**English to Spanish Translation Request Form**

**ALP Dept. • 3911 Avenue I, Rosenberg, TX 77471 • 832-223-0443 • Eva Sakkis, District Translator**

**Translation Guidelines:** All LCISD required documents/forms that will be distributed to the students, parents, and community. All translations that have a direct effect on media and communications issues for the district and for those schools that doesn’t have a qualify **Translators on campus ONLY.**

Note: Gloria Stewart reserves the right to review and approve all requests submitted. **Please allow 5 business days for a regular two-page translation, for more than two pages, allow 8-10 days.**

Please make sure the English copy is the **final and approved text** to be translated. Send completed request form by e-mail along with your original English (& Spanish, if available) documents as attached files to esakkis@lcisd.org. CC your principal or director and Gloria Stewart at gstewart@lcisd.org.

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| Today’s date\*:  | Date needed\*: |
| Requestor’s name\*:  | Best time to call requestor if needed: |
| Telephone\*: | Fax: | Campus/Dept.\*: |

*\*Required Information*

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| Project Title:  |
| Target Audience:* Students
* Community
* Parents
* Media
 | Type of Document to be translated:* Letter/Flyer Student Manual/ Handbook
* Form/Survey Test
* Newsletter/Calendar Other:
 |
| Special Instructions: |
| Additional Requests:* Please forward completed translation copy to Graphic Arts
* Please return finished translation to me by email interoffice mail other:
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| Approved by: |

 2013-2014\*

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| FOR OFFICE USE ONLY |
| Approved by: | Date: |
| Translated by: | Date: |
| Forwarded to Graphic Arts | Date: |
| Forwarded to Requestor | Date: |