

TUSD

LANGUAGE ACQUISITION DEPARTMENT
TUCSON UNIFIED SCHOOL DISTRICT
LIRC Building 2025 E. Winsett St.
Tucson, AZ 85719

DATE: July 23, 2013
TO: K-12 Principals and Department Heads
FROM: Ignacio Ruiz, Director Language Acquisition Department
SUBJECT: Translation Services from Meaningful Access

Staff,

We have been receiving translation requests from several sites that do not fall in the realm and or resources we provide for translation services. I would like to clarify the translation services that the district translators can and will comply with. Here are the definitions and a list of documents that will be translated into Spanish:

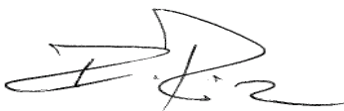
- **USP** – Any USP related documents that are requested from Deseg office and or USP Projects.
- **Monthly Site Newsletters** – Yes, but only documents saved in MSWord only. Please no PDF files.
- **Power Point Presentations** – Yes, for district and or USP related activities.
- **TUSD Forms & Letters** – Yes, but only final documents. Drafts are not acceptable. Please no PDF files.
- **Legal Department** – All Documents in Final Draft Form
- **Mexican Report Cards/Transcripts** – Yes, but the Translators will not be accountable for each particular grading system of the Transcript. The documents should be readable and legible enough to understand the information on it; otherwise, it will be rejected.
- **Tax Credit Information** – The Translators will not accept Tax Credit Information documents requests to translate by site or by school. The request has to come from the official district department and available to all of our sites/schools. Please no PDF files. (unless it is strictly necessary).

Note:

- We cannot translate individual classroom documents such as newsletters, syllabi etc.
- We cannot translate Individual Site Handbooks The District Student Guidelines and Responsibilities Handbook is translated yearly, and is available to all sites.

Please visit our website on the Intranet <http://intranet/interpreter/home.asp>

Thank you,



Ignacio Ruiz
Director