



Translation & Interpretation Unit (TIU)
2340 Jackson Street, 4th Floor
San Francisco, CA 94115
Tel: 415.749.3410; Fax: 415.749.3489

Primary Language Assistance Request Form – School Site

To request **FREE** translation/interpretation services, please fill out this 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 mark an “x” in the appropriate box(es).

*I need translation services for:

- School newsletter
- School/classroom policies
- School calendar
- Letters from Principal
- Emergency card
- Other, document(s) title(s): _____

* I need interpretation services for:

- | | | |
|---|-------------|--------------|
| <input type="checkbox"/> Parent/Teacher conference | Date: _____ | Time: _____ |
| <input type="checkbox"/> Principal meeting | Date: _____ | Time: _____ |
| <input type="checkbox"/> Back to School Night | Date: _____ | Time: _____ |
| <input type="checkbox"/> PTA meetings | Date: _____ | Time: _____ |
| <input type="checkbox"/> School Site Council | Date: _____ | Time: _____ |
| <input type="checkbox"/> English Learner Advisory Council | 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.

Primary Language Assistance Request Form: School Site - English