



Parent/Guardian
Language Assistance Request Form
Interpretation or Translation

To request FREE interpretation or translation services, please complete this form.
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)			

I need translation of documents titled _____

From (office/school) _____

I need interpretation services on (date) _____ at (time) _____

at the following location at (office/school) _____

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US

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

For more information on Language Assistance Services please contact the Special Projects Department or visit the Language Assistance webpage at <http://www.tps.org>

All services are free to parents and guardians.