



# Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."



## Oral Interpretation Documentation Sheet

This Form Is Required for Oral Interpretation of any source, especially IEP, ETR, 504, and Hearings & Appeal Meetings

Este formulario es requisito para traducciones orales, especialmente para reuniones de PEI, Evaluaciones, Plan 504 y audiencias y apelaciones

Student's name (اسم الطالب): \_\_\_\_\_ Student ID#: \_\_\_\_\_

School (المدرسة): \_\_\_\_\_ Grade (الصف): \_\_\_\_\_

Reason for Meeting: \_\_\_\_\_ Language (اللغة): \_\_\_\_\_

Parents/Guardian (ولي الأمر او الوصي): \_\_\_\_\_

Name of Interpreter: \_\_\_\_\_ Date of Interpretation: \_\_\_\_\_

**Please check the one that applies:**

Virtual Meeting

***(If meeting is virtual, type in signatures)***

Face to Face Meeting

***(If meeting is face to face, please print and sign)***

Parent/Guardian Signature (التوقيع): \_\_\_\_\_ Date (التاريخ): \_\_\_\_\_

***Please check box if parent declined interpretation services***

Interpreter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

"The translation of these particular forms is being offered as a good faith means of supporting parent engagement and understanding in the IEP/ETR/Hearing process and is not a requirement under 34 CFR 300.322. Timelines for translations will depend upon availability of translators" ("La traducción de estas formas particulares es ofrecida como un medios de buena fe en apoyo a los padres comprometidos y comprendiendo el proceso del PEI y no es un requisito bajo 34 CFR 300,322. Las fechas para las traducciones dependerán de la disponibilidad de los traductores")

**Scan/email this form with the completed document to:**

**[Translations\\_Interpretations@clevelandmetroschools.org](mailto:Translations_Interpretations@clevelandmetroschools.org)**

**MULTILINGUAL  
OFFICE USE ONLY**

Translation completion Date: \_\_\_\_\_

Name of Translator \_\_\_\_\_

Verified by: \_\_\_\_\_ Date \_\_\_\_\_