

(WRITTEN) TRANSLATION REQUEST FORM			
Employee Name:		Employee School or Department:	
Assignment Name:		Request Date:	
Target Language(s):		Desired Turnaround Date:	
Context / Comments:			

FPS provides accurate and timely translations to families whose first language is not English. The district wide Translation Dept. is in place to provide translations/interpreting services to facilitate communication and involvement. Written translations are done into Spanish and Portuguese languages.

- Please use the form below to request a translation. Fill it out and email it to Bernardo Llorente translationcoordinator@framingham.k12.ma.us and/or bllorente@framingham.k12.ma.us. Also attach or share the document(s) to be translated. Both attachments and Google files are fine. You will then receive a confirmation email and a turnaround date. One form and email per project/request is enough no matter how many files are sent for translation within the same request.
- All Spanish and Portuguese translators have been carefully vetted, selected, hired and trained in order to become approved FPS translators. They all are FPS employees.
- In order to have all the necessary information to provide the service while keeping quality assurance, all the requests should follow this protocol. If the request does not come through the Translation Dept., payment will be responsibility of your school and or department.
- If the translation is for a PTO event, grant funded event, please solicit them to provide the funds. District funds will not be used for PTO translations or translations for grant funded events. District funds are not used to pay for outside organizations.
- The Special Education Department will continue to manage the process for translating IEPs, while the Translation Dept. vets, selects, hires and trains translators for them. Contact their office directly for IEP translations.

TRANSLATION DEPARTMENT | MULTILINGUAL OFFICE | **19 Flagg Drive, Framingham, MA 01702 Suite 204**