

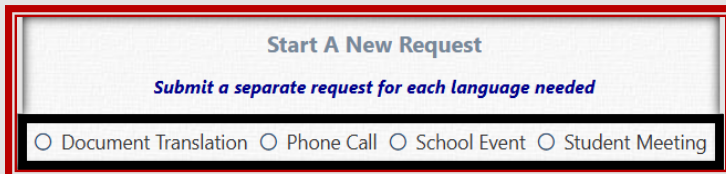
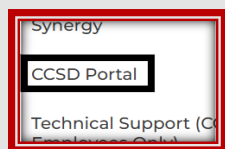


INTERNATIONAL WELCOME CENTER

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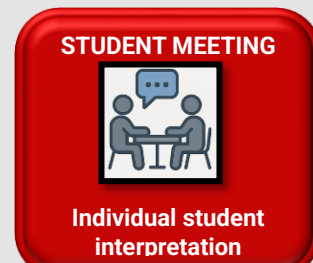
Electronic Language Request Form (ELR) – Submitting a Request

Log into the CCSD Portal → Select IWC* → Select from 4 types of requests



**If IWC option is not available, submit a Help Desk ticket*

Select the type of request you need to submit:



Requestor Name: Maria Rodriguez
Requestor Email: Salome.Rodriguez@cobbsk12.org
Contact Phone: [Redacted]
School/Location: Clay Harmony Leland ES

Additional Details (include additional information such as topic discussion or any special circumstances):

Type of Meeting: [Select One]
Preferred Interpreter Location: [Select One]
Enter TEAMS URL (No Zoom links):

Language: [Select One]

Select Student or Type in Student: [Select Student]
Student ID: [Redacted]
Enrolling Adult: [Redacted]

Country of Origin: [Select One]
Primary Language: [Select One]
Home Language: [Select One]

Please make sure all student information is filled out correctly. If this meeting is virtual, please include your TEAMS meeting URL.

Stay informed via automated emails (coming from Cobb County School District)
All communication regarding the request will be sent automatically to the requester
Acknowledgement email – Confirms request was received
Assigned – Notifies interpreter has been assigned
Complete – Confirms request has been completed

Steps to Submit Your Request

- Fill in all required fields
- Select options from drop-down menus
- Review your information carefully
- Click "Submit" to initiate the request process
- A tracking number (IWC00XXXXX) will be assigned
- If no tracking number is generated review and resubmit

For issue/questions call IWC-T&I Department – 678-331-3086 ext. 261

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Portal Home Language Service Request Form

Start A New Request
Submit a separate request for each language needed

☐ Document Translation ☐ Phone Call ☐ School Event ☐ Student Meeting

REQUESTS FOR YOUR NAME

Active Requests Completed Requests

Requests which have been assigned an interpreter are requested. Translations complete out your requests.

View	Request No	Activity
	IWC0056740	Document Trans
	IWC0056739	Document Trans
	IWC0056674	Registration/Orient
	IWC0056670	Registration/Orient
	IWC0056672	Registration/Orient
	IWC0056673	Registration/Orient

Export to Excel

The ELR offers great features to help you stay organized:

- Track all requests submitted throughout the school year
- Export your requests to an Excel spreadsheet for easy reporting
- Review any previously submitted requests at your convenience
- Cancel requests at any time with just a few clicks

07/19/2025 Fri Jul 25 2025 8:00AM 4:00PM Confirmed