Language Assistance Services
Complaint Form
Interpretation or Translation

YOUR INTERPRETATION AND TRANSLATION NEEDS ARE VERY IMPORTANT TO US

Please return this completed form to the District Language Interpreter Office:
3027 South New Haven Avenue, Tulsa, 74114
phone: 918-746-6282 or 918-746-6112 fax: 918-746-7510
saldipa@tulsaschools.org or kepfoza@tulsaschools.org

Parent/Guardian Contact Information:

Date: _____

Name: _____ Home Phone: _____

Cell Phone: _____ Email: _____

Address (optional): _____

Child's/Children's Name(s): _____ Language Requested: _____

Please explain, in your primary language, the written translation or oral interpretation services that you are dissatisfied with. Provide as many details as possible, including the name(s) of document(s) and the name of the department or school. You may add additional pages if necessary.

Date of Service (if applicable): _____ School or Department: _____

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Some documents may be interpreted rather than translated. Non-district approved interpreters (including students and other children) may not be used for interpretation.

For more information on Language Assistance Services please contact the District Language Interpreter Office or visit the Language Assistance webpage at http://bit.ly/1gTES5V.
All services are free to parents and guardians.