



How to Access Interpretation and Translation Services

Please contact Ashley Chupp at 770-387-4792 for help with scheduling interpretation and translation services.

Video Remote Interpreter (VRI):

1. Complete the Interpreter Request Form and submit.
2. Beacon Link will contact the parent to schedule the meeting for the requested day/time.
3. Interpreter will confirm meeting with teacher.
4. Go to <https://vrinetwork.com/> and enter the login credentials for your school. Username and password are the same.
5. You will be directed to the next screen to select the language for interpretation that you requested.
6. The first time you use the platform it may ask you to "ALLOW" your camera and microphone to be used by VRI. Select ALLOW.
7. While online with an interpreter, please remember the following:
 - Allow time at the beginning for the interpreter to make introductions.
 - If more than one teacher is a part of the meeting, speak one at a time.
 - Give the interpreter 2 or 3 sentences at a time to allow time for the interpreter to make the rendition.
 - When you are finished with your session, please remember to click "End Session."
8. Remember to print your request form in order to sign and date documenting interpretation. Return signed request form to your school's Bookkeeper.

VRI Usernames and Passwords:

PreK: cpksd323
CPS: cps100
CES: ces340
CMS: cmsd825
CHS: chsd320
CO: ccssd15

Parent Notifications by Telephone

When an interpreter is requested, Beacon Link will:

- Facilitate a courtesy (no cost) call, to confirm parent attendance.
- Once a courtesy call is made and the interpreter is secured, Beacon Link will send a confirmatory e-mail with details on the parent call. If parent is confirmed, Beacon Link will provide date and time of call.
- If more calls are required to confirm parent's attendance, the calls will incur a charge at telephonic interpretation rates.

Details

- Cancellations within 24 hours or no-shows (15 minutes after scheduled appointment time) will be charged 30-minutes of service.
- The interpreter will be online at least 10 minutes prior to the appointment time.

Video Remote Interpretation	Rate/Min
Spanish	\$1.25
American Sign Language Pre-scheduled with at least 48 hours' advance	\$2.25
Other Languages – TIER 1 Arabic (must dialects), French, German, Italian, Portuguese, Russian.	\$1.50
Other Languages TIER 2 Aramaic, Armenian, Bosnian, Burmese, Chin, Chin-Burmese, Cambodian, Cantonese, Catalan, Chinese, Dari, Farsi, Hindi, Hmong, Iraqi, Irish, Japanese, Korean, Mandarin, Nepali, Somali.	\$2.00
Other Languages TIER 3 Acholi, Afrikaans, Akaketo, Albanian, Algerian, Amharic, Anahuac, Assyrian, Azeri, Bari, Basque, Belarusian, Bengali, Bulgarian, Cape Verdean, Chaldean, Creole, Croatian, Czech, Danish, Dinka, Dutch, Dzonka, Eastern Armenian, Egyptian, Ethiopian, Falam, Finnish, Flemish, Fon, Funkiness, Galego, Georgian, Greek, Green, Gujarati, Gulf, Haitian Creole, Hakha, Hawaiian, Hebrew, Hegazi, Hindustani, Hungarian, Icelandic, Ilokano, Ilonggo, Indian, Indonesian, Kareem, Khaleeji, Khmer, Kikuyu, Kinyamulengue, Kinyarwanda, Kirundi, Kiswahili, Kokanees, Krahm, Kurdish, Ladino, Lai, Lao, Latin, Latvian, Lebanese, Levantine, Liberian, Lingala, Lithuanian, Libyan, Maay, Macedonian, Malagasy, Malay, Maori, Marathi, Marshallese, Min Nan, Mixteco, Mizo, Moldovan, Mongolian, Montenegrin, Moroccan, Najdi, Neo-Aramic, Norwegian, Nuer, Oromiffa, Oromo, Palestinian, Pashto, Pasthu, Persian, Philippine (Boholano), Philippine (Cebuano), Philippine (Ilonggo), Philippine (Waray), Polish, Popti, Pulaar, Punjabi, Q'anjob'al, Rajasthan, Rumanian, Rwanda, Samoan, Scottish Gaelic, Senthang, Serbian, Sero-Croatian, S'gaw, Shami, Shanghainese, Shona, Sindhi, Sinhalese, Slovak, Slovenian, Swahili, Swedish, Syrian, Tagalog, Thai, Taiwanese, Tamil, Taraumara, Telagu, Tibetan, Tlapacen, Toishanese, Tigrinya, Tunisian, Turkish, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Welsh, White, Yemeni, Yiddish, Yoruba, Zephier, Zulu, Zuni	\$2.50

On-Site Interpretation:

1. Complete the Interpreter Request Form and email to info@loportollc.com along with your school's Bookkeeper. Please send at least 48hrs in advance.
2. Beacon Link will contact the parent to schedule the meeting for the requested day/time.
3. Remember to print your request form in order for the requester and interpreter to sign and date documenting interpretation. Return signed request form to your school's Bookkeeper.

