

Instructions for Utilizing Translation and Interpretation Services

Request for Interpreter Services Form

The Request for Interpreter Services Form should be utilized to request interpreters. Completed forms should be sent to Diane Ferrigno at Lowell School. Requests for interpreters should be made at least 48 hours in advance. After the interpretation takes place, staff should notify Ms. Ferrigno of the beginning and ending times of the event.

Request for Translation Services Form

The Request for Translation Services Form should be utilized to request translations of documents and written information. Material to be translated should be brief in length. Requests for translations should be made at least two weeks in advance. Completed forms along with the material to be translated should be sent to Rob Stergis at Watertown Middle School.

Parent/Guardian Interpretation Request Form

It is the district's obligation to provide information to parents/guardians in a language they understand. The Parent/Guardian Interpretation Request Form is to be attached to important documents and information and provided to parents and guardians. It has been translated into many of the languages spoken in the school district. Forms that have been completed by parents and guardians should be sent along with the attached document to Rob Stergis at Watertown Middle School. The English version of the form appears below.

The attached information is important. If you would like this information explained to you in a language other than English, please fill in the information below and return it to your child's school along with the attached information. Someone who speaks your language will contact you to review the information with you over the telephone.

Please call me about this notice. I speak _____. My telephone number is _____. My Name is _____.