

Dear Parent/Guardian,

Attached is an important document from the school district or your child's school. Although the district attempts to provide written translations in as many languages as possible, it is not always possible or practicable to do so.

If you need assistance in reading, understanding, or completing the attached form or information, the district will provide, upon request, oral translation or interpretation by a trained translator/interpreter.

If you would like to request oral interpretation of the attached document in a language you understand, please provide the information below as soon as possible and return it to your child's school.

An interpreter/translator will contact you to either meet with you in person or provide interpretation over the phone for the attached information.

Please complete and return the following information to request oral interpretation:

Parent's Name: _____

Phone Number: _____

Language: _____

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致家长/监护人，

随附请见来自学区或您孩子学校的重要文件。虽然本学区试图以尽可能多的语言提供书面翻译，但这样做并不总是可行的或不切实际的。

如果您在阅读、理解或填写所附表格或信息方面需要帮助，学区将根据要求提供由训练有素的笔译员/口译员所提供的口头翻译或口译服务。

如果您想要求以您理解的语言对所附文件进行口头口译，请尽快提供以下信息并将其寄还给您孩子的学校。

将有一名口译员/笔译员与您联系，以便亲自与您会面或通过电话就告知您所附信息提供口译服务。

请填写并寄回以下信息以请求口译：

家长姓名： _____

电话号码： _____

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