

Maryland's Largest School District

MONTGOMERY COUNTY PUBLIC SCHOOLS

Expanding Opportunity and Unleashing Potential

Office of Communications
Language Assistance Services Unit

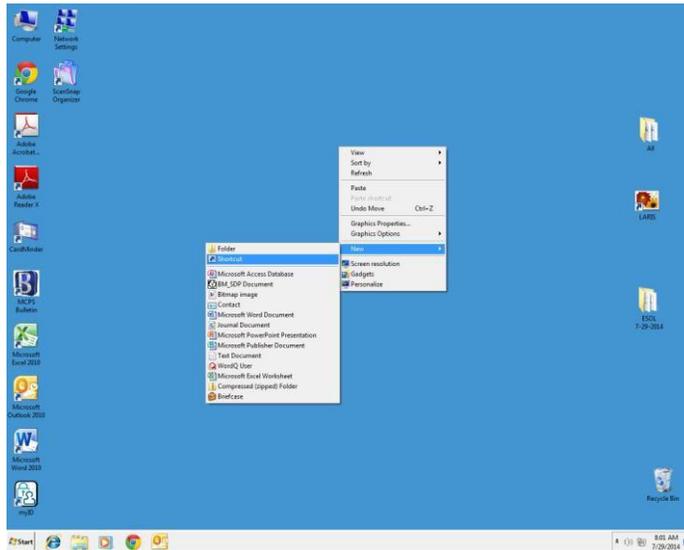
Language Assistance Request Information System LARIS

Español ♦ 中文 ♦ Français ♦ Việt Nam ♦ 한국어 ♦ አማርኛ ♦ Русский ♦ Português
Tagalog ♦ اردو ♦ فارسی ♦ **ihndi** ♦ عربي ♦ Kreyòl ♦ 日本語 ♦ বাংলা ♦ Bahasa Indonesia ♦ עברית

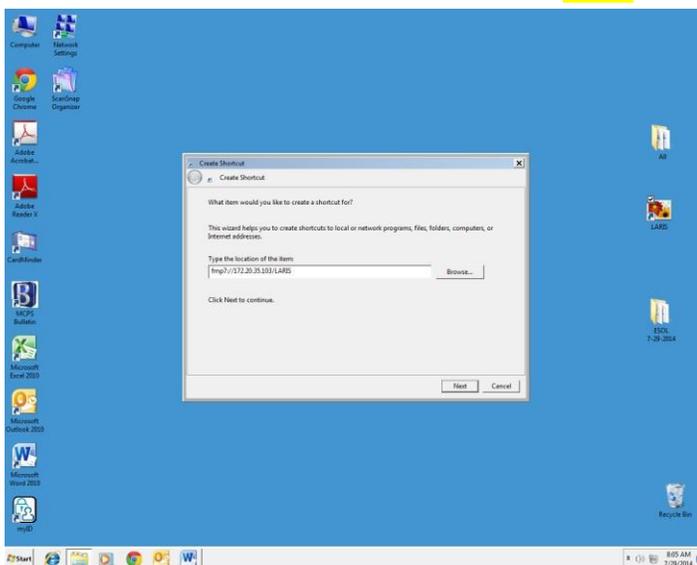
How to create a shortcut for LARIS

PLEASE NOTE THAT ONLY IT STAFF MAY HAVE ACCESS TO CREATE SHORTCUTS AT THE SCHOOL LEVEL.

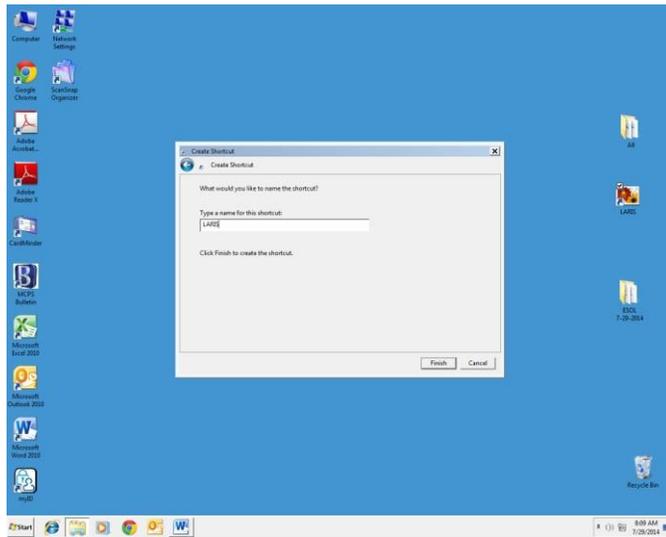
1. On desktop, *move* your mouse pointer to any empty space. *Right click* and select **NEW** - **SHORTCUT** submenu



