

Parent Request Form for Primary Language Assistance

To request Free translation/interpretation services, please fill out this form.

Parent/Guardian Contact Information

Date: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Address (optional): _____

Name of School: _____

Name of Child/Children: _____

Primary Home Language: _____

Please mark an "X" in the appropriate box(es)

* I need translation services for:

- School Newsletter
- School / Classroom policies
- School calendar
- Letters from Principal / Teacher
- School Notice
- Other documents(s) title(s): _____

* I need interpretation services for:

- Parent / Teacher conference Date: _____ Time: _____
- Principal meeting Date: _____ Time: _____
- Back to school night Date: _____ Time: _____
- PTA meetings Date: _____ Time: _____
- School Site Council meetings Date: _____ Time: _____
- English Learner Advisory Council Meeting Date: _____ Time: _____
- Other meeting or event: _____
Date: _____ Time: _____ Place: _____

- ✓ When you have completed the form, please give it to a staff member at your school's main office.
- ✓ You may request a copy of this form for your records.

YOUR TRANSLATION AND INTERPRETATION NEEDS ARE VERY IMPORTANT TO US!

Some documents may be interpreted rather than translate. Please allow 2 weeks to process your request.

For more information or assistance, you may call Translation Services at 510-273-1665.

SERVICES ARE PROVIDED TO PARENTS AT NO COST.