Department of Student and Community Engagement
Olathe Public Schools USD #233

Olathe Public Schools | 300 E. Loula St. | Olathe, KS | 66061 | 913-780-7979

Interpreter Request Form ◆ *International Languages*

Request needs to be submitted **at least 10 school days** prior to need.

*** **PLEASE PRINT** *** Date Submitted: _____

Name of Requester: _____ Phone: _____

Language: _____ Number of Interpreters: _____

School: _____

Date Needed // Day of the Week: _____ **Month:** _____ **Date:** _____

Time // From: _____ **To:** _____ **AM** **PM**

Parent Meeting Preference: ☐ "In-Person" ☐ "Phone Call" ☐ "Via Zoom"

Student Name: _____ Grade: _____

Parent Name: _____

Preferred Interpreter (*If Available*): _____

Check the Activity or the Event Below

- ❍ P/T Conferences **(Fall)**
- ❍ P/T Conferences **(Spring)**
- ❍ Enrollment
- ❍ Back to School Night
- ❍ Meet the Teacher
- ❍ Open House
- ❍ IEP/SIT
- ❍ Preschool Screening
- ❍ Other: _____

Email SCANNED request to Liliana Gallegos: lmgallegosavila@olatheschools.org

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For Office Use Only

Date Request Received: _____

Interpreter Confirmed Y / N **Signed Timesheet Received: Y / N**

NOTES: _____

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