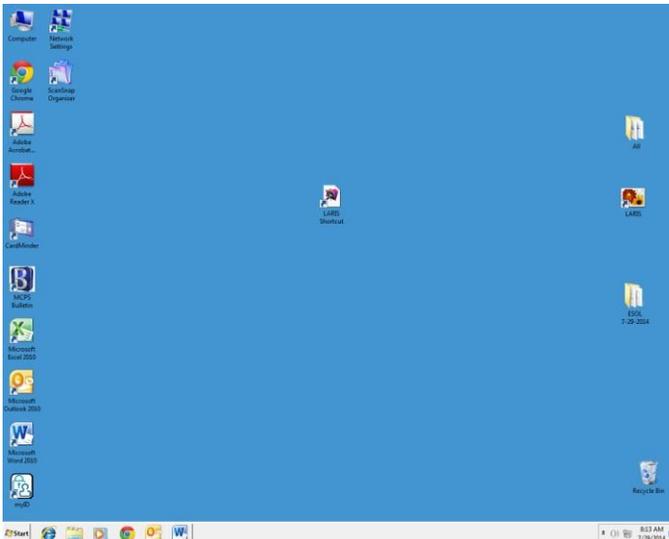
2. On Create Shortcut screen, *fill out* the field below “**Type the location of the item**” with “**fmp://172.20.35.15/LARIS**” and *click* **NEXT**.



3. In the **Type a name for this shortcut: field (box)**, enter **“LARIS Shortcut”** with and *click* **FINISH**.

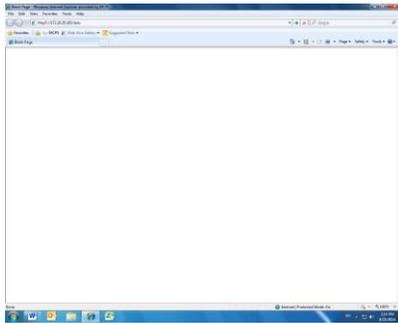


4. **You are done** when you get the **LARIS shortcut** on your desktop.

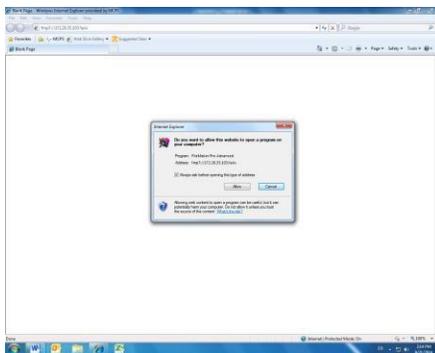


SHORT ALTERNATIVE IF CREATING THE SHORTCUT DOESN'T WORK

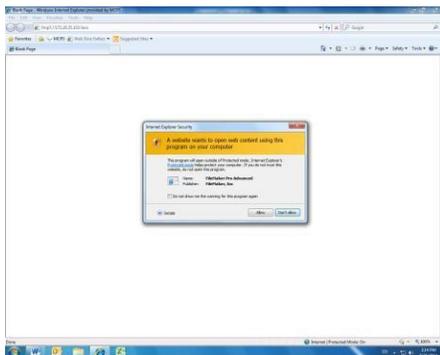
1. Open Internet Browser.



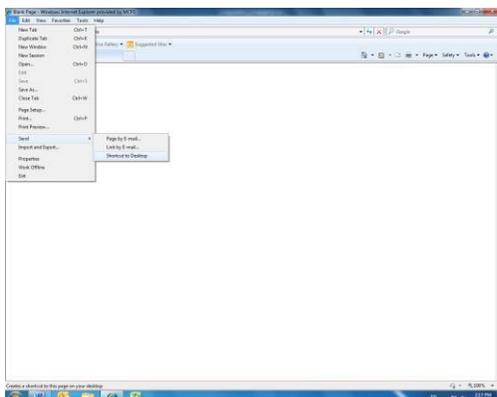
2. Type fmp://172.20.35.15/laris in address bar, then Enter
3. Click Allow



4. Click Allow



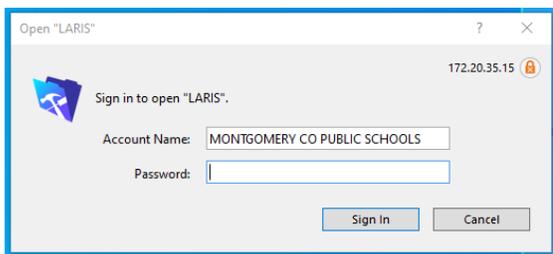
5. Click File->Send -> Shortcut to Desktop



Language Assistance Request Information System - LARIS

INSTRUCTIONS

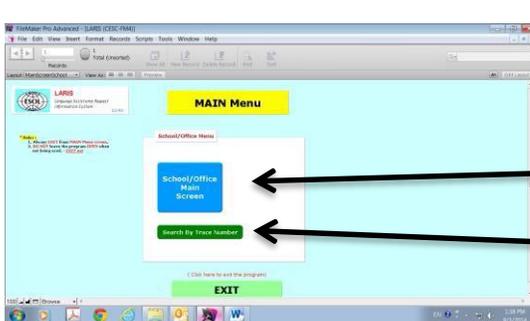
1. Double click on the LARIS icon on your screen.
2. Replace the account name with your username and password to access the system.



