlf@everettsd.org. ❖ For any questions, concerns or feedback please contact Stephanie Alf at extension x4247 ❖ NURSES and HRA's only : please use this form for Language Link calls. 		

For more detailed information about these and other services please review the document, [Setting a Standard for Language Translations and Interpreter Services](#).

Updated September 16, 2021