On-Site Interpretation	Rate/Hr (2hr minimum)
Spanish	\$37.00
American Sign Language	\$75.00
Other Languages – TIER 1 Arabic (must dialects), French, German, Italian, Portuguese, Russian.	\$65.00
Other Languages TIER 2 Aramaic, Armenian, Bosnian, Burmese, Chin, Chin-Burmese, Cambodian, Cantonese, Catalan, Chinese, Dari, Farsi, Hindi, Hmong, Iraqi, Irish, Japanese, Korean, Mandarin, Nepali, Somali.	\$75.00
Other Languages TIER 3 Acholi, Afrikaans, Akaketo, Albanian, Algerian, Amharic, Anahuac, Assyrian, Azeri, Bari, Basque, Belarusian, Bengali, Bulgarian, Cape Verdean, Chaldean, Creole, Croatian, Czech, Danish, Dinka, Dutch, Dzonka, Eastern Armenian, Egyptian, Ethiopian, Falam, Finnish, Flemish, Fon, Funkiness, Galego, Georgian, Greek, Green, Gujarati, Gulf, Haitian Creole, Hakha, Hawaiian, Hebrew, Hegazi, Hindustani, Hungarian, Icelandic, Ilokano, Ilonggo, Indian, Indonesian, Kareem, Khaleeji, Khmer, Kikiyu, Kinyamulengue, Kinyarwanda, Kirundi, Kiswahili, Kokanees, Krahm, Kurdish, Ladino, Lai, Lao, Latin, Latvian, Lebanese, Levantine, Liberian, Lingala, Lithuanian, Libyan, Maay, Macedonian, Malagasy, Malay, Maori, Marathi, Marshallese, Min Nan, Mixteco, Mizo, Moldovan, Mongolian, Montenegrin, Moroccan, Najdi, Neo-Aramic, Norwegian, Nuer, Oromiffa, Oromo, Palestinian, Pashto, Pasthu, Persian, Philippine (Boholano), Philippine (Cebuano), Philippine (Ilonggo), Philippine (Waray), Polish, Popti, Pulaar, Punjabi, Q'anjob'al, Rajasthan, Rumanian, Rwanda, Samoan, Scottish Gaelic, Senthang, Serbian, Sero-Croatian, S'gaw, Shami, Shanghainese, Shona, Sindhi, Sinhalese, Slovak, Slovenian, Swahili, Swedish, Syrian, Tagalog, Thai, Taiwanese, Tamil, Taraumara, Telagu, Tibetan, Tlapacen, Toishanese, Tigrinya, Tunisian, Turkish, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Welsh, White, Yemeni, Yiddish, Yoruba, Zephier, Zulu, Zuni	\$85.00

Minimums

- All jobs are charged at 2 hours minimum
- Beacon Link will not charge mileage if interpreter is driving 20 miles or less, from home to the job location.
- Mileage charged at federal rates of 0.58 per mile if interpreter is driving more than 20 miles to job location.
- Late Cancellations, 24 hours are charged at 1 hour of service. Cancellations made within 4 hours of appointment time will be charged at 2 hours of service.
- No-Shows are charged full rates.

Pre-Scheduled Telephonic Interpretation:

1. Complete the Interpreter Request Form and email to info@loportollc.com along with your school's Bookkeeper. Be sure your contact number is listed in request form for the interpreter to contact you.
2. Once an interpreter is assigned, you will receive an email with the interpreter name and assignment ID number.
3. The interpreter will contact you at least 5 minutes prior to appointment time.
4. Remember to print your request form in order to sign and date documenting interpretation. Return signed request form to your school's Bookkeeper.

