









SPECIAL EDUCATION DIVISION

**TRANSLATION/INTERPRETATION DEPARTMENT**

**Virtual and Phone Interpreter Request Form  
2020-2021**

This form must be completed and submitted via email to [ieprequest@sandi.net](mailto:ieprequest@sandi.net) for all languages.

**Please complete ALL fields.**

<b>Student Name:</b>	FirstName LastName	<b>Student ID#:</b>	789-12344
<b>Date(s):</b>	9/3/20		
<b>Time(s):</b>	Any time		
<b>Conference Topic:</b>	Check-in re: computer access	<b>Expected Duration:</b>	15 minutes
<b>Number of Participants:</b>	2	<b>Language:</b>	Spanish
<b>Type of Conference: (mark one)</b>	<input type="checkbox"/> <b>WEB CONFERENCE</b>	<input type="checkbox"/> <b>PHONE CONFERENCE</b>	<b>School Where Student is Enrolled:</b> HIJ High School
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Requester Name/ Role:</b>	Ca Mana/ Case manager	<b>Requester email &amp; phone:</b>	<a href="mailto:casemanager@sandi.net">casemanager@sandi.net</a> ; 619-888-9999
<b>Meeting instructions &amp; comments:</b>	<p><i>[Family contact information: First Name Last Name, relation to student, phone number(s); Zoom/Google Meet meeting information; Special instructions and/ or message]</i></p> <p>Family Contact: Firstname Lastname (mother) 619-899-1233          Please call the family and ask if the student has picked up their laptop and if the family needs assistance with internet access.          Link for weekly Zoom class meeting:          Instructions for Class Dojo</p>		

Incomplete forms will be returned, unscheduled.

**Please allow up to 24 hours to receive a response regarding availability.**

**\*\*For immediate assistance, contact Mario Garcia: 619-362-4430\*\***