

TRANSLATION REQUEST FORM (WRITTEN)



- Translate district/school/class information for parents (i.e. academic progress, discipline, placement parent information, event information).
- WE do not translate information/instructional materials for students or copyrighted material
- Send IEP Spanish translation requests to sped.data@aps.edu.
- Incomplete requests will cause delays.
- Please remember to attach the document you need translated as a separate document.
- **Send in Word, PPT, Excel** or any editable format. We translate just the text of PDF files without formatting

Send form and documents for translation to:
translate@aps.edu

TODAY'S DATE:

School or Dept. NAME

Contact:

Phone:

EMAIL ADDRESS (REQUIRED):

Title of document(s) submitted:

	<input type="checkbox"/> New	<input type="checkbox"/> Update	<input type="checkbox"/> Don't know
	<input type="checkbox"/> New	<input type="checkbox"/> Update	<input type="checkbox"/> Don't know
	<input type="checkbox"/> New	<input type="checkbox"/> Update	<input type="checkbox"/> Don't know

Language(s):

Spanish Chinese Vietnamese Swahili Farsi Arabic Dari

Other (specify):

Additional instructions/Notes:

For Translation and Interpretations Services use only: