

Translation Request Procedure

Purpose

This document helps staff know when and how to translate documents.

Procedure

Use the criteria below to decide whether or not 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

We do not advise using a web-based translation program as they are often not accurate.

For documents that meet translation criteria

Spanish translations

- Head Start and ECEAP: Email DUBY Monteros at d_monteros75@hotmail.com and copy Argentina Back at Aback@psed.org

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Other language translations

- Email Argentina Back at Aback@psed.org

If document doesn't meet translation criteria:

- Consider using an interpreter
- Find an alternative resource
- Use "Important information, please find somebody to translate" note