

ALL: REQUEST FOR WRITTEN TRANSLATIONS

WHAT'S NEW FOR 2010-2011?

- 🍏 All requests for written translations in Spanish, Creole and Portuguese must be accompanied by Form # 4392New/Request for Written Translations.
- 🍏 Requests for written translations are for District departments only.

WHAT YOU NEED TO DO?

- 🍏 Complete Form #4392New and send one form per document for translation.
- 🍏 Form #4392New can be found at the Multicultural, ESOL and Program Services Department website: www.broward.k12.fl.us/esol/Eng/ESOL/Forms.htm.
- 🍏 Form #4392New can be found on the Forms website <http://web/forms/formsoptions.htm>.
- 🍏 Documents for translation must be in WORD format.
- 🍏 Allow a **minimum** of 10 working days for document turnaround.
- 🍏 The document for translation accompanied by completed Form #4392New must be sent electronically to Linda Medvin Linda.medvin@browardschools.com

WHAT WILL HAPPEN IF YOU DON'T?

- 🍏 Translation will be delayed until form is completed.

WHO NEEDS TO KNOW?

- 🍏 Executive Leadership Team, Office of District Counsel, Executive Directors, Directors, Area Superintendents, Area Directors.

HOW WILL YOU COMMUNICATE FOLLOW-UP?

- 🍏 The person, listed as the requestor on the form, will be contacted to advise of the approximate time for turnaround of written translation(s).

CONTACT

Multicultural, ESOL and Program Services Department
Linda Medvin, Multicultural Curriculum Specialist, 754 321- 2969
Vicky B. Saldala, Director, 754-321-2953