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If you have any questions, please call (754) 321-2982.

1. Use a separate form for each document.
2. Attach an electronic copy of this form, along with all documents for translation (Microsoft WORD format only; No PDF documents) and send to [esolrequests@browardschools.com](mailto:esolrequests@browardschools.com).
3. Please complete Parts 1 & 2 of this request form.

**Part 1: REQUESTOR INFORMATION**

Requestor's Name \_\_\_\_\_ Title \_\_\_\_\_  
Department \_\_\_\_\_ Location # \_\_\_\_\_  
EMAIL \_\_\_\_\_ Telephone # \_\_\_\_\_

**Part 2: DOCUMENT INFORMATION**

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_  
Document Name \_\_\_\_\_ Number of Pages \_\_\_\_\_  
Languages Requested    SPANISH     HAITIAN-CREOLE     PORTUGUESE

**Part 3: FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_  
Date Completed \_\_\_\_\_  
Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_