

Grand Prairie I.S.D. Translation Services

English/Spanish Translation Request Form

It is preferred that you submit completed request form and document through e-mail to: freddy.carrasquillo@gpisd.org and liz.martin@gpisd.org, or you may fax the document to 972-266-7798 or send through school mail to the C.E.C. 330 NE 27th St. Grand Prairie, TX 75050. For additional information please call us at: 972 343-4776 or 972-237-4014. **Please make a copy for your records.**

Today's Date: _____ Date Needed: _____

Requester's (Contact Person) Name: _____

Best time to call requester (if needed): _____ Telephone: _____

Fax: _____ Campus: _____

Principal/Supervisor: _____ Signature: _____

Procedures

- Copyrighted items such as magazine articles will not be translated without prior written authorization from the publisher.
- All English/Spanish translations will be handled on a first come first serve basis in the order they are received.
- All English/Spanish translations will be reviewed by the Bilingual/ESL Program Director and she reserves the right to approve / decline translations according to the guidelines and determine a timely response time. (See Guidelines)
- All requests will be responded to via fax, mail or e-mail as indicated in the request form.
- A request form can be filled out and e-mailed with the attached file with copy to the Director and Translator who will follow the above stated procedures.
- Please allow 5 working days for your response on a 1-3 page translation.
- Audio translation equipment is available upon request through District Translator at 972-237-4776.
- Proofreading services are available upon request.

Guidelines

- **Priority I:**
All translations considered of District nature.
All Title I School translation request.
All translations that have a community outreach nature or are documents distributed to the parents / community.
All translations that have a direct effect on media and Public Relations issues for the District.
All translations that are deemed a priority by the District Superintendent.
- **Priority II:**
All District Forms
- **Contract:**
All translations that are outside the guidelines of Priority I & II.
Please contact the district translator at 972-343-4776 or 972-237-4014.

The Director reserves the right to designate the classification of Priority to all of the translation requests received.

It is our goal to assist you in any way possible in your efforts with children, parents, local community and the Grand Prairie School District.

For Office Use Only

Approved by: _____ Date: _____ Circle One: PI PII Contract
Director Bilingual/ESL Services

Translated by: _____ Date: _____ Reference: _____ Rvsd8/29/02