

Sioux Falls School District

Hawthorne Elementary
October 2012
June Gaston

WHEN RECEIVING A CALL:

1. Use Conference Hold to place the limited English speaker on hold.
2. Dial: **1-866-874-3972**
3. Enter on your telephone keypad or provide the representative:
 - 6-digit Client ID: **5 3 8 0 3 3**
 - Press 1 for Spanish
 - Press 2 for all other languages and speak the name of the language you need at the prompt
 - **SIOUX FALLS SCHOOL DEPARTMENT NUMBER: 3 = ELL 7 = Special Education**
 - **BUILDING NUMBER 56** **2 = Blended EC 8 = Title 1**

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

- NOTE: When placing a call to a limited-English speaker, begin at Step 2. If you need assistance placing a call to a limited-English speaker, please inform the interpreter at the beginning of the call.

CUSTOMER SERVICE – To provide feedback, commend an Interpreter, or report any service concerns, call Customer Service at 1-800-752-6096.

www.LanguageLine.com