



## Interpretation & Translation Services - 2025-2026 School Year

Questions? Please contact Veronica Flores x6387

### **INTERPRETATION**

**Lydia Millican and Elias Resendiz,  
District Interpreters/Translators**

- IEP Meetings
- 504 Meetings
- SST meetings
- Parent Meetings
- Parent/Teacher Conferences

Please follow the steps listed below *in order*.

#### **Identifying & Securing Interpretation Services**

##### **District Interpreters (Spanish):**

1. Please visit [LMSVSchools.org/staff](https://lmsvschools.org/staff)
2. Select Interpretation Services - [Spanish](#) OR
3. Select Interpretation Services - [Other](#)

**For additional Spanish interpretation services requests, please email [interpreters@lmsvsd.net](mailto:interpreters@lmsvsd.net)**

**For languages other than Spanish, please use the Additional Interpreters below or Lingualinx.**

**Additional Interpreters**  
**(for communication, parent meetings, site support - scheduled in advance)**

**Sites reach out directly to those listed below. Please complete a timesheet for the interpreter and send it to Veronica Flores in Learning Support.**

- Interpreters will be compensated for the actual time worked, with no minimum time requirement on the timesheet.
- In the event of a meeting cancellation without prior notice, interpreters will be compensated for one hour.

Name	Phone	Email	Language(s)
Alla Harutyunyan	(619) 315-6701	mkhachaturyan@yahoo.com	Armenian Russian
Farah Noaman - by phone only	(619) 270-6844	farah.noaman@lmsvsd.net	Arabic
Rana Aiadi	(619) 792-7031	ranaaaiadi@yahoo.com	Arabic
Rasha Al hayani	(404) 906 4479	rashaalhayani885@gmail.com	Arabic
Najil Shammam	(619) 249-8627	nigelsh@gmail.com	Arabic
Naseem Yadago	(619) 655-8405	n.yadago@yahoo.com	Arabic Chaldean
Ramak Oujani	(858) 360-0735	ramakoujani@yahoo.com	Farsi
Yama Faizi	(202) 793-0240	yama.faizi@gmail.com	Pashto Farsi Dari
Sarah Atmar ( <i>only available Mon, Tues, Wed</i> )	(619) 259-1476	Sarah.neha24@gmail.com	Pashto Farsi Dari
Ronald Ernest	(619) 339-4265	ernestronald91@gmail.com	Haitian Creole French
Maria Malygina	(916) 420 7673	mmalygina@gmail.com	Russian
Daniel Airapetian	(619) 439-4236		Russian

**If none of the above individuals are available, and an in-person interpreter is needed, please contact Christine Stalker at x6210 or at [christine.stalker@lmsvschools.org](mailto:christine.stalker@lmsvschools.org) to provide information about the interpretation needs.**

# ADDITIONAL INTERPRETATION RESOURCES

## Interpretation Services

Lingualinx - an on-demand over the phone translation service for over 100 languages

- Please contact Christine Stalker at [x6210](mailto:christine.stalker@lmsvschools.org) or at [christine.stalker@lmsvschools.org](mailto:christine.stalker@lmsvschools.org) to provide information about the interpretation needs.
- ***Please utilize the options above (scheduling interpreters in advance, accessing the Apps above) before utilizing Lingualinx***

### Join by Phone



The number to access an over-the-phone interpreter is: **518-601-3339**

When you call, you'll be required to enter your unique PIN. **4990**

### OPI Instructions

1. Dial: **518-601-3339**
2. Enter your pin followed by the "#" sign
3. Speak clearly and at a steady pace for best accuracy.
  - a. Say the language (or)
  - b. You can utilize the quick dials, below, (or)
  - c. Use the keypad and spell the language
4. Provide the required information. Press 1 to confirm.

Your call will be connected to an interpreter. Any call under 30 seconds will not be billed.

### Quick Dials:

panish

andarin

- 3) Arabic
- 4) Vietnamese
- 5) Haitian Creole
- 6) Cantonese
- 7) Russian
- 8) Karen
- 9) Portuguese
- 10) Dari

# TRANSLATION

## **Site Translation Needs (School documents, parent correspondence, SST / 504 documents, etc.)**

1. Complete the [Translation Services Request Form](#) (document in need of translation must be uploaded with request).

The [Translation Services Request Form](#) is also available from our district's main website under staff resources.

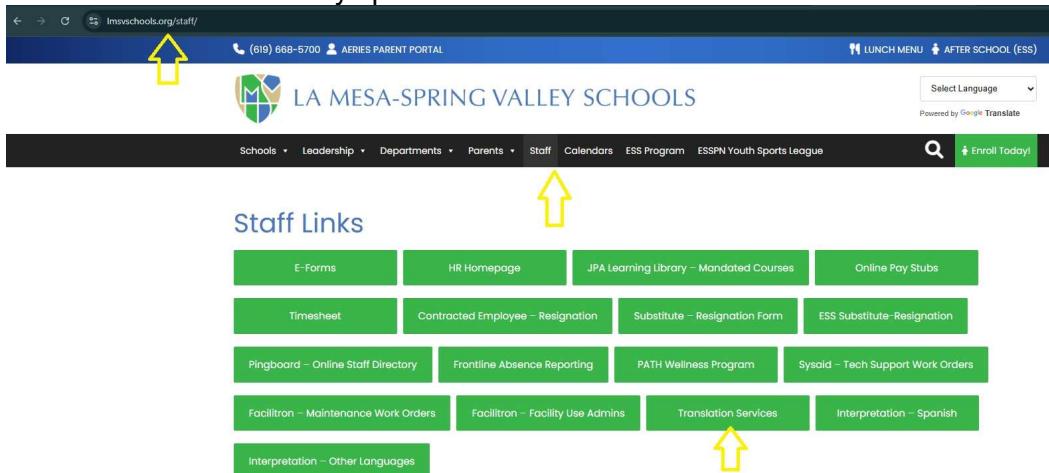
To request your document translation please visit:

1. <https://www.lmsvschools.org/staff/>
2. Click the [Translation Services](#) button to access the form
3. Complete the form and upload your file

Note:

- Editable files will facilitate maintaining original/desired format
- For languages other than Spanish avoid scanned documents or ensure high resolution

4. You will receive notification to confirm your translation request and be updated on
  - Number of files received
  - File/Document quality
  - Confirmation/Clarification of any special instructions



The screenshot shows the staff portal homepage with a navigation bar at the top. Below the navigation, there is a section titled "Staff Links" with several buttons. The buttons are arranged in a grid and include: E-Forms, HR Homepage, JPA Learning Library – Mandated Courses, Online Pay Stubs; Timesheet, Contracted Employee – Resignation, Substitute – Resignation Form, ESS Substitute- Resignation; Pingboard – Online Staff Directory, Frontline Absence Reporting, PATH Wellness Program, Sysaid – Tech Support Work Orders; Facilitron – Maintenance Work Orders, Facilitron – Facility Use Admins, Translation Services, Interpretation – Spanish; and Interpretation – Other Languages. The "Translation Services" button is highlighted with a yellow arrow. The "Interpretation - Spanish" button is also highlighted with a yellow arrow. The "Interpretation - Other Languages" button is also highlighted with a yellow arrow. In the bottom left corner, there is a red ribbon icon with the text "DON'T FORGET!"

**Bookmark:** <https://www.lmsvschools.org/staff/> for your Translation and Interpretation requests

## Other Translation Resources

- Google Translate App - text
- Talking Points App (translates to a number of languages not found in Google Translate) - text