

## 1. Oral Interpretation Requests- <http://tinyurl.com/PSDinterpretationrequest>

### Option 1- Working with Your Site Assigned Family Liaison -- for Spanish or Arabic:

If you have a Family Liaison (FL) on-site please coordinate with the FL to schedule their availability to interpret for the meeting.

### Option 2- You do not have a Family Liaison in your building -- for Spanish or Arabic:

Please complete the google doc form at <http://tinyurl.com/PSDinterpretationrequest> within 10 business days of the event.

**Option 3- Interpreter for a language other than Spanish or Arabic:** Please verify that a bilingual adult family member is unavailable before seeking district support. If language support is needed, please complete the google doc form within 10 business days of the event at: <http://tinyurl.com/PSDinterpretationrequest>

### Request Oral Interpretation to Communicate Needs Regarding:

- Health forms
- Discipline or attendance issues
- Registration
- Back to School Nights/Open House
- Parent-Teacher Conferences
- IEP/Counseling meetings
- Grades, homework, programs
- Class selection/credits/programs
- Family Literacy or Math nights
- College Night(s)/Events
- Parent Engagement Workshops

## 2. Written Translation Requests

Translation of school or district-wide documents is available. Please check the Translation Library (<http://tinyurl.com/PSDtranslationlibrary>) to see if a similar document is available.