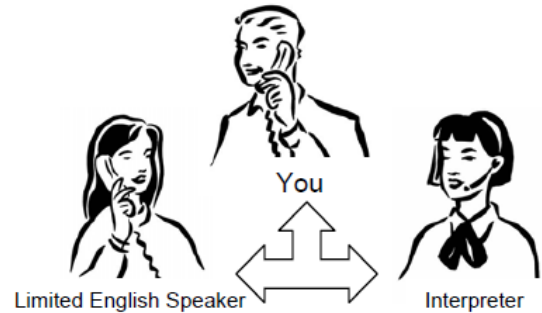


# HOW TO COMMUNICATE WITH A LIMITED ENGLISH SPEAKER USING LANGUAGE LINE SERVICES

Questions??? Call the Department of Language Acquisition at ext. 68140

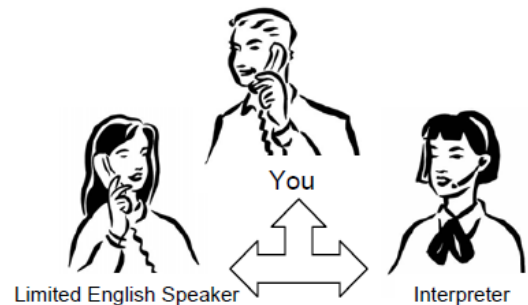
## YOU RECEIVE A CALL...

1. Place the Limited English Speaker on conference hold and dial **Language Line Services at 1-877-245-0386**.
2. Provide the representative with the **District Client ID Number**.
3. Provide the representative with your **Personal Code**.
4. Provide the representative with the **Language Needed**.
5. **Brief the Interpreter**. Summarize what you wish to accomplish and give any special instructions.
6. When the interpreter is connected, conference in the Limited English Speaker.



## YOU NEED TO MAKE A CALL...

1. Dial **Language Line Services at 1-877-245-0386**.
2. Provide the representative with the **District Client ID Number**.
3. Provide the representative with your **Personal Code**.
4. Provide the representative with the **Language Needed**.
5. **Brief the Interpreter**. Summarize what you wish to accomplish and give any special instructions.
6. Add the Limited English Speaker to the line.



## YOU ARE FACE-TO-FACE...

1. Use the **Language Identification Card** to identify the language of the Limited English Speaker.
2. Dial **Language Line Services at 1-877-245-0386**.
3. Provide the representative with the **District Client ID Number**.
4. Provide the representative with your **Personal Code**.
5. Provide the representative with the **Language Needed**.
6. **Brief the Interpreter**. Summarize what you wish to accomplish and give any special instructions.
7. Add the Limited English Speaker to the line.

