

Interpreter and Translation Coordination Log

SECTION 1 · REQUEST AND SET UP

INTERPRETER COORDINATION LOG

LOG

Interpreter Request and Scheduling Log

One row per request: the meeting, the language, who was asked, and whether it was confirmed. The page this file is built around.

SCHOOL / DISTRICT

COORDINATOR

MONTH

#	DATE OF MEETING	MEETING TYPE	LANGUAGE	INTERPRETER REQUESTED	CONFIRMED (Y/N)	REQUESTED BY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

WHAT GOES HERE

Every request for interpreter or translation support, the same day it is made — an IEP meeting, a family conference, an intake, a phone call, or any other meeting type. Mark Confirmed N until the interpreter has actually said yes; a request that is only asked for is not yet filled.

IF NOBODY CONFIRMS

Note the date you followed up and who you tried next (the roster on page 7 has a backup contact for most languages). Carry an unresolved row into next month's log rather than leaving it to look forgotten.

Interpreter and Translation Services Coordination Log Editable

Page 8 of 19

+ BRIGHT PATH SPED

INTERPRETER COORDINATION LOG

Meeting Interpreter Coordination Sheet

arrival time, where to be, what to bring, and what happens after.

DATE / TIME

LANGUAGE

INTERPRETER

BEFORE THE MEETING

ROOM, BUILDING, OR VIRTUAL LINK

AFTER ON ARRIVAL

BACKUP CONTACT IF THE INTERPRETER IS DELAYED

Write sent to the interpreter

Used shared with the interpreter in advance

Used and tested

Ready

an interpreter will be present

ALL ARRIVAL TIME

MEETING ACTUAL START

MEETING ACTUAL END

CALL

NOTES FOR THIS MEETING

ING (A DOCUMENT TO SEND, A DATE TO CONFIRM)

Page 11 of 19

+ BRIGHT PATH SPED

+ BRIGHT PATH SPED

19 PAGES

REQUEST + DOCUMENT LOG

FRONT OFFICE REFERENCE

FILLABLE PDF

◆ BRIGHT PATH SPED

What Is Inside, and Where

19 pages: three sections and a worked example. Nothing here decides what language support your district provides or how a request is prioritized — every one of those is a blank you fill in from your district's own policy.

About This File

PAGES 4–5



Start Here — Three Steps
START HERE

4



Binder Cover and Divider Tabs
SETUP

5

01 Request and Set Up

PAGES 7–9



Interpreter and Language Contact Roster
ROSTER

7



Interpreter Request and Scheduling Log
LOG

8



Which Page for Which Situation
SETUP

9

02 Coordinate Each Meeting

PAGES 11–13



Per-Meeting Interpreter Coordination Sheet
CHECKLIST

11



Translated-Document Tracking Sheet
TRACKER

12



Front-Office Quick Reference
REFERENCE

13

03 Report and Communicate

PAGES 15–18



Monthly Summary — Requests, Fill Rate and Languages Served
REPORTING

15



Logistics Confirmation Note
NOTES

16



Coordination Log Phrase Bank
REFERENCE

17



A Month of Requests and Documents, Filled In
EXAMPLE

18

WHAT THE PAGE TAGS MEAN

Setup	Fill once, at the start of the year or when the team changes.	Reference	Kept at the front office or the phrase bank — nothing here is filled in per request.
Roster	The interpreter and language contact list every other page points back to.	Reporting	The monthly roll-up, filled in once a month from the log.
Log	Filled in as requests come in, one row per request.	Notes	A ready-to-send note, filled in as needed.
Checklist	One page per confirmed meeting, filled in ahead of that meeting.	Example	The invented worked example, at the end of the file.
Tracker	Filled in as documents go out and come back.		

Start Here — Three Steps



1

Set up once

Type the interpreter and language roster (page 7) once, and print the binder cover and tabs (page 5) if this file joins a shared binder or a front-office folder.

Give the front office the quick-reference page so a request can be logged even when the coordinator is not the one who answers it first.



2

Log every request as it comes in

Every request goes on the request and scheduling log (page 8) the same day it is made, confirmed or not yet.

Once a meeting is confirmed, fill the per-meeting coordination sheet (page 11); anything sent for translation goes on the document tracker (page 12).



