

Accessing Interpreters and Translations

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 	<ul style="list-style-type: none"> ❖ All request forms for RISNW are accessed through DocuShare and emailed to risnwinterpretationandtranslationservices@everettcc.edu and cc Mrude@everettsd.org
B&L Interpreting Services	<ul style="list-style-type: none"> ☑ Video interpreting ☑ On-site interpreting ☑ Call family, voicemails, schedule meeting, etc. ☑ Written translation 	<ul style="list-style-type: none"> ❖ Request forms are accessed through DocuShare and emailed to: request@blinterpreting.com and cc Mrude@everettsd.org ❖ Best used for video interpretations or in-person meetings in less common languages that RISNW may not offer. ❖ Requests for written translation MUST be submitted to Megan Rude at MRude@everettsd.org in Categorical Programs for approval, once approved the request will be submitted.
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.
<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. ❖ For billing purposes, it is VITAL for staff to complete the Language Link form prior to using the service. ❖ For any questions, concerns or feedback please contact Megan Rude at extension x4247 or MRude@everettsd.org ❖ 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](#).

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