

STUDENT SERVICES CENTER

Translation Services



District Goal 3: Engage all students, staff, families, businesses, and the community in the educational process.

SCHOOL _____ DATE _____

Staff member requesting the service: _____

Date Services Needed: _____ TIME: _____

Purpose _____
(i.e. conference, Open House, parent night, etc.)

STUDENT'S NAME: _____

LANGUAGE Request: _____Korean or _____Spanish

We are currently able to offer translation for Korean and Spanish speaking families for school related events.

ESOL Administrator's Signature

Director's Signature

Approved

Denied _____

***Please call Student Services if you have questions.**

706.812.7931 (Phone)/706.883.1530 (Fax)

Fax this form to Student Services at least 5 days before services are needed.