

## WRITTEN TRANSLATION PROTOCOL

Revised Jan 9, 2023

### Before Submitting a Translation Request Consider Other Options

- [Google Translate](#) can provide document translation. You upload the document, select the language, and then receive a new translated document immediately. It's helpful to have the translated document reviewed by someone who speaks the language. **Google Translate cannot be used for confidential documents, such as a student record.**
- For School Sites: Check with your principal for on-site translation resources.

### Requesting Translation Support

When the options above are not available, please submit a translation request via this [BUSD Translation Support Request Form](#). Your principal, site admin, or department/program manager will be asked to approve requests with associated fees.

If you also need interpretation for spoken language, and cannot use [Language Line](#), please use the [Interpretation Support Request form](#).

**Electronic Submission:** Documents to be translated must be submitted electronically in Word or Excel, or Publisher or PowerPoint format, uploaded directly in the Translation Request Form. ***Please do not upload 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:** Depending on work volume, translations of approved requests may require at least 72 hours during the business week. Very long (e.g., over 5 pages) or complex documents (e.g., formatting with multiple textboxes/tables) may take extra time. This will be conveyed during the quote process.

**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.

**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, please make a note in your request and we will get back to you with additional steps.

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