Parental Request for Written Translation

Translation of Individualized Education Plan (IEP) or Evaluation Team Review (ETR)

Student Name: **(Jina la mwanafunzi):** _____Student ID **(#Kitambulisho)** _____

School **(Shule)**: _____ Grade **(daraja)**: _____

I **(Mimi)**_____request the translation of my child's **(omba tafsiri yam toto wangu)**

☐ IEP ☐ ETR ☐ PR-01 to be translated into (**Itafsiriwe kwa)** Language (**Lugha)** _____

☐ Other _____

Parents/Guardian **(Mzazi au mlezi)**: _____

Address **(Anwani ya nyumbani):**_____

Phone # **(Nambari ya simu):** _____

Relationship to the student **(Uhusiano na mwanafunzi)**: _____

Please check all that apply:

☐ I wish to have this document translated ☐ I do not wish this document to be translated

☐ Virtual Meeting ☐ Face-to-Face Meeting

(If meeting is virtual or by phone, type in signatures) ***(If meeting is in-person, please print and sign)***

Parent/Guardian Signature (**Saini)**: _____Date (**Tarehe**): _____

Intervention Specialist/Psychologist Signature: _____Date: _____

Principal Signature:_____ Date: _____

"The translation of these forms is being offered as a means of good faith for supporting parent engagement and understanding in the IEP process and is not a requirement under 34 CFR 300.322. Timelines for translations will depend upon the availability of translators." **" ("La traducción de estas formas particulares es ofrecida como un medio de buena fe en apoyo a los padres comprometidos y comprendiendo el proceso del PEI y no es un requisito bajo 34 CFR 300,322"). Las fechas para las traducciones dependerán de la disponibilidad de los traductores")**

Scan/email this form with the completed document to: **Translations_Interpretations@clevelandmetroschools.org**

MULTILINGUAL OFFICE USE ONLY

Name of Translator/Company

_____

Received Date: _____

Submission Date for Translation: _____

Translation Completion Date: _____

Submission to the Requesting School/Department Date: _____

Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."