



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
2. Select Interpretation Services - [Spanish](#) OR
3. Select Interpretation Services - [Other](#)

For additional Spanish interpretation services requests, please email 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@lmsvds.net	Arabic
Rana Aiadi	(619) 792-7031	ranaaiadi@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	ernewestronald91@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 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 or at 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.

Quick Dials:

- 1) Spanish
- 2) Mandarin
- 3) Arabic
- 4) Vietnamese
- 5) Haitian Creole
- 6) Cantonese
- 7) Russian
- 8) Koren
- 9) Portuguese
- 10) Dari

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

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 website <https://www.lmsvschools.org/staff/>. The header includes the phone number (619) 668-5700 and the AERIS PARENT PORTAL. The navigation bar lists: Schools, Leadership, Departments, Parents, Staff, Calendars, ESS Program, and ESSPN Youth Sports League. The 'Staff Links' section contains the following buttons:

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
Faciltron – Maintenance Work Orders	Faciltron – Facility Use Admins	Translation Services	Interpretation – Spanish
Interpretation – Other Languages			

A yellow arrow points to the 'Translation Services' button in the third row, fourth column of the grid.



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