



COMMUNITY UNIT SCHOOL DISTRICT 300
Department of English Learners and World Languages
TRANSLATION and INTERPRETATION REQUEST

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. _____

Option One:

Translation: _____ Date Needed: _____

Please allow 5-10 business days in advance to complete.

Brief description of document: _____

Language: _____ Other: _____ Approved: _____ Denied/Reason: _____

Option Two:

Interpretation: _____ Date Needed: _____

Reason:
 Parent Conference: _____ Other: _____ Language: _____

Location: _____ Time: _____ Contact Person: _____

Approved: _____ Denied/Reason: _____

For Interpretation services for Special Education, please contact 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 OR hilda.roman@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 or Hilda Roman 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 or Hilda Roman at (847) 551-8489

For Office Use

Translation/Interpretation completed by: _____
 (name)

Date Translation/Interpretation completed: _____ Total of Hours _____