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| THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA BILINGUAL/ESOL DEPARTMENT | REQUEST FOR WRITTEN TRANSLATION |
| <p>Electronic submission of this form is required for all requests for written translation services. Allow a minimum of 10 working days for document turnaround. Translation time is directly related to the size and complexity of the document. Items are translated in the order in which they are received, and typical turnaround time is 15 to 20 working days.</p> <p style="text-align: center;">If you have any questions, please call (754) 321-2590.</p> <ol style="list-style-type: none"> 1. Use a separate form for each document. 2. Attach an electronic copy of this form, along with <u>all</u> documents for translation (Microsoft WORD format <u>only</u>; No PDF documents) and send to esolrequests@browardschools.com. 3. Please complete Parts 1 & 2 of this request form. | |
| Part 1: REQUESTOR INFORMATION | |
| <p>Requestor's Name _____ Title _____</p> <p>Department _____ Location # _____</p> <p>EMAIL _____ Telephone # _____</p> | |
| Part 2: DOCUMENT INFORMATION | |
| <p>Date of Request _____ Date Needed _____ (Minimum of 10 working days)</p> <p>Document Name _____ Number of Pages _____</p> <p>Languages Requested SPANISH <input type="checkbox"/> HAITIAN-CREOLE <input type="checkbox"/> PORTUGUESE <input type="checkbox"/></p> | |
| Part 3: FOR OFFICE USE ONLY | |
| <p>Date Received _____</p> <p>Date Completed _____</p> <p>Comments _____</p> <p>_____</p> <p>_____</p> | |