



OCS Translation and Interpretation Services



Services	What is Needed	How to Request	Time Needed to Process
Translation of Documents	Please send the original document in electronic format. No PDF.	<u>Request Translations form.</u> Please indicate the date when you need the document	Please allow 3-5 days. 5-15 business days for large documents. Depending on document it may take up to 6 weeks.
Interpretation	Parent Conference/ Parent Nights	Use our interpretation <u>request form.</u>	Please allow 7 business days in advance. For parent nights 10-15 business days.
ConnectEd Calls	Weekly Principal's message	<u>Use this form</u> to request ConnectEd messages. Send an email to the connect call - no more than 3 minutes.	Message needed by Friday morning
Emergency Calls	Emergency Calls due to illness, behavior or serious incident	Call Sandra Blefko at 919-644-3200 x 15508 or at 919-452-4847 . If you can't reach her call 919-732-8126 x 10030	Same Day
Non-Emergency Calls to Parents	Parent call about academic or behavior of a student	<u>Use this form</u> with a detailed message - student name, and information to give to parents.	This call will be completed within 24 hours