

Interpreter Request Guidelines

Please use these guidelines to assist you in requesting an interpreter.

- ❖ ***District 11 now has 2 District Language Coordinators-*** Please submit the request form and they will check their availability and confirm with you. If they are not available, the request will then go to Globelink for scheduling.
- ❖ Submit request with a Minimum of 5 business days advance notice.
- ❖ Virtual meetings need to include the complete WebEx link. The link will be passed on to the interpreter.
- ❖ Phone meeting requests need to include a phone number where the meeting will take place and the interpreter can call into without multiple transfers.
- ❖ If the request goes through Globelink- they will send me a confirmation one week prior to the meeting and I will forward it to you.
- ❖ We are charged for the amount of time requested, whether used or not.
- ❖ Globelink' s scheduling allows for an additional 30 minutes, if needed. (We are charged for the additional time, of course) Please do not overestimate.
- ❖ We are charged for any cancellation with less than 24 hours advance notice.
- ❖ ***Make the appointment with the parent first! Confirm the parent will be attending and the interpreter services are indeed needed.***



Equal Opportunity Programs
Interpreter Request Form
719-520-2354

Date Submitted: _____

School: _____

Address: _____ Zip _____

Contact: _____ Phone Number: _____
(Where you can be reached during requested time)

Date Requested: _____ Start Time: _____ am pm End Time: _____ am pm

Please check one: On Site: Virtual: Phone:

Language: _____ # of Interpreters: _____

Type of Meeting: _____

In Person meeting Room Number: _____

Virtual/WebEx Link: _____

Student Name: _____

Parent Name: _____

Parent Phone Number: _____ Reminder call to Parent? Yes No

Number of Participants: _____

Please submit your request a minimum of 5 business days prior to the event.
Complete all information and email to elizabeth.trujillo@d11.org