How to Submit the Interpreters Request Form

- Click on the Link provided on the Front Page of the ESL Department
- Login in with your ILEADs username and password (email address and your ILEADs password). Email Myra Talley if you don't remember the password.
- Select the school or agency requesting the service from the drop-down list or type the name in the appropriate box below
- Type in your phone number and the extension
- Select the title of the person facilitating the meeting from the drop-down list
- Select the purpose of the request from the drop – down list
- Type in the date of the appointment needed
- Select the time for the appointment from the drop – down list
- Select the location from the drop – down list or type the name of the location
- Type in any special instructions if any
- Include conference link, ID and phone number if any
- Mark the circle if a phone call reminder to the parent is required
- Mark the circle if the parent requested the appointment
- Mark the circle if this is a district wide event
- Type all the student and parent contact information on the appropriate boxes
- Select the language from the drop – down list
- Click Submit