



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.