

Orange County Schools Process for Requesting Translation of Documents

The high demand for translations has brought about the need for the district to contract with a second person to provide translation services. Procedures have been developed to provide guidance as to how to obtain these services. We have designated contacts for requesting translations as follows:

- PreK – Grade 5 will be Dr. Barbara Coatney, Director of Elementary Instruction
 - Grades 6-12 will be Kay Daniels
1. All PreK thru Grade 5 documents should be forwarded to Dr. Barbara Coatney. Dr. Coatney will make contact with Carlos Lavin-Sanchez to request his services. Schools should set aside funds from their At Risk 069 or Title I (050) budgets to pay for this service. Each document should have no less than a 3 day turnaround. Large documents such as school handbooks will take longer to translate.
 2. Middle School and High Schools will need to forward their documents to Kay Daniels. Carmen Carrino has been contracted by the district to translate documents. Schools should set aside funds from their budgets to pay for this service. Each document should have no less than a 3 day turnaround. Large documents such as school handbooks will take longer to translate.
 3. Special Education translations should be done by Wanda Rittenhouse and/or Carlos Lavin-Sanchez. If it is an emergency, this office will contract with Carmen Carrino.
 4. For documents that are translated annually, the responsible person should make changes in a different color such as red or blue prior to submitting the document. This will reduce the cost to the district.