

Electronic submission of this form is required for all requests for written translation services. Allow a **minimum of 10 working days** for document turnaround. Translation time is directly related to the size and complexity of the document. Items are translated in the order in which they are received, and typical turnaround time is 15 to 20 working days.

If you have any questions, please call (754) 321-2580.

1. Use a separate form for each document.
2. Attach an electronic copy of this form, along with all documents for translation (Microsoft WORD format only; No PDF documents) and send to esolrequests@browardschools.com.
3. Please complete Parts 1 & 2 of this request form.

Part 1: REQUESTOR INFORMATION

Requestor's Name _____ Title _____
Department _____ Location # _____
EMAIL _____ Telephone # _____

Part 2: DOCUMENT INFORMATION

Date of Request _____ Date Needed _____
Document Name _____ Number of Pages _____
Languages Requested SPANISH HAITIAN-CREOLE PORTUGUESE

Part 3: FOR OFFICE USE ONLY

Date Received _____
Date Completed _____
Comments _____

