

Translation Request Form

Instructions

- To request funding to cover the cost of and obtain advice on translations:**
1. **Phone** MPU on **(02) 9244 5306** to discuss your request.
 2. **If translation is approved**, fill in translation request form and fax to MPU on **(02) 9244 5381**.
 3. **Email** English version of requested translation to **mary.binder@det.nsw.edu.au**
Remember text should be short and in plain English avoiding the use of jargon.
 4. MPU will email the translation to the contact person indicated in Section A.

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| FOR MPU OFFICE USE ONLY |
| Funding Approval No. |
| |

A. School/district details
Note: phone, fax and email numbers are essential.

Name of school/office _____
District _____
Address _____
School code _____ Contact person _____
Position _____
Phone _____ Fax _____
Email _____

B. Assignment details

Type of assignment _____

Number of words _____
Language required _____
Any special requirements _____

Reason for translation request. (Please detail why an interpreter is not appropriate in this instance and how the request relates to the student's welfare.)



Principal's (or authorised representative's) signature

Date