



**nbps**

**New Bedford  
Public Schools**

**INTERPRETATION/TRANSLATION REQUEST FORM**

Date Requested: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requested by: \_\_\_\_\_ School: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_ Ext. \_\_\_\_\_

Date of interpretation/translation needed: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Language (s):**

Spanish  Portuguese  Cape Verdean/Portuguese Crioulo  Other: \_\_\_\_\_

**Type of service, please select one:**  Interpretation (Oral)  Translation (Written)

Services needed for:  **Parent-Teacher Conference**  **School Event**  **Meeting**  **Other**

**Special Education (Please circle one: Localization, Initial, Review, 3 Year Revaluation, other)**

Details:

Approved by **Principal/Headmaster** signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send **SPED** requests to:  
**Fanny Nieves**  
 PRAB- Room 232  
 Tel: 508-997-4511 Ext.14453  
**fnieves@newbedfordschools.org**

Please send **all other** requests to:  
**translations@newbedfordschools.org**

**Internal use only**  
Approved by:

\_\_\_\_\_  
 Sonia Walmsley  
 Executive Director of Educational  
 Access and Pathways

\_\_\_\_\_  
 Sandra Ford  
 Executive Director for Special  
 Education and Student Services