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| ENL, World Languages & Bilingual Education Department | **Jacqueline LeRoy**, **Director** |

**Language Line Usage Verification Form**

Please send the completed form to Marlene Moreno:

* E-mail: [mmoreno@scsd.us](mailto:mmoreno@scsd.us)
* Interoffice Mail: Marlene Moreno, ENL Department, Room 215, Central Office.

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| **PART I: COMPLETE BY REQUESTER**  **STUDENT INFORMATION** | | | |
| **Today’s Date:** |  | **School Name:** |  |
| **Student Name:** |  | **Student ID:** |  |
| **Student Language:** |  | | |

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| **PART II: COMPLETE BY REQUESTER**  **STAFF INFORMATION** | | | |
| **Staff Name:** |  | **Staff Position/Title:** |  |
| **Staff E-mail:** |  | **Staff Building:** |  |
| **Staff Phone #:** |  | | |
| **Call Approved by Building Administrator (Name):** |  | | |
| **Start Time of Call:** |  | | |
| **End Time of Call:** |  | | |
| **Total Minutes Used:** |  | | |

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| **PART III: COMPLETE BY OFFICE OF ENL, WORLD LANGUAGES & BILINGUAL DEPT.** | |
| **Reference to Invoice num.:** |  |
| **Referenced invoice date:** |  |
| **Total cost of call:** |  |