



**Responsible:** Office of Academics: English Language Development

**PROCESS**

1. Submit documents as Word files, use clear and concise language, and avoid abbreviations and acronyms. Ensure the document has been proofread, as changes will delay translation completion. Our office does not design or layout publications or presentations but can proofread the final layout. Remember that translations can take up to 30% more space. Translation requests for languages other than Spanish will take longer; please plan accordingly. For any questions, email [translations@washoeschools.net](mailto:translations@washoeschools.net)
2. Requests for translation of documents that are over five pages in length require an appropriate length of time for completion. Translations are usually completed within 5 business days, but turnaround time may vary depending on the length and complexity of the translation and the office’s general workload. Please complete the information below and submit the translation request to [translations@washoeschools.net](mailto:translations@washoeschools.net). Include in the subject line the title of the document.
3. Complete the following information:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Department: \_\_\_\_\_

Subject/Title of Document for Translation \_\_\_\_\_

Language requested: \_\_\_\_\_

Document / Article

Letter

Flyer

ConnectEd Message(

written;  oral)

Other, describe: \_\_\_\_\_

Date Needed (No ASAP). Please allow reasonable time: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

4. Submit all translation requests to:

Department of English Language  
Development  
[translations@washoeschools.net](mailto:translations@washoeschools.net)

For Office Use Only:

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Date Completed and Returned:

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