



BAKERSFIELD CITY SCHOOL DISTRICT

Education Center – 1300 Baker Street
Bakersfield, California 93305

**Communications
TRANSLATION REQUEST FORM**

Department/School Date

Department head/Principal approval Person requesting Telephone

Title/Description of document

Date needed Number of pages

Special instructions

TRANSLATION OFFICE USE ONLY:

Date rec'd _____ Approved by _____

rev. 7/08

INSTRUCTIONS:

1. Fill out the form completely and obtain department head/principal/designee approval.
2. Include any special instructions, if necessary. (NOTE: We are able to accommodate email, district mail and fax only—translations will not be sent out by postal mail.)
3. Send the form, along with the document to be translated, to “Communications – Translators,” or send by fax to extension 1-4673.

GUIDELINES:

1. Documents to be translated require a minimum of one week notice.
2. Projects over ten pages require a minimum of two weeks notice.
3. Requests must be submitted by BCSD personnel and the material must be BCSD-related.
4. Copyrighted material will not be translated.
5. Requests will be translated according to priority and the order they are received.

PRIORITY ITEMS (IN ORDER):

1. Emergency notices to parents that involve danger or health hazard information for students.
2. Items from the Board of Education.
3. Superintendent level items.
4. Notices, announcements and newsletters.
5. Special Education IEP forms. Only the following sections of psychological reports and similar evaluations will be translated, if included:
 - a) Reason for referral
 - b) Background
 - c) List of tests administered and/or assessment methods used
 - d) Eligibility statement
 - e) Recommendations
 - f) General summary or conclusion