

Process for Requesting Translations for District Wide Documents

1. Submit English to Spanish Translation Request Form:
www.lcisd.org/departments/academics/accel-language-programs/district-translation-services
2. Only required DISTRICT WIDE materials can be submitted.
3. Expect 5 business days for 1- page documents and 8-10 business days for 3 or more pages.
4. For emergency documents, the translation must be submitted through a cabinet member, on the appropriate form.
5. Jobs will be prioritized by the date they are scheduled on the “First come, first serve” basis.

The ALP Dept. reserves the right to review and approve all requests submitted. Documents that may be translated, are those documents that have a direct impact on media and communication issues.

