



Parent/Guardian
Complaint Form
Interpretation or Translation

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US

Non-district approved interpreters
(including students and other children) should not be used for interpretation.
Some documents may be interpreted rather than translated.

Submit completed forms to the Special Projects Department/Language Assistance.
1609 North Summit Street, Toledo, Ohio 43604
Phone 419-671-0335 fax 419-671-0083
languageassistance@tps.org

Parent/Guardian Contact Information

Date: _____

Name		Home Phone	
Cell Phone		Email	
Language Requested		Name of School	
Child's/Children's Name(s)			

Please explain in your primary language, the written translation or oral interpretation services that you are dissatisfied with, or did not receive. Provide as many details as possible, including the name(s) of any document(s) and the name of the department or school. You may add additional pages if necessary.

Date of Service (if applicable):		School or Department:	
Type of Service Provided:	<input type="checkbox"/> Spoken Interpretation	<input type="checkbox"/> Written Translation	<input type="checkbox"/> Both

Description: