



Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."



Oral Interpretation Request Form

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 _____ Student ID#: _____

School / Department: _____ Grade: _____

Reason for Meeting: _____ Language Needed: _____

Name & Title of the Person Requesting Oral Interpretation: _____

Date Oral Interpretation Needed _____ Time _____

Please check all ones that apply:

Virtual Meeting

Zoom ID Information _____

Face to Face Meeting

Name and Address where Meeting will take Place: _____

Please specify any other Pertinent Information: _____

"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

OFFICE USE ONLY
(PARA USO DE LA OFICINA SOLAMENTE)

Assigned Interpreter: _____

Translation completion Date: _____

Name of Translator: _____

Verified by: _____ Date _____