



Fairfax County Public Schools  
Office of Equity and Compliance  
8115 Gatehouse Road  
Falls Church, VA 22042  
Phone: 571-423-3050  
Fax: 571-423-3057

# Interpreter Request Form

Today's Date

- Applicant
- Employee

## Requester Information (Principal or Program Manager)

Name \_\_\_\_\_

Position \_\_\_\_\_

Worksite \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Alternate Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Other Information \_\_\_\_\_

## Information for Person Needing Service

Name \_\_\_\_\_

Employee ID No. \_\_\_\_\_

Worksite \_\_\_\_\_

Office Hours \_\_\_\_\_

Email Address \_\_\_\_\_

Fax Number \_\_\_\_\_

### Communication Preference

Interpreter Preference if Available \_\_\_\_\_

## Service Information

Description \_\_\_\_\_

Date Needed \_\_\_\_\_

Location \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Onsite Contact \_\_\_\_\_

Onsite Phone Number/s \_\_\_\_\_

Parking Directions

Any employee needing a sign language interpreter for a Fairfax County Public Schools meeting or event must have their principal or program manager submit this request form at least seven working days prior to the event.

Any applicant needing interpreter services should ask the Office of Employment Services to submit this form.