

DOCUMENT TRANSLATION REQUEST

Access to Form:

www.mcsdk12.org

- STAFF tab
- Translation Request

The form is titled "Translation Request System" and features the Mifflin County School District logo at the top. It includes several input fields and dropdown menus: "Your full name", "Email", "Building" (with "Administration" selected), "Translate to" (with "Spanish" selected), "Type" (with "School Based" selected), and "Request for" (with "Document Translation" selected). A red-bordered button labeled "Submit document [HERE](#)." is highlighted. Below this are fields for "Submitted document name" (containing "example.docx") and "Comments" (containing "Or N/A"). At the bottom, there is a reCAPTCHA "I'm not a robot" checkbox and a "Submit Request" button.

Enter YOUR **first and last name** (teacher).

Enter YOUR **email address** (teacher).

Choose a **language**.
*If selecting a language other than Spanish, choose **OTHER** and then specify the language in the comments section.

Select **Document Translation** if you wish to submit a document. **Phone Call Home** or **Meeting** options will provide you a number to call for a Language Line interpreter.

Enter any **specific directions** or **comments**.
*If selecting a language other than Spanish, please indicate the Language preference here.

Click the button to **submit the request**.

Choose YOUR **building**.

Choose **Special Education** for any Special Education Evaluations such as IEPs and RRs. Choose **School Based** for all others.

SEE PAGE 2.

Type the **EXACT** name of the document(s) you submitted.
*If submitting more than one, type **ALL** of the document names separated by a semicolon.

Place a **checkmark** in the box.

SUBMITTING A DOCUMENT

To submit a document, click the **HERE** button. A new tab will open **SharePoint** through Office 365.

Submit document [HERE](#).

Before submitting a document or folder, please rename it to include the teacher's name.

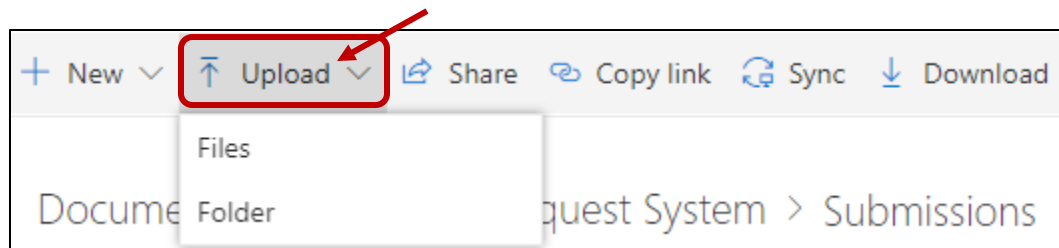
Format: TEACHER NAME – Document Name



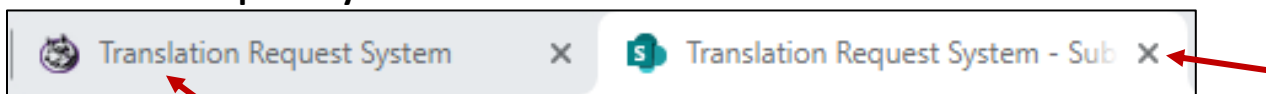
After the documents are renamed, choose **UPLOAD** from the menu. You can select **Files** to upload specific documents or choose **Folder** to upload ALL documents within a single folder.

***NOTE:** If uploading a FOLDER, you only need to rename the folder to include the teacher's name at the beginning. You do not need to rename each file inside the folder.

***NOTE:** If uploading more than one document at a time, click once on the first document to highlight it, hold in the **CTRL** key on your keyboard and click the other documents one time to select them. Once all of the documents are selected, click **Open** or press Enter on your keyboard.



Once your documents or folder have been uploaded, close this tab and return to the **Translation Request System** screen.



Return to this tab.

Complete the rest of the form. Be sure to type the **EXACT** document/folder name in the next field (Submitted Document Name).

Submitted document name

***NOTE:** If you submit more than one document or folder, please type the name of ALL of the documents. Each title should be separated by a semicolon.

***NOTE:** If you only submitted ONE folder but there are multiple documents inside, you only need to list the name of the FOLDER, not all of the individual documents within it.

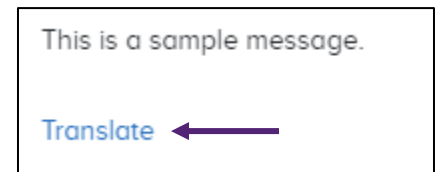
REMIN.D.COM - SPANISH TRANSLATION

Translate a Message Before Sending:



Teachers on the web and mobile app have the ability to translate messages *before* sending them to individuals, groups, or the entire class. Participants will receive the *translated* message, whether they're receiving notification by text, the app, web, or email.

To translate a message **before** sending, compose any new message and click the word **Translate** listed below the message. The most popular languages on Remind will appear in the menu, but clicking **More** will give you the option of over 90 other languages. The translated message will instantly appear, and you can send or schedule it as usual.



TALKING POINTS - TRANSLATION

Set Home Language for Contacts:

A screenshot of the "Add contacts" form in the Remind app. The form is titled "Add contacts" and is for "Stephanie's class". There are two tabs: "Add contacts yourself" (which is selected) and "Invite by code". Below the tabs, there is a section titled "You have two options to add contact information:" followed by two numbered steps. Step 1 is "Invite Families by Code". Step 2 is "Add Contacts yourself. Contacts must include family phone numbers.* If you don't have phone numbers, you can send [these letters](#) to families." Below step 2, there are three bullet points: "Copy/paste from an [Excel](#) or [Google Sheets](#) template. [Watch how](#)", "Import from [Google Classroom](#).", and "Enter manually below." At the bottom of the form, there is a table with columns: "STUDENT NAME*", "CONTACT NAME", "RELATIONSHIP*", "LANGUAGE*", "PHONE NUMBER*", and "CLEAR". The "LANGUAGE*" column has a dropdown menu with "Home langu..." selected. A red box highlights the dropdown menu, and a red arrow points to it.

If you add a parent manually, you have a **Home Language** choice when entering their info. Whatever this language is set to is how the parents will receive the information. If parents use the code to join, they can set the language when signing up.