

## SITUATION

Foreign Language Services considers it an honor to interpret and translate for school systems across Alabama.

"As a large urban school district that serves over 32,000 children of all cultural and ethnic backgrounds, it is important that we have documents that help us communicate to our diverse school family. We've used FLS's translation services for many years. Their work is always accurate, and they provide outstanding customer service!"

 Mona Taylor-Davis, Public Information & Marketing Manager, Montgomery Public Schools, AL

# **TASK**

Translate and update 75-page Code of Student Conduct in Korean and Spanish annually. Manual contains consent forms and graphics requiring translation and DTP. Final publishable copy provided and published on Montgomery County Schools website.

#### ACTION

In July, analyze text and graphics; prepare quote; translate, proof entire manual; provide final professional desktop publishing steps; deliver manuals by deadline for printing in early August.

## **RESULTS**

Professionally translated Code of Student Conduct in Korean and Spanish, which provides guidance and relevant forms for school activities and programs. This includes: health forms, field trips forms, absenteeism, student registration and the Career Academy application. Manuals provided each year at lowest cost possible by using state-of-the-art translation tools.

# Montgomery Public Schools Stats

- · 55 Schools
- · 30,322 Students
- 2,070 Hispanic
- 1.066 Asian/ Pacific Islander
- 293 Multi-racial
- 34 Hawaiian National
- Translation Partner since 2007
- More than 300,000 words translated
- Employed
   Translation Memory Management
   System to provide lowest cost possible
- Manuals in Spanish and Korean
- Speedy delivery to meet start-up of schools
- Same translation team since 2007

