



Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."



Oral Interpretation Documentation Sheet

This Form Is Required for Oral Interpretations of any source, especially IEP, ETR, 504, and Hearing & Appeals Meetings

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

Student's name (Nombre del Estudiante): _____ Student ID#: _____

School (Escuela): _____ Grade (Grado): _____

Reason for Meeting: _____ Language (Idioma): _____

Parents/Guardian (Padres o Guardián): _____

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 (Firma): _____ Date (Fecha): _____

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 means of good faith for 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

**MULTILINGUAL OFFICE USE
ONLY
(PARA USO DE LA OFICINA
SOLAMENTE)**

Interpretation completion Date: _____

Name of Interpreter _____

Verified by: _____ Date _____