Pre-Scheduled Services	Rate per minute
Spanish	\$1.25
Other Languages – TIER 1 Arabic (must dialects), French, German, Italian, Portuguese, Russian.	\$1.50
Other Languages TIER 2 Aramaic, Armenian, Bosnian, Burmese, Chin, Chin-Burmese, Cambodian, Cantonese, Catalan, Chinese, Dari, Farsi, Hindi, Hmong, Iraqi, Irish, Japanese, Korean, Mandarin, Nepali, Somali.	\$1.75
Other Languages TIER 3 Acholi, Afrikaans, Akaketo, Albanian, Algerian, Amharic, Anahuac, Assyrian, Azeri, Bari, Basque, Belarusian, Bengali, Bulgarian, Cape Verdean, Chaldean, Creole, Croatian, Czech, Danish, Dinka, Dutch, Dzonka, Eastern Armenian, Egyptian, Ethiopian, Falam, Finnish, Flemish, Fon, Funkiness, Galego, Georgian, Greek, Green, Gujarati, Gulf, Haitian Creole, Hakha, Hawaiian, Hebrew, Hegazi, Hindustani, Hungarian, Icelandic, Ilokano, Ilonggo, Indian, Indonesian, Kareem, Khaleeji, Khmer, Kikiyu, Kinyamulengue, Kinyarwanda, Kirundi, Kiswahili, Kokanees, Krahm, Kurdish, Ladino, Lai, Lao, Latin, Latvian, Lebanese, Levantine, Liberian, Lingala, Lithuanian, Libyan, Maay, Macedonian, Malagasy, Malay, Maori, Marathi, Marshallese, Min Nan, Mixteco, Mizo, Moldovan, Mongolian, Montenegrin, Moroccan, Najdi, Neo-Aramic, Norwegian, Nuer, Oromiffa, Oromo, Palestinian, Pashto, Pasthu, Persian, Philippine (Boholano), Philippine (Cebuano), Philippine (Ilonggo), Philippine (Waray), Polish, Popti, Pulaar, Punjabi, Q'anjob'al, Rajasthan, Rumanian, Rwanda, Samoan, Scottish Gaelic, Senthang, Serbian, Sero-Croatian, S'gaw, Shami, Shanghainese, Shona, Sindhi, Sinhalese, Slovak, Slovenian, Swahili, Swedish, Syrian, Tagalog, Thai, Taiwanese, Tamil, Taraumara, Telagu, Tibetan, Tlapacen, Toishanese, Tigrinya, Tunisian, Turkish, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Welsh, White, Yemeni, Yiddish, Yoruba, Zephier, Zulu, Zuni.	\$2.15

On Demand Telephonic Interpretation:

1. Dial **503-914-0091**
2. When the operator answers...
 - Tell the operator you need a “third-party dial-out”
 - Give the operator your customer code, the school you are calling from and the language needed.
3. The operator will connect you promptly.

Customer Codes by School:

PreK: 30121
 CPS: 30122
 CES: 30123
 CMS: 30124
 CHS: 30125

On Demand Telephonic Interpretation	Rate per minute
Spanish	\$1.50
Other Languages – TIER 1 Arabic (must dialects), French, German, Italian, Portuguese, Russian.	\$1.90
Other Languages TIER 2 Aramaic, Armenian, Bosnian, Burmese, Chin, Chin-Burmese, Cambodian, Cantonese, Catalan, Chinese, Dari, Farsi, Hindi, Hmong, Iraqi, Irish, Japanese, Korean, Mandarin, Nepali, Somali.	\$2.00
Other Languages TIER 3 Acholi, Afrikaans, Akaketo, Albanian, Algerian, Amharic, Anahuac, Assyrian, Azeri, Bari, Basque, Belarusian, Bengali, Bulgarian, Cape Verdean, Chaldean, Creole, Croatian, Czech, Danish, Dinka, Dutch, Dzonka, Eastern Armenian, Egyptian, Ethiopian, Falam, Finnish, Flemish, Fon, Funkiness, Galego, Georgian, Greek, Green, Gujarati, Gulf, Haitian Creole, Hakha, Hawaiian, Hebrew, Hegazi, Hindustani, Hungarian, Icelandic, Ilokano, Ilonggo, Indian, Indonesian, Kareem, Khaleeji, Khmer, Kikuyu, Kinyamulengue, Kinyarwanda, Kirundi, Kiswahili, Kokanees, Krahm, Kurdish, Ladino, Lai, Lao, Latin, Latvian, Lebanese, Levantine, Liberian, Lingala, Lithuanian, Libyan, Maay, Macedonian, Malagasy, Malay, Maori, Marathi, Marshallese, Min Nan, Mixteco, Mizo, Moldovan, Mongolian, Montenegrin, Moroccan, Najdi, Neo-Aramic, Norwegian, Nuer, Oromiffa, Oromo, Palestinian, Pashto, Pasthu, Persian, Philippine (Boholano), Philippine (Cebuano), Philippine (Ilonggo), Philippine (Waray), Polish, Popti, Pulaar, Punjabi, Q’anjob’al, Rajasthan, Rumanian, Rwanda, Samoan, Scottish Gaelic, Senthang, Serbian, Sero-Croatian, S’gaw, Shami, Shanghainese, Shona, Sindhi, Sinhalese, Slovak, Slovenian, Swahili, Swedish, Syrian, Tagalog, Thai, Taiwanese, Tamil, Taraumara, Telagu, Tibetan, Tlapacen, Toishanese, Tigrinya, Tunisian, Turkish, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Welsh, White, Yemeni, Yiddish, Yoruba, Zephier, Zulu, Zuni.	\$2.50

