How to Submit the Interpreters Request Form

- Click on the Link provided on the Front Page of the ESL Department

Login in with your Lotus Notes username (email address without the Columbus.k12.oh.us) and password (your LOTUS NOTES password).

If you don't have a Lotus Notes password, please contact Help Desk at 614 365 8425

- 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

Face-To-Face Interpretation Services

All requests must be made at least five (5) school days in advance of the appointment dates. Under emergency circumstances, please submit request online and email Myra Talley at mtalley5678@columbus.k12.oh.us

Requests for prescheduled events, such as Back-to-School Nights, Open house and Parent/Teacher Conferences, must be sent with more time in advance due to higher demand.

Login Requirements:

Username: Same as your CCS email address WITHOUT @columbus.....

Password: Same as your Lotus Notes