

TRANSLATIONS

Translation: The written word. A translation is the conversion of written information from one language into equivalent information in another language. (Aparicio & Durban 2003).

Please read carefully the information provided below. In order to better assist you with your needs and due to the high demand for translations we have come up with some guidelines, tips and a translation request form. The file of the document you are requesting a translation for, must be accompanied electronically with the request form. Documents must be WORD only.

- Documents will be translated from English to Spanish and vice versa upon request and approval by the Lead Parent Liaison once the translation request form has been received.
- Documents for translation should contain important information for parents about their child's education, information about meetings, notices about educational events and activities, etc. Examples: letter, flyer, notice, handout, calendar, form, survey, district handbooks, district brochure.
- Requests are processed on a first –come first-served basis, please plan ahead!
- Once a request have been received and assessed an estimated completion date will be provided. When calculating turnaround times the following factors are taken into consideration: amount of text to be translated, number of individual files to process and current workload. ***Plan on a minimum of two weeks.
- Make sure the document is final and text is approved before submitting it for translation.
- Use clear writing. Avoid ambiguities.
- Minimize the use of abbreviations. Please define acronyms.
- Large documents such as handbooks will take longer to translate. Minimum time for letters and simpler documents is at least 2 weeks. Again, please plan ahead!
- In case of need for an emergency communication every effort will be made to turn around the translation quickly.
- For documents that are translated annually, the responsible person should make changes in a different color, such as red or blue prior to submitting the document. This will greatly reduce the amount of time spend completing the translation.
- Please be aware that translations from English to Spanish will be longer. On the average a minimum of 25% increase in vocabulary, therefore your document may be longer. For that reason we will translate the written word in your document but will not be responsible for the aesthetic features of your document (boxes, columns, etc.) The

spacing will not be exactly the same in any two languages and the underlying code in aesthetic formatting will cause problem in the translation process.

- The translator will focus on conveying meaning rather than word-for-word translation, therefore TIME and intellectual effort is essential.
- We do NOT translate IEP's, however you should make sure a liaison is present during the IEP meeting to explain all details related to such document, especially when or if a signature is required.

Thank you for your support of the ESL families at your school and for striving to communicate with them as much as possible. We do understand emergencies happen and we are here to help in those situations as well. If a note on an urgent issue is to go home right away with a student or even by mail, please contact the liaison for your school and share about the urgency and the need for immediate help. If your liaison is not available, please contact the next person or the Lead Parent Liaison (Maria Black).

Also, as you know, this electronic request system is a new process. Please be patient as we may need to work out the 'kinks' or make modifications as we go. The need for a different process has come about as a result of the growing needs for translations and the district's desire to improve communication and service to our families. Should you have any questions, please feel free to contact Maria Black via email at maria.black@nhcs.net or by phone at 910/254-4202.