

TRANSLATION & INTERPRETATION REQUEST PROCEDURE

The Language Assessment Development Department (LADD) offers translation of written documents for the PUSD and all our schools. Due to the high volume of requests, we ask that you please submit your [request form online at the "Requests" link](#) and that you provide your documents at least **10 school days** in advance. We also offer simultaneous and consecutive interpreting in many languages as well. We ask that you please submit your request for interpretation at the least **15 school days** prior to your event. The procedure for securing interpretation services is described below:

