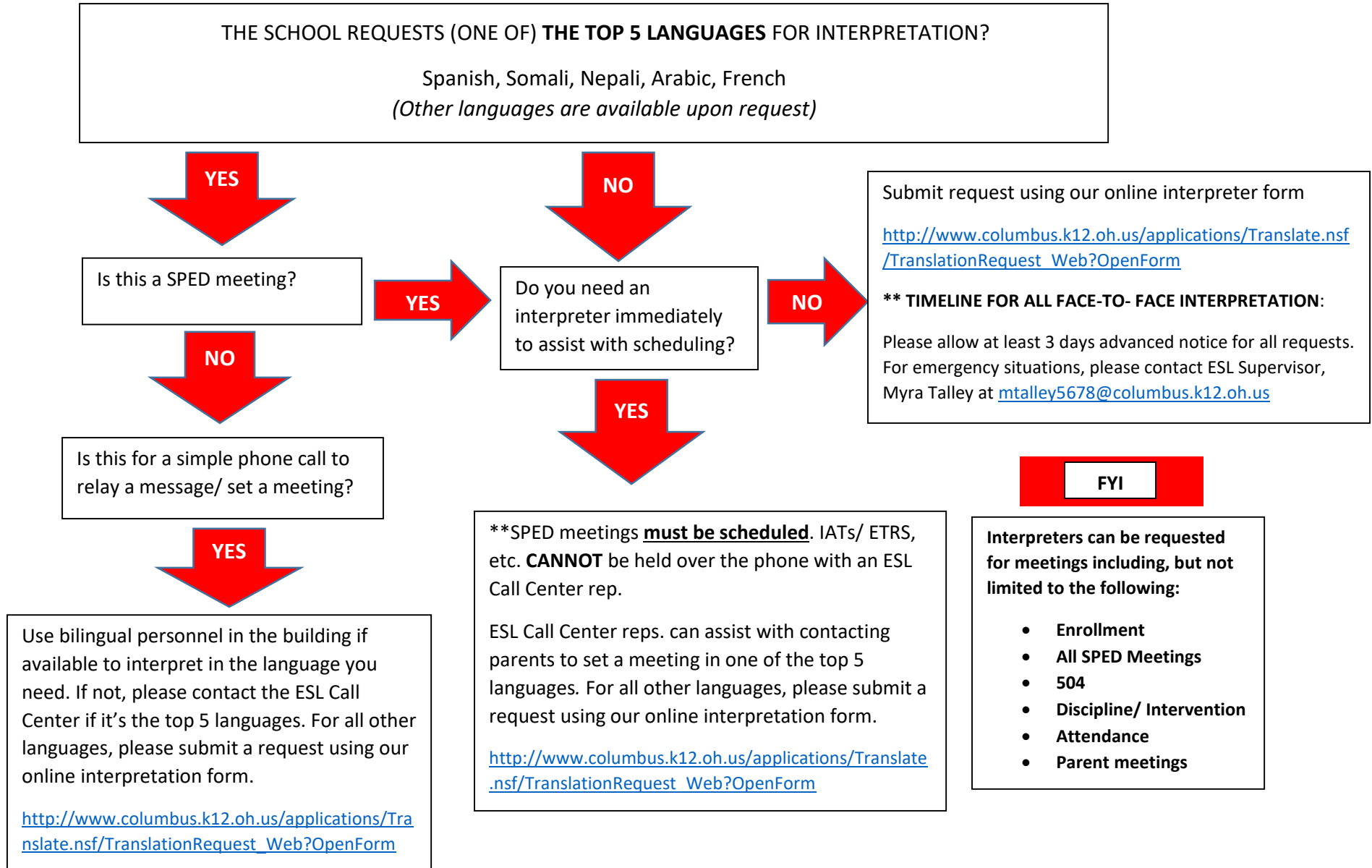


INTERPRETATION: **INTERNAL PROCESS** COLUMBUS CITY SCHOOLS (CCS) FOLLOWS



THE SCHOOL REQUESTS (ONE OF) THE TOP 5 LANGUAGES FOR INTERPRETATION?

Spanish, Somali, Nepali, Arabic, French
(Other languages are available upon request)

YES

Is this a SPED meeting?

YES

Do you need an interpreter immediately to assist with scheduling?

NO

Submit request using our online interpreter form

http://www.columbus.k12.oh.us/applications/Translate.nsf/TranslationRequest_Web?OpenForm

** TIMELINE FOR ALL FACE-TO- FACE INTERPRETATION:

Please allow at least 3 days advanced notice for all requests. For emergency situations, please contact ESL Supervisor, Myra Talley at mtalley5678@columbus.k12.oh.us

NO

Is this for a simple phone call to relay a message/ set a meeting?

YES

Use bilingual personnel in the building if available to interpret in the language you need. If not, please contact the ESL Call Center if it's the top 5 languages. For all other languages, please submit a request using our online interpretation form.

http://www.columbus.k12.oh.us/applications/Translate.nsf/TranslationRequest_Web?OpenForm

SPED meetings **must be scheduled. IATs/ ETRS, etc. **CANNOT** be held over the phone with an ESL Call Center rep.

ESL Call Center reps. can assist with contacting parents to set a meeting in one of the top 5 languages. For all other languages, please submit a request using our online interpretation form.

http://www.columbus.k12.oh.us/applications/Translate.nsf/TranslationRequest_Web?OpenForm

FYI

Interpreters can be requested for meetings including, but not limited to the following:

- Enrollment
- All SPED Meetings
- 504
- Discipline/ Intervention
- Attendance
- Parent meetings