



PRIMARY LANGUAGE ASSISTANCE REQUEST FORM- CENTRAL OFFICE DEPARTMENT

To request **FREE** translation/interpretation services, please fill out this form.

Parent/Guardian Contact Information

Date: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: _____

School Name: _____

Teacher's Name: _____

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

_____ Please mark an "x" in the appropriate box(es).

*I need translation of document(s) titled _____ from:

- Educational Placement Center
- Special Education Department
- District English Learners Advisory Committee (DELAC)
- Student Support Services
- Gifted and Talented Education program (GATE)
- Superintendent's Office
- Other Department: _____

* I need interpretation services at:

- | | | |
|---|-------------|--------------|
| <input type="checkbox"/> Educational Placement Center | Date: _____ | Time: _____ |
| <input type="checkbox"/> Special Education Department | Date: _____ | Time: _____ |
| <input type="checkbox"/> District English Learners Advisory Committee (DELAC) | Date: _____ | Time: _____ |
| <input type="checkbox"/> Student Support Services | Date: _____ | Time: _____ |
| <input type="checkbox"/> Gifted and Talented Education program (GATE) | Date: _____ | Time: _____ |
| <input type="checkbox"/> Superintendent's Office | Date: _____ | Time: _____ |
| <input type="checkbox"/> Other meeting or event: _____ | | |
| Date: _____ | Time: _____ | Place: _____ |

You must return the completed form to your child's teacher or school staff and they will forward your request to us.

YOUR TRANSLATION AND INTERPRETATION NEEDS ARE VERY IMPORTANT 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.