

## Language Line Instructions

**Step 1:** *When placing a call for an interpreter, dial 1 (866) 874-3972.*

**Step 2:** *You may press 0 or stay on the line for assistance*

**6-digit Client ID: 543485**

**3-digit school code OR ELD Dept Code: 574**

**Step 3:** *Press “1” for Spanish or press “2” for all other languages*

*(Speak the name of the language at the prompt)*

*An interpreter will be connected to the call.*

**Step 4:** *Brief the Interpreter. Summarize what you wish to accomplish and give any special instructions.*

- If you are asking the interpreter to call a Limited English speaker, tell them you need to “place a domestic dial out” and have the phone number and name of the person ready.
- If you have the Limited English speaker in the room with you, please use a speaker phone for the conference.

**Step 5:** Add the Limited English speaker to the line.

***The charge is \$.98 per minute, and will be billed to the English Language Development Program.***

Please notify Heather Richardson (Director of ELD) via e-mail [heatherri@spokaneschools.org](mailto:heatherri@spokaneschools.org) or phone (354-6261) for authorization or immediately after using the service, if in an emergency. Never set up an appointment without prior permission from Heather Richardson. They charge the district \$300.00 for missed appointments.