

FAYETTE COUNTY PUBLIC SCHOOLS

Language Line Solutions Quick Reference Guide

To access an interpreter for Just-In-Time services:

1. Dial 1-866-874-3972
2. Enter the FCPS Client ID: 548132
3. Select the language you need
 - 1 for Spanish
 - 2 for all other languages
 - 0 if you do NOT know the language
4. Enter your Access Code: (Has been sent to you in a Separate Email)
5. Once the interpreter is connected, use the speakerphone feature or pass the handset back and forth to communicate.

IMPORTANT NOTE: Language Line is for Just-In-Time services ONLY. All face-to-face meetings, conferences, etc. are to be scheduled via the existing Interpreter Request System with an onsite interpreter.

TO REQUEST AN ONSITE INTERPRETER: Use the Interpreter/Translation Request System via the link below. Designated staff at each facility has access to this link for all requests.

<http://webapps.fcps.net/interpreter/>

FOR QUESTIONS/CONCERNS, CONTACT:

Jessica Sanchez
(859) 381-4318
Jessica.sanchez@fayette.kyschools.us

Lori Bowen
(859) 381-4783
Lori.bowen@fayette.kyschools.us

