



Parent/Guardian Language Assistance Request Form

Interpretation or Translation

To request **FREE interpretation or translation services**, please complete this form. This completed form should be returned to the District Federal Programs Office:
1660 Winder Highway, Jefferson, GA 30549
Phone: (706) 367-5151 Fax: (706) 367-9768
lbell@jcss.us or lbonnes@jcss.us

Parent/Guardian Contact Information:

Date: _____

Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Address (optional): _____

Child's/Children's Name(s): _____

Language Requested: _____

School Site: _____

Please mark an "X" in the appropriate box(es):

I need **translation** of the document titled _____ from:

- | | |
|---|--|
| <input type="checkbox"/> Special Education Office | <input type="checkbox"/> Transportation Department |
| <input type="checkbox"/> Athletic Office | <input type="checkbox"/> Child Nutrition Department |
| <input type="checkbox"/> ESOL Program | <input type="checkbox"/> Gifted and Talented Program |
| <input type="checkbox"/> Superintendent's Office | <input type="checkbox"/> Other: _____ |

I need **interpretation** services on (date) _____ at (time) _____ at the following location:

- | | |
|---|---|
| <input type="checkbox"/> East Jackson Elementary School | <input type="checkbox"/> Gum Springs Elementary School |
| <input type="checkbox"/> Maysville Elementary School | <input type="checkbox"/> North Jackson Elementary School |
| <input type="checkbox"/> South Jackson Elementary School | <input type="checkbox"/> West Jackson Elementary School |
| <input type="checkbox"/> East Jackson Middle School | <input type="checkbox"/> West Jackson Middle School |
| <input type="checkbox"/> East Jackson Comprehensive High School | <input type="checkbox"/> Jackson County Comprehensive High School |

Some documents may be interpreted rather than translated. **Non-district approved interpreters (included students and other children) may not be used for interpretation.**

For more information on Language Assistance Services please contact the Federal Programs Office.
All services are free to parents and guardians.

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US.