

English to Spanish Translation Request Form

244 County Road 2429 Alto, TX 75925 • 936-858-7100 • Sandy Pierce, District Translator

Translation Guidelines: All AISD **required** documents/forms that will be distributed to the students, parents, and community including those that have a direct effect on communication for the district will use this form.

Note: 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 copy is the **final and approved text** to be translated. Send completed request form by e-mail along with your original English (& Spanish, if available) documents as attached files to spierce@alto.esc7.net. Also, CC your principal or director.

Today's date*:		Date needed*:	
Requestor's name*:		Best time to call requestor if needed:	
Telephone*:	Fax:	Campus:	

**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 <input type="checkbox"/> Form/Survey <input type="checkbox"/> Newsletter/Calendar	<input type="checkbox"/> Student Manual/ Handbook <input type="checkbox"/> Test <input type="checkbox"/> Other:
Special Instructions:		
Additional Requests: <input type="checkbox"/> Please forward completed translation copy to Principal/Director <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:		

FOR OFFICE USE ONLY	
Approved by:	Date:
Translated by:	Date:
Forwarded to Principal/Director	Date:
Forwarded to Requestor	Date: