KISD Spanish Translation Request Form

Please plan ahead. DO NOT write ASAP, include date needed in order to prioritize.
Translations are time consuming, **allow at least 3-5 days for your translation** (more if is extensive).

Today's date:

Requestor Information

Name of contact person:

Campus or Department: Telephone:

Requestor's e-mail:

Translation Type

☐ **In Person** *(face to face meetings or events)*

Purpose: ARD/ 504/ SIT: ☐ Parent/ Teacher Conference: ☐ Campus Meeting ☐ Other:

Student ID: Is student LEP indicated? YES ☐ NO ☐

Date Needed: Time of the scheduled appointment: Estimated length of appointment:

Additional Instructions:

☐ **Document** (District or feeder pattern wide communications only)

Project Title:

Date Needed:

Target Audience: Students ☐ Parents ☐ Media ☐ Community ☐

Special Instructions:

Please return finished translation to me by: email ☐ campus mail ☐

Campus/Central Office Administrator Approving Translation Request:

For clarification in regards to translations, refer to the Administrative Regulation regarding District Level translations.

The Language Acquisition Director reserves the right to review and approve all requests submitted.
PTA flyers, newsletters and information at the campus level will not be translated.

Evelyn Martínez- Bilingual Parent Liaison and Spanish Translator (817) 744-1075