



COMMUNITY UNIT SCHOOL DISTRICT 300
Grant Management & Programs
TRANSLATION and INTERPRETATION REQUEST

Translation and Interpretation

Translations and Interpretation services will be granted when it is financially and logistically feasible to do so.

REQUEST MUST COME FROM BUILDING ADMINISTRATOR

Today's Date: _____ Building: _____

Name: _____ Phone: _____ Ext. _____

<u>Option One:</u>	
Translation: _____	Date Needed: _____
<i>Please allow 5-10 business days in advance to complete.</i>	
Brief description of document: _____	
Language: _____	Other: _____ Approved: _____ Denied/Reason: _____
<u>Option Two:</u>	
Interpretation: _____	Date Needed: _____
<i>Reason:</i>	
Parent Conference: _____	Other: _____ Language: _____
Location: _____	Time: _____ Contact Person: _____
Approved: _____	Denied/Reason: _____

For Interpretation services for Special Education, please contact Alejandra Dominguez in Education Services Department Office at 847-551-8302

Translation and Interpretation services are for communication with parents. Please make sure to use your building resources for **interpretations** first.

Complete this form and email it to carmen.murphy@d300.org. Make sure to keep a copy of your request. **Allow a minimum of 5-10 business days for all translation requests unless it is an emergency to reach a parent.**

A private agency will be contacted if your written translation or oral interpretation requests are for any language other than Spanish. If for any reason you need to cancel the translation or interpretation, contact Carmen Murphy at least 48 hours in advance as District 300 is liable for the cost if the private agency is not notified in time.

Once your request is received, the EL Services will confirm your request via email, within the next 24 working hours.

You can contact Carmen Murphy at (847) 551-8361

For Office Use

Translation /Interpretation Completed by: _____
 (name)

Date Translation /Interpretation Completed _____ Total of Hours _____