



FP 800-3B

### Spanish Translation & Interpretation Request Form

- Must be submitted 48 hours in advance for Interpretation & 1 week for translation of documents ([federalprogramsrosteet@cpsb.org](mailto:federalprogramsrosteet@cpsb.org))

#### Services Requested

\_\_\_\_\_ Interpreter \_\_\_\_\_ Date Submitted

\_\_\_\_\_ Translation

\_\_\_\_\_ Parent Phone/Zoom Conference

\_\_\_\_\_ Requestor Name \_\_\_\_\_ Phone Number

\_\_\_\_\_ School/Site \_\_\_\_\_ Email Address

\_\_\_\_\_ Location of Meeting \_\_\_\_\_ Date Needed

\_\_\_\_\_ Time

\_\_\_\_\_ Student Name \_\_\_\_\_ Parent Name

\_\_\_\_\_ Student I.D. #

#### Office use below

\_\_\_\_\_ Request Approved \_\_\_\_\_ Date

\_\_\_\_\_ Request Denied \_\_\_\_\_ Date

Appointment already schedule at that time, can we reschedule

\_\_\_\_\_ Date \_\_\_\_\_ Time