

Translation Request Procedure

Purpose and Procedure

This document helps staff know when and how to translate documents. Use the criteria below to decide whether to translate written documents.

Number of families

Will this be used for more than six families?
Could other centers benefit from this information?

Relevance of Content

Can the content be used for other families?
Has something comparable been translated?
Should another agency translate this document? (Housing Authority applications, DSHS applications, immigration applications, etc.)

Feasibility

Is there another cost-effective way to translate this language?
Is there a short turnaround time for translating, especially if the document is long?

Examples of documents that are processed (for six or more families)

Newsletters
Articles about children or families (not copyrighted)
Letters to families
Flyers and announcements

Examples of documents that are not processed (for less than six families)

ESD generated forms (unless an exception is approved)
Documents from other organizations
School district documents (exceptions made for documents related to Early Learning students)
Copyrighted documents
Time dated documents that will expire soon
Lunch menus
Documents that are not requested in a timely manner

For documents that meet translation criteria

Spanish translations

Head Start and ECEAP: Email DUBY Monteros at d_monteros75@hotmail.com and copy Juanita Salinas at jsalinas@psed.org

If document does not meet translation criteria:

Consider using an interpreter who can conduct a “sight translation” (orally translate documents to families or staff)
Find an alternative resource: For additional support, please contact Juanita Salinas at jsalinas@psed.org