



## A Guide to Accessing Multilingual Services

*To reduce costs of language assistance services to the district, please use the resources below in the order they are presented on this document.*

Interpretation	Translation
For oral communication	For written communication

### **Interpretation:**

If you need someone to provide interpretation for parent/guardian call or meeting, please try one of the follow district affiliated Multilingual Family Liaisons **FIRST**.

### **Multilingual Family Liaisons:** (district employees)

Language	Liaison's Name	Phone Number	Email
Arabic	Amina Chiboub	617-529-1094	achiboub@mansd.org
French			
Nepali	Tika Subedi	240-441-6577	tsubedi@mansd.org
Spanish	Amy Gerow	603-512-7874	amygerow@mansd.org
Spanish	Jilma Ball	603-661-4373	jball@mansd.org
Spanish	Jennylsa Wilson	603-216-7443	jwilson@mansd.org

If you were not successful coordinating with one of the above liaisons, please use the following non-affiliated third party services respectively:

Organization	Services	Access Information
To request an interpreter, please use the online account <b>FIRST</b> . <i>Using the online request reduces the cost of this service for the district.</i>		
Language Bank	Interpretation	<a href="https://languagebank.lssne.org/interreq/">https://languagebank.lssne.org/interreq/</a> OR <a href="https://request.thelanguagebank.org/">https://request.thelanguagebank.org/</a>  Use link & account log-on information (available through front office).
<b>Use if on-line service is unavailable</b>		
Language Bank	Fax, "interpreter request form," attached below.	Fax: 603-410-6186
	Call Language Bank rep.	Paul Paro OR Jacob Mandell Phone: 603-657-7412 Phone: 603-657-7416

If you are not successful with the above options, you may also submit a request to Multilingual Links:			
Multilingual Links	Interpretation	Augustin Ntabaganyimana	1-800-679-9217 OR 603-369-9883  <a href="mailto:Augustin@MultiLingualLinks.com">Augustin@MultiLingualLinks.com</a>
<u>Note:</u> Multilingual Links needs 1-2 days of notice to arrange for interpretation. They offer services in a wide range of languages.			

If you need **immediate access** to an interpreter, please use the service below:

Organization	Services	Contact #
Language Line	Immediate Interpretation	1-866-874-3972
<u>Note:</u> For billing purposes, enter <b>Client I.D. #862206</b> and school code (ask administration for your school's code). Then identify the language you need and wait for interpreter to connect.		

**Translation (for written documentation):**

- Step 1: Email documents to Paul Paro @ email address below.
- Step 2: Paul will return a quote for the service.
- Step 3: Confirm quote to finalize request.

Organization	Services	Contact Name	Contact:
Language Bank	Translation of documents into wide range of languages	Paul Paro	Email documents to: Paul Paro <a href="mailto:PParo@ascentria.org">PParo@ascentria.org</a>
*Typically need 24-48 hours advanced notice for short written translation requests. For longer documents, please allow additional lead time when possible.			