



Bedford Public Schools

Interpretation/Translation Services Information

What is the difference between an interpreter and a translator?

An interpreter is a person who provides a verbal translation between people who speak different languages. Interpreters can be arranged for parent conferences, school meetings, or any other information that needs to be communicated to parents in a language they understand.

A translator is someone who translates a written document from one language to another. The English Language Education and Special Education Department can translate documents that will be used by several families and by more than one school.

For some purposes, the same people may provide both interpretation and translation services, however, translation and interpretation services are requested differently.

How do I request an interpreter?

If you need an interpreter, please email translations@bedfordps.org. Try to make your request as far in advance as possible, and you will receive confirmation on your request.

How do I request a phone translation?

If you need an interpreter to communicate with a family over the phone, please make your request by emailing: translations@bedfordps.org

How do I request a written translation?

If you need a written translation, indicate that on the Home Language Survey which is a form that you complete when enrolling in the district, and the school will automatically send you translated documents for progress reports and report cards.

If you do receive a document in English and wish to have it translated please email: carrie_powers@bedfordps.org and submit the document and indicate the language that you would like it translated into.