

## TRANSLATION REQUEST

*Before filling out the request form below, confirm the following question was asked.*

- ✓ I have done everything possible to utilize someone within our building staff and have been unsuccessful.

*All final translation requests may take up to **two weeks**. Please state the time frame when you submit the request. Time frame of completion may vary depending on the length of the document.*

(Please email to: [ftenuta@kUSD.edu](mailto:ftenuta@kUSD.edu) or fax to: 262-359-7911)

## NEW DOCUMENT TRANSLATION REQUEST

Document title: \_\_\_\_\_ Document length: \_\_\_\_\_ Needed by: \_\_\_\_\_

☐ This is a school based distribution document.

☐ This is a district distribution document.

Requested by: \_\_\_\_\_ Date of request: \_\_\_\_\_

- ✓ I have forwarded the original electronic version.

Principal Signature (Required): \_\_\_\_\_ Date signed by principal: \_\_\_\_\_

## UPDATE TO AN EXISTING SPANISH DOCUMENT

Document title: \_\_\_\_\_ Document length: \_\_\_\_\_ Needed by: \_\_\_\_\_

☐ This is a school based distribution document.

☐ This is a district distribution document.

Requested by: \_\_\_\_\_ Date of request: \_\_\_\_\_

- ✓ I have forwarded both the updated English and old Spanish version.

Principal Signature (Required): \_\_\_\_\_ Date signed by principal: \_\_\_\_\_