



Tracy Unified School District

Interpreter Request Form

Meeting Information

Student full name	
Student Grade	
Parent full name & phone #	
Language	
Meeting date	
Meeting starting time	
Estimated duration	
Purpose or nature of meeting	☐ IEP ☐ SST ☐ 504 ☐ Parent/ teacher conference ☐ Registration ☐ SARB/Pre-Expulsion Other:
Type of interpretation: In person, telephone, Teams, Zoom, other	☐ In person ☐ Zoom (VRI) ☐ Phone
Location Name Address Room number Link	
Facilitator's name, email address and phone #	
Number of individuals attending	
Special instructions (if applicable)	

TUSD Office use only	
Interpreter's name	
Agency Name	Excel Interpreting
Job #	
Billing	☐ Special Education/ Elena Camacho ☐ Student Services/Pia De Rosa ☐ Site/Department