



English for
Speakers of
Other
Languages

Requesting School/Office:

Translation Request Form

PROJECT NUMBER (ESOL USE):

CONTACT INFORMATION

Contact Person:	Telephone:	E-mail:
Document Title:	Update to a prior translation: <input type="checkbox"/> YES <input type="checkbox"/> NO	(ESOL use) Word count:
Date of Request:	Date needed:	(ESOL use) Date delivered:

INSTRUCTIONS

**PLEASE INCLUDE THIS FORM WITH EVERY DOCUMENT SUBMITTED FOR TRANSLATION OR PROOFREADING
ONLY ONE DOCUMENT PER REQUEST FORM**

- Before requesting translations, schools and offices shall:
 - Make sure the document is a final and approved text before submitting it for translation;
 - Verify if there is a previous translation of the document at the school or office.
- To obtain translation/proofreading services, a requesting school or office must:
 - Complete a translation request form per document (see ESOL website, forms);
 - Submit the translation request form electronically to translat@rpsar.net along with the document to be translated;
 - Proofreading*: send the original English version of the document, along with the Spanish translation; or
 - Editing previous translations*: send the original English and Spanish versions with changes highlighted.
 - Translation of new document*: send the original English version of the document to be translated.
- Questions: Please contact María Dalati, District Translator or **Dulce Mendoza**, District Translator at the ESOL Office 479-631-3559 for further assistance.

DOCUMENT TYPE

- letter
- flyer / notice / handout / brochure
- newsletter / calendar
- form / survey
- handbook / reference guide
- other, please specify:

Time Sensitive:

Urgent Normal Low

Additional Instructions: