



Document Translation & Interpreter Services Flowchart for Staff

START HERE!

I need **Document Translation** services

I need an **interpreter**, not translation services

Translation Services:

The process of translating words or text from one language into another.

Interpretation Services:

To translate orally or into sign language the words of a person speaking a different language.

The District does not have professional translators or interpreters on staff. Please use this flow chart as a guide to request these services.

[Interpreter Services for Staff](#)

Is this a **District** form or document?

YES

Email the request to translations@msd25.org
Include Language(s) you are requesting for translation.
Allow two weeks turnaround time.

This is reserved for required or legal district or school documents or forms

Some district forms are already available in multiple languages

A Google Drive folder with all district-level forms professionally translated is being updated

NO

Is this a **School** form or document?

YES

Is the document **required** or **legal** in nature?

NO

Use Google Translate
translate.google.com

This is a request from PTSA or another party. We are not able to approve requests outside of the school district.

Share the option to use Google Translate on their own

Add Disclaimer:

This [message/document/email] has electronically translated. Please forgive any misrepresentation of words or phrases.

Make certain to translate the disclaimer into the spoken language.

Note: Many online tools including our website and Facebook have translation tools built in. Google Translate is also available as a phone app.

Obtaining a Language Line interpreter for use on ZOOM

Request the interpreter after you have the person on the ZOOM. Follow these easy steps:

1. Once you are in your ZOOM as the host you will click on "Participant" on your toolbar.
2. You will have a screen on the right popup click "Invite" on the bottom of the screen.
3. Click "Phone" on the next popup screen.
4. Type in "Interpreter" where it says invitee name.
5. Type in (844) 969-2173 (Phone #)
6. Click "invite". You will see a box pop up with a phone in the picture, make sure you admit them into the meeting.
 - Tell them the language you need. There will be a pause while they connect the interpreter to Zoom.
 - Once an interpreter is on they will ask for your client ID: Use 577012 (or they may provide it).
 - You will be asked for your 3-digit building code (your building entity). Get this from your office staff prior to the Zoom.