



TRANSLATION SERVICES • SAINT PAUL PUBLIC SCHOOLS
 360 COLBORNE STREET • SAINT PAUL, MINNESOTA 55102
 (651) 767-8334 • FAX (651)293-5411

Request for Interpreting Services

Name of requester:		Date of request:
Requester phone number:		Requester fax number:
Budget code to be charged:		Budget administrator:
Language requesting:		Date interpreter is needed:
Time interpreter is needed, <i>e.g. 5:00 p.m – 8:00 p.m.:</i>	Total number of hours:	Name of supervisor interpreter should check in with for assignment:
Name of school or program interpreter is to report to:		Address of site or school building:

Request for interpreter services are due in the ELL office five working days prior to the date the interpreter is needed.

Once received, Translation Services will contact you with a rate.

Once confirmed, the ELL department will fax this form back to the requester so that he/she will know who is coming.

Please have the person supervising the event sign off on the ELL Work Completion Time Report and fax it to the ELL Department. **Please do not process payment; you will receive an invoice for Interpreting Services.**

Please direct all requests/questions to Alejandra Bosch:

Email: alejandra.bosch@spps.org	Phone: 651-767-8334
Fax: 651-293-5411	Address: 360 Colborne St., St. Paul, MN 55102

This section is to be completed by Translations Services. It is confirmation of the individual who will be interpreting for the above-mentioned request.

Name of Interpreter: _____