



Linn Benton Lincoln Education Service District

905 4th Avenue SE • Albany, Oregon 97321-3199 • Phone: 541-812-2600 • Fax: 541-926-6047 • www.lblesd.k12.or.us

SPANISH INTERPRETER & TRANSLATOR REQUEST FORM

Note: All requests are received and scheduled and / or completed on a first received basis. Completion by dates designated as urgent or ASAP will be considered, however; due to the number of schools served within Linn, Benton and Lincoln Counties multiple requests may be received with the same urgency.

Contact Information

Contact Person: _____ Today's Date: _____

Contact Phone: _____ Contact Email: _____

Requesting District: _____ School: _____

Requested Service (Select either Interpreting or Translation)

Interpreter Services

Purpose (IEP meeting, phone call, etc.) _____

Location: _____ Student Name: _____

Meeting Date: _____ Time: _____ Duration: _____

Alternate Date(s) and Times(s)*: Date: _____ Time: _____

Date: _____ Time: _____

Comment: _____

*Please provide alternate date and time choices; it is not unusual for the preferred date to already be scheduled / unavailable.

Translation Services

Name of Student: _____

Document Type (IEP, meeting notes, letter, report, etc.): _____

Requested by Date: _____

Method of Transfer (courier, email, TIENet): _____

Method of Return (courier, email, TIENet upload, etc): _____

Submit Request By: Courier: Interpreter/Translator – SEES – LBL ESD
Or Email: ecccinterpreter.translator@lblesd.k12.or.us

Questions: Phone: 541-812-2721 or email ecccinterpreter.translator@lblesd.k12.or.us