



Administrative Form 1516
TRANSLATION REQUEST FORM

Responsible: Office of Academics: English Language Development

PROCESS

1. Submit documents as Word files, use clear and concise language, and avoid abbreviations and acronyms. Ensure the document has been proofread, as changes will delay translation completion. Our office does not design or layout publications or presentations but can proofread the final layout. Remember that translations can take up to 30% more space. Translation requests for languages other than Spanish will take longer; please plan accordingly. For any questions, email translations@washoeschools.net
2. Requests for translation of documents that are over five pages in length require an appropriate length of time for completion. Translations are usually completed within 5 business days, but turnaround time may vary depending on the length and complexity of the translation and the office's general workload. Please complete the information below and submit the translation request to translations@washoeschools.net. Include in the subject line the title of the document.
3. Complete the following information:

Date: _____

Name: _____

Telephone: _____

Department: _____

Subject/Title of Document for Translation

Language requested: _____

☐

Newsletter

☐

Document / Article

☐

Letter

☐

Flyer

☐

ConnectEd Message

(☐ written; ☐ oral)

☐

Other, describe: _____

Date Needed (No ASAP). Please allow reasonable time: _____

Special Instructions: _____

4. Submit all translation requests to:

Department of English Language Development
translations@washoeschools.net

For Office Use Only:

Date Completed and Returned:

Rev. 8/2024