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 APS employees, or copyrighted material*
- *Send IEP translation requests to sped.data@aps.edu.*
- *Incomplete requests will cause delays.*
- *Please remember to attach the document you need translated as a separate attachment.*
- ***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:

Title of document(s) submitted:

	☐ New	☐ Update	☐ Don't know
	☐ New	☐ Update	☐ Don't know
	☐ New	☐ Update	☐ Don't know

Language(s):

☐ Spanish ☐ Chinese ☐ Vietnamese ☐ Swahili ☐ Farsi ☐ Arabic ☐ Dari

Other (specify):

Additional instructions/Notes:

For Translation and Interpretations Services use only:

Translation and Interpretation Svc
translate@aps.edu

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