Each MCPS location has its username and password to access LARIS. To obtain it, please contact any of the LSAs at LASU.

Username: _____
 Password: _____

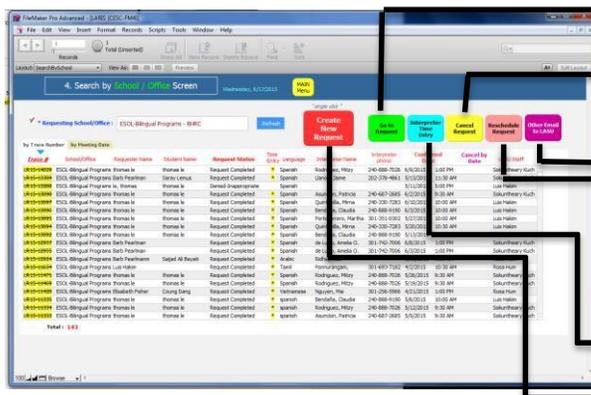
3. Click on School/Office Main Screen to access your location requests.



Click on Search by Trace Number to look for a particular request.

4. On the main screen you will see all requests entered by your location.

*** First select a record (highlight) by clicking any place in the row**



Click on Go to Request to review an existing

Click on Cancel Request to completely cancel a request.

Click on Other Email to LASU for any other purpose.

Click on Reschedule Request to make changes on an existing request.

Click on Interpreter Time Entry to enter the total time the interpreter spent at your location.

Click on New Request to create a brand new request.

5. Entering the information of a new request.

The screenshot displays the LARIS (CESC-FM15) interface. At the top, the window title is 'LARIS (CESC-FM15)' and the menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Records', 'Scripts', 'Tools', 'Window', and 'Help'. Below the menu is a toolbar with icons for navigation and actions like 'Show All', 'New Record', 'Delete Record', 'Find', 'Sort', and 'Share'. The main content area is titled '1. Service Request Screen (School)' and shows a 'Request Status' of 'Request Opened'. A 'Trace Number' of 'LR23-01795' is displayed in a pink box. The form includes several input fields: 'Requester', 'Phone', 'Email', 'School/Office', 'Date of Request' (set to '9/14/2022 11:49:11 AM'), and 'Emergency Evening/Weekend Contact No.'. A section titled '1. Interpreter Service Request' and '3. Interpreter Time Entry' contains fields for 'Location of Meeting', 'Language Requested', 'Purpose of Meeting', 'Expected Duration of Meeting', and 'Simultaneous interpreter'. Below this is a 'Preferred Dates of Meeting' section with four date-time input fields. The bottom section contains fields for 'Student's Name', 'Student ID#', 'Home Phone', 'School Phone', and 'Parent/Guardian's Name' (two entries), each with a corresponding phone number field. A 'Requester's Notes' text area is also present.

Requesters must enter the information on the highlighted fields. Not completing the mandatory information will cause delays on the process.

Usage and Description

1. Time Requirement for a Request

- i) 10 business days to ensure a service
- ii) 1 full day to cancel without a payment

2. Request Status

Request Status	Description
Denied-Inappropriate Request	No service
Interpreter Contacted	Being serviced
Interpreter Failed to Show	Failed service
Interpreter Not Available	No service
Language Not Available	No service
Meeting Canceled	Canceled by requester
Request Completed	Service performed
Request Opened	Yet to be serviced by LASU (modification allowed)
Service Scheduled	Scheduled an Interpreter to go out
* "LR15-00349"	* Finalized (no more follow-up action)

3. Purpose of Meeting

There are different purpose of meetings based on your needs. Please select one from the drop-down menu on LARIS.

4. Tips

- Requests must be submitted as soon as the meetings/events are scheduled.
- If the language you are looking for doesn't show on the drop-down menu, it means that we don't have any interpreters for that language. Please use Language Line instead.
- You will receive a confirmation email from one of our Language Service Assistants (LSAs) with the interpreter information. Please save that information so you can contact the interpreter directly in case of a late cancellation.
- Please make sure to complete all the steps for rescheduling or canceling a meeting – if you do not send the automated email, we do not get notified of the change(s).
- **REMINDER:** one request is required per student, regardless if they are related or living in the same household.