3

Roll up and confirm

Copy the month's totals onto the monthly summary (page 15) once a month, straight from the request log.

The logistics confirmation note (page 16) is ready to send to an interpreter or a family as soon as a meeting is confirmed — no separate write-up.

WHAT THIS FILE IS

A fillable PDF that schedules and tracks interpreter and translation support: who was asked, who confirmed, what was sent out and when it came back. It works offline with no account or subscription, and prints the same way it types.

WHAT THIS FILE IS NOT

Not a consent form, and not a statement of what language support your district provides or how it decides to provide it. This file schedules and tracks interpreter and translation support -- it does not describe, promise or decide what language support a district provides or how a request is prioritized. That is your district's own policy; every page that touches it leaves a blank line for the district's own wording instead of a finished sentence.

WHAT THIS IS NOT THE SAME AS

Not **Provider Coordination Log Editable** — that file tracks a caseload team of related-services providers. This file tracks interpreter and translation logistics only: a request, a confirmation, a meeting, a document out and back.

IF SOMETHING DOES NOT WORK

The text disappears when I close it. It was opened in something that fills fields but does not save them.

Open it in Acrobat Reader and use Save As.

A request does not fit the columns on the log. Use the notes line on the per-meeting sheet instead of crowding one row.

Anything else — the **Ask a Question** tab on the product page. Every question is read, and a fix to the file is a free update.

CONFIDENTIALITY

A filled-in log carries family and staff contact information. Store, hand over and destroy it the way your school already handles any other coordination or contact record.



Interpreter Request and Scheduling Log

One row per request: the meeting, the language, who was asked, and whether it was confirmed. The page this file is built around.

SCHOOL / DISTRICTCOORDINATORMONTH

#	DATE OF MEETING	MEETING TYPE	LANGUAGE	INTERPRETER REQUESTED	CONFIRMED (Y/N)	REQUESTED BY
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

WHAT GOES HERE

Every request for interpreter or translation support, the same day it is made — an IEP meeting, a family conference, an intake, a phone call, or any other meeting type. Mark Confirmed N until the interpreter has actually said yes; a request that is only asked for is not yet filled.

IF NOBODY CONFIRMS

Note the date you followed up and who you tried next (the roster on page 7 has a backup contact for most languages). Carry an unresolved row into next month’s log rather than leaving it to look forgotten.

02

Coordinate Each Meeting

The logistics sheet for one meeting at a time — arrival, room, materials — the tracking sheet for anything sent out for translation, and a one-page reference for whoever in the front office answers the request first.

IN THIS SECTION

Per-Meeting Interpreter Coordination Sheet	11
Translated-Document Tracking Sheet	12
Front-Office Quick Reference	13





CHECKLIST

Per-Meeting Interpreter Coordination Sheet

For one confirmed meeting: arrival time, where to be, what to bring, and what happens after.

MEETING TYPE	DATE / TIME	LANGUAGE	INTERPRETER
.....			

ARRIVAL AND LOGISTICS

ARRIVAL TIME REQUESTED (BEFORE THE MEETING STARTS)

.....

ROOM, BUILDING, OR VIRTUAL LINK

.....

WHO GREETES THE INTERPRETER ON ARRIVAL

.....

BACKUP CONTACT IF THE INTERPRETER IS DELAYED

.....

MATERIALS NEEDED

- ☐ Calendar hold or meeting invite sent to the interpreter
- ☐ Any documents to be discussed shared with the interpreter in advance
- ☐ Room or virtual link confirmed and tested
- ☐ Sign-in or attendance sheet ready
- ☐ Family or staff attendees told an interpreter will be present

DAY-OF CONFIRMATION

INTERPRETER CONFIRMED
BY PHONE/TEXT AT

.....

ACTUAL ARRIVAL TIME

.....

MEETING ACTUAL START

.....

MEETING ACTUAL END

.....

WHO WAS IN THE ROOM (OR ON THE CALL)

#	NAME	ROLE
1		
2		
3		
4		
5		

NOTES FOR THIS MEETING

.....

.....

.....

FOLLOW-UP NEEDED AFTER THIS MEETING (A DOCUMENT TO SEND, A DATE TO CONFIRM)

.....

