Interpreter Request Form

Complete form electronically, then save and email to glazeke@tcaps.net. Do not send via interoffice mail or fax to HR.

TCAPS — Traverse City Area Public Schools — Great Community, Great Schools

THIS SECTION TO BE COMPLETED BY ADMINISTRATIVE ASSISTANTS ONLY

ADMIN. ASSIST COMPLETING FORM

NAME: PHONE: SCHOOL:

DATE NEEDED	TIME FRAME NEEDED *(i.e. 1:00 – 2:00 p.m.)*
LANGUAGE REQUESTED	PARENTS HAVE BEEN NOTIFIED ☐ YES ☐ NO
ROOM TO REPORT TO	INTERPRETER TO CONTACT PARENTS ☐ YES ☐ NO
	PRINCIPAL APPROVED REQUEST ☐ YES ☐ NO
STUDENT(s)* *[complete separate form for all GSRP students]*	GSRP STUDENT? ☐ YES ☐ NO
INTERPRETING FOR *[i.e., parent, guardian, including name(s) and phone number(s)]*	
TEACHER(s)*	
REASON NEEDED* *(i.e., Parent-Teacher conference)*	

* If this request is for parent-teacher conferences and you require interpreting for multiple families (same language) on the same date, please attach to your emailed form one list of all students. Include grade, teacher name, conference time, and room or room numbers interpreter is to report to.

THIS SECTION COMPLETED BY HUMAN RESOURCES OFFICE

Interpreter Assigned: Phone: Date:

☐ Approved   ☐ Not Approved

THIS SECTION COMPLETED BY INTERPRETER

Date(s) Worked: Start Time: End Time:

Employee ID # (if employee):   Total Hours Worked:

Interpreter's Signature: Date:

THIS SECTION COMPLETED BY HUMAN RESOURCES OFFICE

TCAPS Account Number: Date:

Coni Taylor, Associate Superintendent of Labor Relations & Legal Services   ☐ Approved for Payment

Form - Parent Teacher Conference List for Interpreters

School: Language: Date:

Student's Name	Parent(s) or Guardian(s) Name (s) **Must include relationship to student (e.g. mom, dad, parents, etc.) and phone number if interpreter is requested to call and confirm conference**	Teacher's Last Name and Room Number	Conference Time

1. For parent teacher conferences where there are multiple families with multiple students who require same language services, it is acceptable to complete one Interpreter Request Form **per date** and **per language**, indicating a block of time and entering "multiple" where names of parents, teachers and students are required.
2. The Interpreter Request Form should then be accompanied by a chart of the names of students, their parents, and parents phone numbers requesting the service.

Interpreter and Translator Request Instructions for Administrative Assistants/Registrars

For the most up-to-date information, please view the Google Doc entitled:

TCAPS Procedure: Interpreter Requests/Admin Assts