

INTERPRETATION AND TRANSLATION REQUESTS

Interpretation Request

Verify that a "translation needed" flag is indicated on Infinite Campus for the family.

Send email to:
translation_request@waunakee.k12.wi.us

Provide times/day/phone number for initial contact. Include student's name and language and/or meeting date. If you have a meeting scheduled, as much lead time possible is preferred.

An acknowledgement of your request will be sent within one school day.

Translation Request

Verify that a "translation needed" flag is indicated on Infinite Campus for the family.

Send email to:
translation_request@waunakee.k12.wi.us

Provide edited, concise content. Google doc or Word preferred. Please avoid MS Publisher. Two days lead time preferred. We will make every effort for last minute translation.

An acknowledgement of your request will be sent within one school day.

Urgent Requests

For urgent situations, please contact our Interpreter cell phone at (608) 219-6542. You may seek out a WCSD building administrator and/or student services staff member who have access to the Language Line.



WAUNAKEE COMMUNITY SCHOOL DISTRICT

2020-2021

Keep in mind that you may have a student who does not receive ELL services yet their family may require translation/interpretation.