

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

**REQUEST FOR TRANSLATION/INTERPRETATION SERVICES**

*Instructions: Complete this form and submit it along with any requested documents (electronic and/or hardcopy) to Elizabeth Trevino, District's Translator/Interpreter Specialist, [eltrevin@pasco.k12.fl.us](mailto:eltrevin@pasco.k12.fl.us) or fax to Ext. 42716.*

WRITTEN TRANSLATION	ORAL INTERPRETATION	
<b>1. Language from:</b>	<b>1. Language:</b>	
<b>2. Language to:</b>	<b>2. Purpose of meeting (describe):</b>	
<b>3. Number of total pages:</b> <b>Simple text:</b> <b>Complex text:</b>		
<b>4. Date needed:</b>		
<b>5. Content of document:</b>	<b>3. Location:</b>	
	<b>4. Date:</b>	<b>Time:</b>
	<b>5. Required arrival time:</b>	<b>Estimated completion time:</b>
	<input type="checkbox"/> ESOL <input type="checkbox"/> ESE <input type="checkbox"/> Student Services <input type="checkbox"/> Other _____	
	<input type="checkbox"/> ESOL <input type="checkbox"/> ESE <input type="checkbox"/> Student Services <input type="checkbox"/> Other _____	

*Please note: Duplication and dissemination of translated document(s) is the responsibility of the school/department making the request.*

<b>Person making the request:</b>		<b>Title:</b>		<b>Phone number:</b>
<b>School/Department:</b>	<b>Today's date:</b>	<b>Authorizing Administrator's name and position:</b>		<b>Signature:</b>

**Communications use only:**

<b>Date Received:</b>	<b>Approved:</b> <input type="checkbox"/> Regular <input type="checkbox"/> Priority	<input type="checkbox"/> Elizabeth <input type="checkbox"/> District Employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Private Vendor	<b>Assigned to:</b> <input type="checkbox"/> Fingerprinted: <input type="checkbox"/> Insurance: <input type="checkbox"/> Confidentiality:
<b>Processing Department:</b> <input type="checkbox"/> ESOL <input type="checkbox"/> ESE <input type="checkbox"/> Student Services <input type="checkbox"/> Other _____			<b>Person in charge of processing:</b>