Document Translation:

1. Complete the Interpreter Request Form and email, along with editable documents to be translated, to info@loportollc.com as well as your school's Bookkeeper.

Document Translation	Per Word	Per Page
Spanish	\$0.12	\$25.00
Other Languages – TIER 1 Arabic (must dialects), French, German, Italian, Portuguese, Russian.	\$0.15	\$40.00
Other Languages TIER 2 Aramaic, Armenian, Bosnian, Burmese, Chin, Chin-Burmese, Cambodian, Cantonese, Catalan, Chinese, Dari, Farsi, Hindi, Hmong, Iraqi, Irish, Japanese, Korean, Mandarin, Nepali, Somali.	\$0.18	\$50.00
Other Languages TIER 3 Acholi, Afrikaans, Akaketo, Albanian, Algerian, Amharic, Anahuac, Assyrian, Azeri, Bari, Basque, Belarusian, Bengali, Bulgarian, Cape Verdean, Chaldean, Creole, Croatian, Czech, Danish, Dinka, Dutch, Dzonka, Eastern Armenian, Egyptian, Ethiopian, Falam, Finnish, Flemish, Fon, Funkiness, Galego, Georgian, Greek, Green, Gujarati, Gulf, Haitian Creole, Hakha, Hawaiian, Hebrew, Hegazi, Hindustani, Hungarian, Icelandic, Ilokano, Ilonggo, Indian, Indonesian, Kareem, Khaleeji, Khmer, Kikiyu, Kinyamulengue, Kinyarwanda, Kirundi, Kiswahili, Kokanees, Krahm, Kurdish, Ladino, Lai, Lao, Latin, Latvian, Lebanese, Levantine, Liberian, Lingala, Lithuanian, Libyan, Maay, Macedonian, Malagasy, Malay, Maori, Marathi, Marshallese, Min Nan, Mixteco, Mizo, Moldovan, Mongolian, Montenegrin, Moroccan, Najdi, Neo-Aramic, Norwegian, Nuer, Oromiffa, Oromo, Palestinian, Pashto, Pasthu, Persian, Philippine (Boholano), Philippine (Cebuano), Philippine (Ilonggo), Philippine (Waray), Polish, Popti, Pulaar, Punjabi, Q'anjob'al, Rajasthan, Rumanian, Rwanda, Samoan, Scottish Gaelic, Senthang, Serbian, Sero-Croatian, S'gaw, Shami, Shanghainese, Shona, Sindhi, Sinhalese, Slovak, Slovenian, Swahili, Swedish, Syrian, Tagalog, Thai, Taiwanese, Tamil, Taraumara, Telagu, Tibetan, Tlapacen, Toishanese, Tigrinya, Tunisian, Turkish, Twi, Ukrainian, Urdu, Uzbek, Vietnamese, Welsh, White, Yemeni, Yiddish, Yoruba, Zephier, Zulu, Zuni.	\$0.22	\$60.00
<p>Per page price applies to documents with up to 300 words. Per word price applies to documents with 300-5000 words. Documents with over 5000 words will be quoted on a by project basis</p>		