

# 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](mailto:d_monteros75@hotmail.com) and copy Juanita Salinas at [jsalinas@pseud.org](mailto:jsalinas@pseud.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@pseud.org](mailto:jsalinas@pseud.org)