



Parent Request Form for Primary Language Assistance

To request Free translation/interpretation services, please fill out this form.

Parent/Guardian Contact Information

Date: \_\_\_\_\_
Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_
Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_
Address (optional): \_\_\_\_\_
Name of School: \_\_\_\_\_
Name of Child/Children: \_\_\_\_\_
Primary Home Language: \_\_\_\_\_

Please mark an "X" in the appropriate box(es)

\* I need translation services for:
[ ] School Newsletter
[ ] School / Classroom policies
[ ] School calendar
[ ] Letters from Principal / Teacher
[ ] School Notice
[ ] Other documents(s) title(s): \_\_\_\_\_

\* I need interpretation services for:
[ ] Parent / Teacher conference Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] Principal meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] Back to school night Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] PTA meetings Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] School Site Council meetings Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] English Learner Advisory Council Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_
[ ] Other meeting or event: \_\_\_\_\_
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

- ✓ When you have completed the form, please give it to a staff member at your school's main office.
✓ You may request a copy of this form for your records.

YOUR TRANSLATION AND INTERPRETATION NEEDS ARE VERY IMPORTANT TO US!

Some documents may be interpreted rather than translate. Please allow 2 weeks to process your request.

For more information or assistance, you may call Translation Services at 510-879-8898.

SERVICES ARE PROVIDED TO PARENTS AT NO COST.