

DET Translation Request Form		
Sender's Name		
VITS PIN		
School & Campus Name		
Telephone		
Email address for delivery		
PLEASE TICK ONE OF THE CATEGORIES (1 - 4)	Tick one only	Maximum words permitted per language (under credit line funding)
1. <b>Key item for newsletter</b> <i>(should provide important information which is relevant to the whole school community)</i>		500
2. <b>Notice</b> <i>(might include details of school enrolment, parent information meetings, requests for parental support)</i>		150
3. <b>Information on program/activity</b> <i>(might include details about whole school programs, learning support programs, student services or communication about individual students on areas such as careers, welfare or discipline)</i>		250
4. <b>Special School/Integration student report</b> <i>(reports for students attending special needs schools or students with special needs attending mainstream schools)</i>		500
Please allow a minimum of 5 - 7 working days for any translation request		
Language(s) Required		

1.		2.	
3.		4.	
5.		6.	

Website: [languageloop.com.au](http://languageloop.com.au)

7.		8.	
9.		10.	
<p>Please complete this request form and e-mail it with a copy of the material for translation to VITS LanguageLoop at the following e-mail address: <a href="mailto:translations@languageloop.com.au">translations@languageloop.com.au</a></p> <p>Translations in excess of the funded words require approval. Please email <a href="mailto:eal@edumail.vic.gov.au">eal@edumail.vic.gov.au</a> or call (03) 9097 7356</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>			