|  |  |
| --- | --- |
| **Type of Request:** [ ]  **Interpretation (spoken)** [ ]  **Translation (written)** | **Today’s date:** Enter Date  |
| Please fill out both **Requestor Information** & **Needed Service** corresponding section in its entirety and***email form(s) to both Translation Service Coordinators***. Requests received after **3pm will be processed the following school day**. **Interpretation Cancellation:** A fee will apply from vendor for last minute interpretation cancellations. To avoid fees, please give at least a 36-hour notice.**(PTA, PTSA, TEA, Pearson, McGraw, Organization Partnerships etc. are NOT FWISD entities)** |
| **Requestor Information** |
| **Name:** |       | **E-mail:**  |       |
| **Phone:**  |       | **Department/School Name:** |       |
| **Address:** |       |
| **Name of Principal/AP or Director/Head of Department Authorizing request:** |       |
| **Who is your audience?**  | Select Audience | **Other:** |       |
|  |
| **Interpretation (face to face)** |
| **Target Language:**  | Select Language | **Other:** |       |
| **Type of Service:**  | Select Service Type | **Event Type:** | Select Event Type |
| **# of Interpreters Needed/ Language:** |    | **# of Equipment Case/s Needed:** | # | **Platform:** | Select Platform Type |
| **Contact Person:** |       | **Contact Phone # During Event:** |        |
| **Date of Appointment:** | Select Date | **Start Time:** | Select Start Time | **Estimated Length:** | Select Duration |
| **Topic:**   |       |
| **Address of Appointment:** |       |
| **Consecutive or Simultaneous?** | Select Service |
|  |
| Translation (written) |
| **Translation Type:**  | Select Translation Type | **\*Expected Due Date:** | Select Date | **\*SUBJECT TO CHANGE DUE TO LENGTH, COMPLEXITY & VOLUME INTAKE.**  |
| **Type of Document:**   | Select Document Type | **Other:** |       |
|  **Original Language/s:** | Select Language | **Other:** |       |
| **Target Language/s:**  | Select Language | **Other:** |       |
| **Titles of All Documents:** **(please make sure all documents are editable)** |  | **Doc. Ext.** |  | **# of Words:** |  | **# of Pages:** |
| **1.** |       |  |   |  |       |  |       |
| **2.** |       |  |  |  |       |  |       |
| **3.** |       |  |  |  |       |  |       |
| **4.** |       |  |  |  |       |  |       |
|  |
| **Translation Acknowledgement Statement (For Translation (written) Requests ONLY, please select the appropriate box**.**)**A translation of a copyrighted text is considered a derivative work and may be infringing if not created with the permission of the copyright holder. As such, I certify that the attached document(s) to be translated:[ ]  is/are of my own authorship.[ ]  is/are the intellectual property of FWISD.[ ]  is/are registered trademarked material and/or copyrighted and the authorization from the publisher/author/copyright holder for translation and/or proofreading of each document, sectional passage or etc. is attached. [ ]  was/were obtained as an unregistered trademark and/or non-copyrighted material(s) that is/are allowed to be translated and/or proofread. *Please provide source from which the material(s) was/were obtained.*I certify that I understand that the reproduction of another party’s works could constitute copyright infringement. I further acknowledge that I may be held liable for any registered trademark and/or copyright infringement violations caused by my failure to acquire proper authorization by the applicable copyright/trademark holder. |
|       |       | Click to Enter Date |
| **Acknowledgement Statement Signature** | **Employee Title** | **Date** |
| **Additional Notes/Special Instructions** |
| Click to Enter Text     |

|  |
| --- |
| For good and valuable consideration, the exchange of which is hereby acknowledged, I                         grant the Fort Worth Independent School District (“District”) a non-exclusive license to my copyrighted Work, including any text, brochures, drawings, photographs, graphics, plans, slides, books, transparencies or other copyrightable material (the “Work”) described in detail below.This license shall include the right to use, modify, reproduce, translate, publicly display, distribute and transmit worldwide the Work during the full term of the copyright in all media, now known or hereafter devised, including the Internet, without payment of any royalty or license fee, as follows:  |
|  |
| In connection with the classroom and/ or                                           use, the following material: |
|  |
| **Title of Document/Book:** |       |
| **ISBN # (if applicable):** |       |
| **Author:** |       |
| **Publisher:** |       |
| **Page Numbers:** |       |
| **Languages being translated into:** |       |
| **Additional Information:** |       |
|  |
| The District agrees to include in reproductions of the Works a reasonable copyright notice and credits provided that all necessary copyright and credit information is noted below.  |
|  |
| **Credit:** |       |
| **Copyright Notice:** |       |
|  |
| By submitting this Copyright Release Form, I represent that I have obtained all permissions necessary to grant the rights granted by this Form and that the use or reproduction of the Work by the District, as permitted by this Copyright Release Form, shall not infringe or violate any copyright, trademarks, trade secrets, rights of privacy, or any other statutory or common law proprietary or other rights.  |
|  |
|       |       | Click to enter date |
| Print Name | Signature | Date |