



Administrative Form 1516
TRANSLATION REQUEST FORM

Responsible: Office of Academics: Department of ELL/World Languages

PROCESS

1. Translation shall be completed on a first-come, first served basis. Requests for translation of documents that are over five pages in length require an appropriate length of time for completion. Contact the Translation Specialist for an estimated completion date.

2. Complete the following information:

Date: _____

Name: _____

Telephone: _____

Department: _____

Subject/Title of Document for Translation _____

- News Release Document / Article Letter
- Flyer ConnectEd Announcement (written; oral)
- Other, describe: _____

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

Special Instructions:

3. Requests for translation of a District governing document, to include policy, regulations, procedures, manuals and forms, must be submitted through Lisa Scurry, Policy Coordinator lascurry@washoeschools.net.

4. Submit all other translation requests to:

WCSD Translation Specialist
Margarita G. Griggs, M.A. Spanish
Department of ELL/World Languages
MGriggs@washoeschools.net

For Office Use Only: _____

Date Completed and Returned: _____