



Rowland Unified School District

Special Projects/GATE Office

Written Translation Request

Date: _____

Submitted by: _____ Email: _____

School/Dept.: _____ Name of Material: _____

Please check the language needed for translation: Spanish Chinese Korean

Please check one: Translate complete document Update highlighted sections only

Is there a mandated action/submission date on item being translated? Yes No If yes, what is the mandated date: _____

Word Count

If less than 1,000 words

1,001 – 5000 words

Regular Business Day

2 - 4 Days

4 - 8 Days

For ANY reports (Psychoeducational/SLP Reports) or Documents larger than 10pgs, please allow 3-4 weeks.

Submit completed Translation Request form (1 form for each project)

This Section for IEP's only

Students Name: _____ Student ID#: _____ Date of IEP: _____

Please follow these guidelines for IEP translation:

1. An IEP will be translated only if the required form is sent to our Department.
2. Make sure that the IEP has been finalized
3. Make sure that the Translation Requested box is checked
4. Please allow 3 to 4 weeks for translation to be completed
5. Once translation is completed, you will receive an e-mail confirmation.
6. If a hard copy of an IEP was provided, it will be returned to the requester once translation is completed