



# Interpretation & Translation

## How to request an in person interpreter or translation service:

All requests for longer interpretive appointments and translation services will need to go through [this link](#) to allow for proper billing and data collection. **Please allow 3-5 days advance notice when requesting a service. For a cancellation or rescheduling, call our office immediately as our contracted services will charge for same day cancellations.**

Check out our website:

[lcs.jordandistrict.org](https://lcs.jordandistrict.org)



Main Page ➡ General Information ➡ Request a Translator/Interpreter

***Please do NOT contact Mirsa directly so we can utilize her skills more efficiently.***

### Interpretation Services Provided:

- ❖ PTC - (for non-spanish languages)
- ❖ IEP and other Special Ed meetings
- ❖ Parent Meetings (please use CommGap to schedule meeting before using the link)
- ❖ Registration and Enrollment
- ❖ JSD Department meetings
  - This budget will be assessed on a year-to-year basis

### Translation Services Provided:

- ❖ District Departments
- ❖ HS Transcripts for “Newcomer” students
- ❖ Schools: If there are no onsite options, then schools will need to pay for any translation requests.

**Email your documents for translation to [lcs@jordandistrict.org](mailto:lcs@jordandistrict.org) so we can provide them to our translator in the proper format.**

### REMINDERS:

- ❖ Keep your questions short and clear to make sure you get the answers you need.
- ❖ Contracted service providers will leave a zoom waiting room after 5 minutes of waiting to be let in to a meeting.