.....

.....

REPORTING

Monthly Summary – Requests, Fill Rate and Languages Served

Once a month, from the request log: how many requests, how many filled, and which languages were served.

MONTH

COORDINATOR

SCHOOL YEAR

DATE COMPLETED

#	LANGUAGE	REQUESTS MADE	REQUESTS FILLED	FILL RATE
1				
2				
3				
4				
5				
6				

TOTAL REQUESTS THIS MONTH

TOTAL FILLED

OVERALL FILL RATE (FILLED ÷ REQUESTS)

LANGUAGES SERVED THIS MONTH (COUNT)

REQUESTS BY MEETING TYPE THIS MONTH

#	MEETING TYPE	REQUESTS	FILLED
1			
2			
3			
4			

DOCUMENTS THIS MONTH (FROM THE DOCUMENT TRACKER, PAGE 12)

DOCUMENTS SENT	DOCUMENTS RETURNED	STILL OUTSTANDING

HOW TO FILL THIS IN

Count straight from this month’s rows on the request log (page 8): one line per language requested, how many requests, how many were marked Confirmed Y. A language served with zero fills is worth a note, not a blank row.

WHAT TO BRING TO A TEAM OR ADMINISTRATOR UPDATE

OPEN ITEMS CARRIED INTO NEXT MONTH (FROM THE REQUEST LOG OR DOCUMENT TRACKER)

EXAMPLE

A Month of Requests and Documents, Filled In

SAMPLE · INVENTED STUDENT

Ms. Okafor, every interpreter, and every meeting and family below are invented. Every number in the summary can be re-counted from the rows above it.

REQUEST AND SCHEDULING LOG (PAGE 8) — MS. OKAFOR, SEPTEMBER (INVENTED)

#	DATE	MEETING TYPE	LANGUAGE	INTERPRETER	CONFIRMED	REQUESTED BY
1	9/3	IEP meeting	Spanish	M. Reyes	Y	Case manager
2	9/8	Family conference	Vietnamese	T. Nguyen	Y	Family (call-in via front office)
3	9/10	Intake meeting	Arabic	S. Haddad	Y	Case manager
4	9/15	IEP meeting	Spanish	M. Reyes	Y	Case manager
5	9/19	Phone call	Somali	A. Warsame	N	Front office (walk-in)
6	9/24	IEP meeting	Mandarin	L. Chen	Y	Case manager

5 of 6 requests confirmed this month ($5 \div 6 = 83$ percent); the one open request (Somali, 9/19) was still waiting on a backup contact at month's end.

DOCUMENT TRACKING SHEET (PAGE 12) — THE SAME MONTH

#	DOCUMENT	LANGUAGE	SENT	SENT TO	RETURNED	RECEIVED BY
1	IEP meeting notice	Spanish	9/1	M. Reyes	9/2	MO
2	Enrollment packet	Vietnamese	9/5	District language line	9/12	MO
3	Progress report letter	Arabic	9/9	S. Haddad	9/16	MO
4	Handbook excerpt	Somali	9/18	District language line	—	—

3 of 4 documents returned; the Somali handbook excerpt, sent 9/18, was still open at month's end — the same open item noted on the request log above.

THE SENTENCE THIS ROLLS UP TO ON THE MONTHLY SUMMARY (PAGE 15)

September: 6 interpreter requests, 5 filled (83 percent), 4 languages served (Arabic, Mandarin, Spanish, Vietnamese); 4 documents sent for translation, 3 returned, 1 still outstanding (the Somali handbook excerpt).

WHAT CARRIES INTO OCTOBER (MS. OKAFOR'S OPEN ITEMS LIST)

The Somali phone-call request (9/19) is still open: a backup interpreter is being tried the first week of October. The Somali handbook excerpt sent for translation on 9/18 is still outstanding and gets a follow-up note on the October summary (page 15) if it has not returned by the 5th.

WHAT THE COORDINATOR CHECKED BEFORE CLOSING OUT SEPTEMBER

- ☐ Every row on the request log has a Confirmed mark, Y or N — none left blank.
- ☐ Every document sent this month is on the tracker, with a sent date.
- ☐ The one open request and the one open document are both named on the summary, not just left off the count.