

Connecting families to the district by eliminating language barriers!



Our qualified translators and interpreters can help families feel connected by eliminating language barriers. Reach out to English-limited families by contacting the Translation Department to see what resources are available to you.

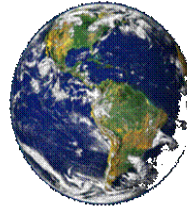
Special Education Services

All translation and interpretation services for Special Education are provided by the Special Education Translation Unit.

Please send your request to:

IEPrequest@sandi.net

**Cambodian
Spanish
Somali**



**Tagalog
Vietnamese
Arabic**

*And other required languages
as mandated.*



Submit Requests to:

**Ana Morales, Manager
Instructional Media Center
2441 Cardinal Lane, Bldg. C
Phone: (858) 496-8366
Fax: (858) 496-1825
Email: amorales@sandi.net**



**San Diego Unified
SCHOOL DISTRICT**

**Translation
Department**

District Relations Division



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Translation Department

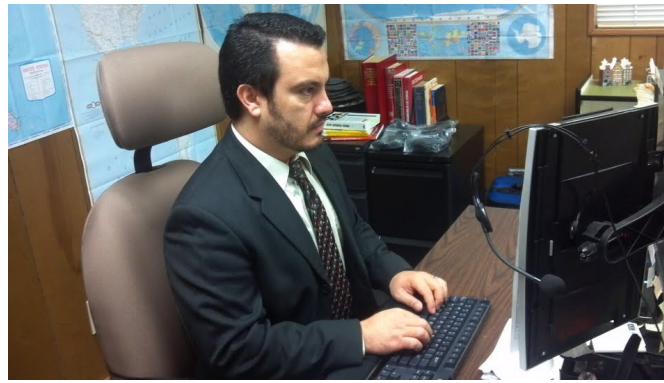
Overview:

The primary function of the Translation Department is to:

1. Provide written translation and oral interpretation services to schools, parent groups, central offices and the Board of Education.
2. Ensure that English-limited parents have access to all information related to their children's schools, as well as district policies and procedures.
3. Provide services in the mandated languages.

(California Department of Education Section 4.8.9.85)

Please note that all services must be requested at least one week in advance.



Translation:

To request translation services, please email your document to Ana Morales, Manager of the Translation Department, at amorales@sandi.net. The following information is required:

1. Contact person's name, phone number, email address, and school/department.
2. Date by which translation is needed.
3. Language into which you need your document translated. (Target Language)

Interpretation:

The Translation Department makes every effort to cover interpretations for meetings and other events held in the evenings. Please make your arrangements early. Due to the high volume of requests, interpretation services for parent/teacher conferences cannot be provided.

To request interpretation services, fax, email, or mail your request to Ana Morales, Manager of the Translation Department, or call her with the following required information:

1. Contact person's name, phone number, email address, and school/department.
2. Place, time, and topic of meeting.
3. Any relevant materials available.
4. Languages for which you need interpretation services.
5. Approximate number of attendees per language needing interpretation services.
6. District Budget Number (Combo Code) to be charged for services - *contact your Budget Analyst prior to requesting services.*

