

English to Spanish Translation Request Form

Communication Department • 3911 Avenue I, Rosenberg, TX 77471 •
• 832-223-0443 Eva Sakkis, District Translator /Communications Department

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: The Communications Department 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 is the **final and approved text** to be translated (No PDF's). 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.

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

***Required Information**

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

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