



# English to Spanish Translation Request Form 2020-2021



Please download and complete this request form. Then, press the submit button to send by e-mail to [ediazdeleon@dentonisd.org](mailto:ediazdeleon@dentonisd.org).  
Attach the original English document and the previously translated Spanish document if available. Please CC your Principal or Director.

\* Required Information

Today's date\*: \_\_\_\_\_ Date needed\*: \_\_\_\_\_

Requestor's name\* (contact person): \_\_\_\_\_ Telephone\*: \_\_\_\_\_

Campus/Department\*: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Type of document to be translated: Letter Flyer Form Handbook Newsletter

Other: \_\_\_\_\_

Project Title: \_\_\_\_\_

Target audience:

Students Community Parents Media

Special Instructions:

Is there a previous translation of this document?

Yes-attach via email. No previous translation

Please forward completed translation copy to Publications Center.

Please return finished translation to me by:

Approved by: \_\_\_\_\_  
(name of principal, asst. principal, or director)

### TRANSLATION GUIDELINES

- All DISD documents/forms that will be distributed to the students, parents and community.
- All translations that have a direct effect on media and communications issues for the District.

#### NOTES:

The Director reserves the right to review and approve all requests submitted.

Please allow:

- 1-5 business days for up to four pages' translation
- 6-10 business days for five to ten pages
- 11-15 days for newsletters

If you have an emergency, send your request by email and call Elizabeth at 369-0157 to let her know. She will do her best to accommodate you.

### FOR OFFICE USE ONLY

Translated by: \_\_\_\_\_ Date: \_\_\_\_\_

Num. of pages: \_\_\_\_\_ Word count: \_\_\_\_\_ File Saved As: \_\_\_\_\_

Type of file: \_\_\_\_\_ Forwarded to Publications Center Date: \_\_\_\_\_

Forwarded to Requestor Date: \_\_\_\_\_