



Parent/Guardian Language Assistance Request Form Interpretation or Translation

To request **FREE interpretation or translation services**, please complete this form. This completed form should be returned to the District Language Interpreter Office:

3027 South New Haven Avenue, Tulsa, 74114

phone: 918-746-6282 or 918-746-6112 fax: 918-746-7510

saldipa@tulsaschools.org or kepfoza@tulsaschools.org

Parent/Guardian Contact Information: _____ Date: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Address (optional): _____

Child's/Children's Name(s): _____ Language Requested: _____

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

I need **translation** of documents titled _____ from:

- | | |
|---|--|
| <input type="checkbox"/> Enrollment Center | <input type="checkbox"/> Superintendent's Office |
| <input type="checkbox"/> Special Education Office | <input type="checkbox"/> Transportation Department |
| <input type="checkbox"/> Athletic Office | <input type="checkbox"/> Child Nutrition Department |
| <input type="checkbox"/> Title III/ELL Office | <input type="checkbox"/> Gifted and Talented Office |
| <input type="checkbox"/> School Site: _____ | <input type="checkbox"/> Other Office or Department: _____ |

I need **interpretation** services on (date) _____ at (time) _____ at the following location:

- | | |
|---|--|
| <input type="checkbox"/> Enrollment Center | <input type="checkbox"/> Superintendent's Office |
| <input type="checkbox"/> Special Education Office | <input type="checkbox"/> Transportation Department |
| <input type="checkbox"/> Athletic Office | <input type="checkbox"/> Child Nutrition Department |
| <input type="checkbox"/> Title III/ELL Office | <input type="checkbox"/> Gifted and Talented Office |
| <input type="checkbox"/> School Site: _____ | <input type="checkbox"/> Other Office or Department: _____ |

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US

Some documents may be interpreted rather than translated. Non-district approved interpreters (including students and other children) may not be used for interpretation.

For more information on Language Assistance Services please contact the District Language Interpreter Office or visit the Language Assistance webpage at <http://bit.ly/1gTES5V>.

All services are free to parents and guardians.