

**Baltimore City Public Schools**  
**Foreign Language and Sign Language Interpreter Request Form - JULY 2019**

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This form is sent to the approved vendor to request services. The requester works directly with the vendor to confirm the assignment. If the assignment is for special education, a copy of this form should also be sent to SPEDLANG@BCPS.K12.MD.US. This form needs to be signed after the assignment for proof of attendance. **A completed and signed form must accompany the invoice for payment.**

TODAY'S DATE _____	REQUESTER'S NAME _____
LANGUAGE REQUESTED _____	REQUESTER'S POSITION _____
SERVICE REQUEST DATE _____	REQUESTER'S PHONE _____
START TIME _____	REQUESTER'S EMAIL _____
TYPE OF EVENT _____	STUDENT NAME _____
SCHOOL NAME _____	ONSITE CONTACT NAME _____
MEETING LOCATION _____	ONSITE CONTACT PHONE _____
SCHOOL FULL ADDRESS _____	
COMMENTS _____	

SEND FORM & INVOICE TO \_\_\_\_\_  
Special Education invoices are sent to SPEDLANG@BCPS.K12.MD.US. All other invoices are paid for by the school.

**Proof of Attendance - completed at the end of the event & submitted with invoice**

START TIME _____	TODAY'S DATE _____
END TIME _____	VENDOR NAME _____
<b>I HEREBY CERTIFY THAT THE ABOVE STATED HOURS ARE AN ACCURATE RECORD OF MY WORKING TIME.</b>	
INTERPRETER NAME _____	INTERPRETER SIGNATURE _____
SCHOOL STAFF NAME _____	SCHOOL STAFF SIGNATURE _____
COMMENTS _____	