



LAS CRUCES PUBLIC SCHOOLS  
 505 S. Main Street, Suite 249  
 Las Cruces, NM 88001  
 Phone: (575) 527-5881

Tracking # \_\_\_\_\_  
 Office hours **Mon-Fri 8:00 a.m. - 5:00 p.m.**

## Language Service Request Form

Please e-mail an electronic copy of the document to [Tico@lcps.net](mailto:Tico@lcps.net)

Date (mm/dd/yy): \_\_\_\_\_

Information			
Language		Requested by	
School		Telephone	
Email		@lcps.net	

### YOU WILL RECEIVE AN OFFICIAL CONFIRMATION E-MAIL

- Translation (Written) needed by \_\_\_\_\_ (Minimum of 7 business days)
- Translations (Written) require 7 business days and are subject to the availability of translators. The high demand of some languages during peak times or the size of the document may require more than 7 business days.
- Telephone Call (Bilingual Education office hours are Mon - Fri 8 a.m -5 p.m.)
- Interpretation (Verbal) Date \_\_\_\_\_ Time/From \_\_\_\_\_ to \_\_\_\_\_

**Interpretations:** Require 7 - business days notice depending on desired language.

Number of LCPS staff members attending the meeting: \_\_\_\_\_ Aprox.

**Please communicate any cancellation notice 24 hours prior to the assignment.**

- |   |  |
|---|--|
| <input type="checkbox"/> IEP Eligibility (1.5 Hrs)                          | <input type="checkbox"/> Parent Teacher Conference (1.0 Hr)        |
| <input type="checkbox"/> IEP Initial (1.0 Hrs)                              | <input type="checkbox"/> Hearing (Provide Topic and School Script) |
| <input type="checkbox"/> IEP Annual (1.5 Hrs or more – Provide Description) | <input type="checkbox"/> Health (Provide Topic Below)              |
| <input type="checkbox"/> 504 (2.0 Hrs)                                      | <input type="checkbox"/> Other:                                    |

Interpretation Only			
Student Name		Grade	
Parent/Guardian		Family's Country of Origin	
Telephone Number		Alternative Number	

Brief Description/Topic of Request

FOR BILINGUAL OFFICE USE ONLY			
Interactions		Families Served	
Interpreter/Translator			
EL Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	MEP (Migrant Student)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Immigrant Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	SWD	<input type="checkbox"/> Yes <input type="checkbox"/> No