**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](mailto:esakkis@lcisd.org). CC your principal or director and Gloria Stewart at [gstewart@lcisd.org](mailto: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: | |
| 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: |