



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

MISSION:

To increase engagement of all stakeholders per the LCAP Goals and Priorities with a keen focus on student well-being and academic achievement.

STATE AND FEDERAL PROGRAMS

LANGUAGE SERVICES REQUEST FORM

District English-Spanish Interpreters/Translators:

VISION:

To close the language gap and provide fair and equal access to all members of our community in the best interest of our district children.

*Please include both interpreters/translators in all communications.

Carmelina Bautista
carmelina.bautista@arusd.org
(408) 928-6594

Carlos Tripodi
carlos.tripodi@arusd.org
(408) 928-6595

➤ For Interpretation Service (Verbal Translation)

Date: _____

*Interpretation requests are processed on a first come, first served basis. **One week notice** is recommended, or earlier for IEP meetings, parent-teacher conferences, and major community events. For all languages other than Spanish, we will schedule interpreters with outside agencies.

Language Requested: Spanish Vietnamese Other (specify): _____

Date of Event: _____ **School/Department:** _____

Type of Event: _____ **Room Number:** _____ **Time:** _____

Length of Event: 1 Hour 2 Hours **Number of Attendees:** _____

Number of headphones needed: _____  (e.g. Parent Coffees, Back-to-School Nights, etc.)

Name of Child (For IEP meetings, assessments, and parent-teacher conferences): _____

Contact: _____ District E-mail: _____

Phone: _____ Principal/Department Head: _____

➤ For Translation Service (Written)

Date: _____

*Translation requests are processed on a first come, first served basis. **Please submit documents in an open format such as:**

Word PowerPoint Publisher Google Docs

Language Requested: Spanish Vietnamese Other (specify): _____

School/Department: _____

Type of Document: _____ **Number of Pages** _____ **Due Date:** _____

Contact: _____ District E-mail: _____

Phone: _____ Principal/Department Head: _____

-----**For Office Use Only**-----

Service Completed By: _____

Date: _____