



Request for Written Translations

Office of the Associate Superintendent for Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 311-1
May 2008

INSTRUCTIONS

Any MCPS staff member needing a written translation of an MCPS document should complete this form and submit it electronically.

- Use a separate form for each project, requesting all languages on the same form. It is possible that one project is made up of more than one file. In such case, submit one form for the whole project, attaching all relevant files to the e-mail generated when you click on the appropriate button below. For Translation Request System submissions, save this form to disk and upload this form with the original documents to the Translation Request System.**
- If the material to be translated also is being submitted to Editorial, Graphics and Publishing Services (EGPS) for design before publication, submit this form to EGPS with your request for publishing services. EGPS will submit your request for translation with the final, designed version of your content.
- If the material to be translated is for direct dissemination by the school or office making the request, submit this information to the Language Assistance Services Unit. Original documents must be in MS Word format (.doc or .docx), InDesign Interchange format (.inx), HTML, or XML. Other formats are not supported.
- Written translation requests must be submitted at least 10 working days prior to the date when the translation is required for standard languages. Shorter request times cannot be honored. Turnaround times cannot be guaranteed for nonstandard languages.
- Written translations are limited to 1,000 words in length. Longer jobs that are subdivided will be returned for resubmission as a single document. Exceptions to the 1,000-word limitation are made for systemwide documents.
- Complete this form and submit by clicking the button for the appropriate destination. Attach all document files for this project to the outgoing e-mail generated when clicking the submit button.

Please Note: The Language Assistance Services Unit cannot translate copyrighted material, state or federal government documents, results of assessments, meeting notes, testing materials, curriculum materials, transcripts, legal documents, personal communications, documentation related to personnel issues, or similar items. Any questions should be directed to Language Assistance Services Unit staff at 301-230-5474.

INFORMATION

Requestor _____ Telephone _____-_____-_____

Contact _____ Telephone _____-_____-_____

Office/School _____

Title of document _____ Number of words _____

No. of document files (MS Word, InDesign, Excel, etc.) _____

- | | | | |
|-------------------------------------|-------------------|----------------------------------|-------|
| <input type="checkbox"/> Spanish | Standard Language | <input type="checkbox"/> Amharic | |
| <input type="checkbox"/> Chinese | Standard Language | <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> French | Standard Language | <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> Vietnamese | Standard Language | <input type="checkbox"/> Other | _____ |
| <input type="checkbox"/> Korean | Standard Language | <input type="checkbox"/> Other | _____ |

- Submit by clicking the button below for the appropriate destination.
- Attach all document files for this project to the outgoing e-mail generated when clicking the appropriate button below.

EGPS Print Publications 301-517-8139	LANGUAGE ASSISTANCE SERVICES UNIT 301-230-5474	SAVE For your records or TRS submission.
---	--	--

FOR LANGUAGE ASSISTANCE SERVICES UNIT USE ONLY

Log # _____ TMS Project # _____