

See below for instructions to call a parent via Language Link. However, let me know if you need more help.

Baltimore City has an account with Language Link whereby you call **Language Link at 887-963-7466**. You will get a recording that asks for your **Account number which is 13015**. They will also ask you for your Baltimore city ID number and the school's # 403.

A live person will ask you what language you need for a three way phone call. They do have interpreters that speak many different languages.. They will ask you for the parent's phone number. At this point the person from Language Link will dial out and the interpreter will talk to you asking what the person's name is you are calling and what you want to say to start off with. Be mindful that you are telling the interpreter what you want said as if the parent spoke English and you were talking directly to him or her.

For example: If I am calling a Ms. Lopez.

Hi my name is Ms. Jones and I am your daughter's ESOL teacher at Poly. [Is now a good time to talk with you about her progress?](#) Then, give the interpreter time to say this, for the parent to respond, and the interpreter to interpret back to you.

If you have any further questions please feel free to ask me.

Best wishes,

Ms. Jones

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