



## GUIDELINES FOR INTERPRETATION (VERBAL) SERVICES

1. **Planning:** All interpretation requests should be submitted **at least one week** in advance. Requests will be processed in the order they are received. Please contact **Carmelina Bautista & Carlos Tripodi** for availability. Languages other than Spanish will be provided through outside agencies or contractors.
2. **Interpretation request form:** The form is available through site administrators and the ARUSD Intranet under Department Resources, in the State and Federal Programs Section. Please fill out the request form and submit it to the **principal/department head** for signature.

**\*Interpretation services for IEP meetings must be sent first to the Special Education Department.**

3. **Meeting materials:** Please send copies of materials (assessments, IEP reports, agendas, speeches, PowerPoint presentations, etc.) This helps the interpreters prepare in advance for the meeting, audience, to research specialized terminology or jargon, etc.
4. **Work area:** Please provide a work area where the interpreter can hear and see the speaker clearly. For large meetings, a seat and table are needed for setting up interpretation equipment and handing out headsets to the public. For IEP meetings and teacher-parent conferences, a seat between the speaker and the parent is recommended.
5. **Speakers:** Please keep in mind the interpreter by speaking slower and enunciating clearly. Pausing at the end of each sentence or thought allows the interpreter to complete the interpretation. Pausing at the end of sirens, school bells or any other loud noises helps because it is difficult to hear the conversation. Also avoid having side conversations near the interpreter.

**\*Announcement of services:** Invite the interpreter to announce his/her services 15 minutes prior to the event.

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## GUIDELINES FOR TRANSLATION (WRITTEN) SERVICES

1. **Planning:** Translation requests must be submitted **at least one week** in advance. Requests will be processed as they are received. Certain requests have higher priority than others and will be processed as such.
2. **Translation request form:** The form is available through site administrators and the ARUSD Intranet under Department Resources, in the State and Federal Programs Section. Please fill out the request form and submit it to the **principal/department head** for signature of approval. Documents should be sent in an open format. Please provide an **electronic signature** on the softcopy request form. Incomplete forms will be returned.
3. **Turnaround time** of translation projects depends on the following:
  - Length of text and complexity of content or topic
  - Number of pages and format

***\*We may ask you to summarize or edit large documents.***

4. **Format: Electronic documents** are recommended (Word, PowerPoint, Publisher, Google Docs). All completed translations will be returned by e-mail or Google Docs.
5. **Changes or edits by third parties:** Our translators will not be responsible for the quality and accuracy of a translated document if it has been altered or edited by somebody other than our team.
6. **Revised versions:** Please **highlight in yellow** all changes or updates to documents that have been previously translated. It expedites our translation process.