Translation & Interpretation Unit (TIU)
2340 Jackson St, 4th Floor
San Francisco, CA 94115
Tel: 415.749.3410; Fax: 415.749-3489

TRANSLATION/INTERPRETATION SERVICES COMPLAINT FORM

Parent/Guardian Contact Information Date: _____

Name:_____Home Phone: _____

Cell Phone:_____Email: _____

Teacher's Name: _____

School Name: _____

Child/Children's Name(s):_____Primary Home Language: _____

Please explain, in your home language, the written translation or oral interpretation services that you are dissatisfied with. Provide as many details as possible, including the name(s) of document(s) and name of department or school. You may add additional pages if necessary.

Date of Service (if applicable):_____ School or Department: _____

When you have completed the form, please give it to your child's teacher or school staff and they will forward your complaint to us.

Non-district qualified interpreters (including students and other children) may not be used for interpretation, except in emergency situations.

For more information or assistance, you may leave a message by calling 415-522-7343. To access translated documents, go to www.sfusd.edu and click on "Translated documents" at the bottom of the page.

ALL SERVICES ARE FREE.