



ALUM ROCK UNION ELEMENTARY SCHOOL DISTRICT

OUR MISSION

To close the language gap and provide equitable access to our community in the best interest of our students.

STATE AND FEDERAL PROGRAMS REQUEST FOR LANGUAGE SERVICE

Email requests to the Interpretation and Translation Unit:
interpretationandtranslationunit@arusd.org

➤ INTERPRETATION SERVICE (VERBAL)

Today's Date: _____

***ONE WEEK NOTICE is required for IEP meetings, conferences, and district office events.** Interpreter requests are on a **first come, first serve basis**. For languages other than Spanish, we will schedule interpreters through outside language service providers. ***Only typewritten PDF request forms submitted by email will be accepted.**

Interpreter for: Spanish Vietnamese Other: _____

*Child's Name (IEP meetings, assessments, and conferences): _____

1) IN PERSON MEETING

Date of the Meeting: _____ School/Department: _____

Type of Meeting: _____ Room Number: _____ Time: _____

Number of headphones needed: _____  (For in person Parent Coffees, Back-to-School Nights, etc.)

2) VIRTUAL (ONLINE) MEETING

*When scheduling meetings on Zoom, please set up the interpretation feature. Below is the support link for this:

<https://support.zoom.us/hc/en-us/articles/360034919791-Using-Language-Interpretation-in-your-meeting-or-webinar>

Zoom Meeting Link: _____

Meeting ID: _____ Access Number: _____

Meeting Length: 1 Hour 2 Hours Number of Attendees: _____

Contact: _____ District E-mail: _____

Phone: _____ Administrator: _____

➤ TRANSLATION SERVICE (WRITTEN)

Today's Date: _____

*We process translation requests by priority. Submit documents in the following **open and editable formats**:

Microsoft (Word, PowerPoint and Publisher) Google (Docs, Slides and Sheets)

Language: Spanish Vietnamese Other: _____

School/Department: _____

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

Contact: _____ District E-mail: _____

Phone: _____ Administrator: _____

-----FOR OFFICE USE ONLY-----

Assigned to: _____

Date: _____

Completed by: _____

Date: _____