



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:

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

* I need interpretation services for:

- checkbox Parent/Teacher conference Date: _____ Time: _____
checkbox Principal meeting Date: _____ Time: _____
checkbox Back to School Night Date: _____ Time: _____
checkbox PTA meetings Date: _____ Time: _____
checkbox School Site Council Date: _____ Time: _____
checkbox English Learner Advisory Council Date: _____ Time: _____
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.