

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**  
**Department of Communications and Government Relations**

<b>REQUEST FOR TRANSLATION/INTERPRETATION SERVICES</b> <b>Information and Guideline Sheet</b>
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**Definitions:**

***Translation*** – Any written form of communication

***Interpretation*** – Any oral form of communication

**Procedure:**

1. All requests for Written Translations and Oral Interpretations must be filled out on the attached form and submitted to:  
**Elizabeth Trevino, Language Translator/Interpreter Specialist, Department of Communications and Government Relations**  
**Email: [eltrevin@pasco.k12.fl.us](mailto:eltrevin@pasco.k12.fl.us)**  
**Fax: 813-794-2716**
  
2. Upon completion of the task, the requesting school or District department should report to the Translator/Interpreter Specialist in order to process payment when applicable.
  
3. Duplication and dissemination of translated document(s) is the responsibility of the school/department making the request.

**FAQs:**

***What kinds of documents must be translated by the Language Translator/Interpreter Specialist?***

The Language Translator/Interpreter Specialist must translate any document that is to be used in an official manner. This includes, but is not limited to, high stakes documents, documents that assure equal access to all programs and opportunities, documents with legal implications, and documents that require parent signatures.

***Can the Bilingual Instructional Assistants and/or Volunteers translate these documents?***

No, unless proper documentation of qualified certification in translation/interpretation is presented and on file at the District.

***What kinds of translation/interpretation services can Bilingual Instructional Assistants and/or Volunteers provide?***

Bilingual Instructional Assistants and Volunteers can provide assistance with basic home-school communications and school site meetings as needed.

***What if I need something translated/interpreted in a language other than Spanish?***

For translation/interpretation into languages other than Spanish, please follow the same procedure and submit your request to the District Language Translator/Interpreter Specialist.

***When should requests be made?***

Requests for written translations/oral interpretations should be made as soon as possible. It is recommended that requests be made at least four weeks in advance.