



ORLEANS PARISH SCHOOL BOARD

Parent/Guardian

**Language Assistance Request Form
Interpretation or Translation**

To request FREE interpretation or translation services, please complete this forms.

This completed form should be returned to the District Language Interpreter,

Ms. Hiromi Silva or Mr. Vietquynh Pham.

hiromi_silva@opsb.us

vietquynh_pham@opsb.us

Office: 504-359-8167 Fax: 504-379-8167

Office: 504-304-3559 Fax: 504-379-3559

3520 General DeGaulle Dr., Suite 1010, New Orleans, LA 70114

Interpretation requests must be submitted with a ***minimum of 5 school days' notice.***

Parent/Guardian Contact Information:

Date: _____

Name: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Address (optional): _____

Child's Name(s): _____

School's Name: _____

Date of Service Requested: _____ Time of Service Requested: _____

Language Requested: _____ Location of Service: _____

Please mark an "X" in the appropriate box(es):

I need interpretation or translation services relative to:

Enrollment

Parental Involvement

Special Education

Transportation

Athletics

Title III/ELL

Homeless Services

Gifted and Talented

School Site: _____

Other (Specify): _____

Approved by:

School Leader's Signature: _____

Date: _____

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US.

Some documents may be interpreted rather than translated. Non-district approved interpreters (including students and other children) **may not** be used for interpretation or translation services.

For more information on Language Assistance Services, please, contact the District Language Interpreter Office or visit the Language Assistance webpage at <http://www.opsb.us>.

All services are free to parents and guardians.

District Office Use Only:

Date Services Provided: _____

Parent Accepted Services

Parent Declined Services

Parent Signature: _____

Interpreter/Translator Signature: _____