Berkeley
PUBLIC SCHOOLS
Berkeley Unified School District

WRITTEN TRANSLATION PROTOCOL

1) Please submit the [BUSD Translation Request Form](#)
2) Please fill out a separate request for each document.
3) Email the document(s) to be translated to translate@berkeley.net.

You will receive a confirmation email within one business day, with an estimated date of completion.

If you need interpretation for spoken language, instead of, or along with written translation, please use the [Interpretation Request Form](#).

Electronic Submission: Documents to be translated must be submitted electronically in Word or Excel, or Publisher or Power Point format. *Please do not send PDF documents.*

Format: Languages other than English can, on average, take up 30% more space than English. Make sure to leave enough space in your original document, otherwise reductions to font size, character or line spacing may be required. Pay special attention to your images, as the text will be longer and they may need to be repositioned.

Deadlines: In order to help us prioritize, please submit a deadline for translation. "ASAP" is not as helpful as an actual due date. Depending on work volume, requests may be accommodated within 24 hours to 10 days. Requests received less than 10 days in advance of due date are not guaranteed.

Volume: Large projects, or documents with specialized terminology, will be subject to review before approval for translation. The requester may have to summarize documents with technical, legal, or medical terms in order to fit a required format. In some cases we may need to outsource the document.

Copyright: We do not translate projects that violate copyright laws. Getting copyright permissions is the responsibility of the requester.

Editing, Spelling and Acronyms: Before you submit your project for translation, please spell-check and remember to spell out acronyms. This will help us to deliver an accurate translation. We may review and propose edits to the English version before translation.

Revised versions: For revisions to previously translated documents, check the box on the request form and highlight changes, additions or deletions.

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