

LCSS Interpreter Request Form

Print and complete this form and submit via email to Brooke Stembridge
stembridgebr@lee.k12.ga.us Please submit at least 2 weeks in advance of the event.

***Please be sure to confirm the meeting date with families prior to requesting an interpreter.*

Date of the request:

School:

Name of person requesting an interpreter:

Date interpreter needed:

Time interpreter needed:

Reason for request: (Conference, family engagement event, IEP meeting, 504 Meeting, MTSS Meeting)

If interpreter needed for a reason not listed above, please write it in here:

Location where interpreter is needed (Hall/wing & room number):

Language needed: (Spanish, Portuguese, French, Hindi, Punjabi, Arabic, Mandarin Chinese) If you need a language not listed, then LanguageLine will need to be used.

Language Line Support:

QRG Lee County Schools - OPI.pdf If you do not have the Language Line App, use these directions.

LanguageLine App - Activation Instructions Lee County Schools - InSight.pdf –Directions for downloading the LanguageLine App