

(ORAL) INTERPRETATION REQUEST FORM			
Employee Name:		Employee School or Department:	
Date of the Event:		Start Time & End Time of the Event:	
Language(s):		Location of the Event:	
Type of Event & Comments:			
Equipment for Simultaneous Interpretation?			

The district wide Translation Dept. is in place to provide translations and interpreting services to facilitate communication and involvement. Oral interpretation is done in any language we are able to cover, including American Sign Language (ASL).

- Please use the form below to request an interpreter. Fill it out and email it to Bernardo Llorente translationcoordinator@framingham.k12.ma.us and/or bllorente@framingham.k12.ma.us. You will then receive a confirmation email with the interpreter’s name and with recommendations for the interpretation service. If written pre-approval via email is not obtained, any interpretation cost must be covered by your school or department.
- All interpreters have been carefully vetted, selected, and trained in order to become approved FPS interpreters. They all are FPS employees except for ASL interpreters.
- If you need an interpreter for a “low-incidence language” or for American Sign Language, please try to give as much advanced notice as possible.
- In case of any change or cancellation of the scheduled meeting after the interpreter confirmation, please call or email both the interpreter and the Translation Dept. as soon as possible.
- If the interpretation is for a PTO event or a Special Education meeting, please solicit them to provide the funds. Translation Dept. funds are not used for PTO or SPED interpretations.

TRANSLATION DEPARTMENT | MULTILINGUAL OFFICE | **19 Flagg Drive, Framingham, MA 01702 Suite 204**