



## Ka ʻĪkoi Leo Request for Translation Form Hawaiʻi Community College

**Instructions:** Complete the first section of this form and submit related documents to the Ka ʻĪkoi Leo Chair. The Chair will route your request for approval and if a translator is available, we will notify you with the status of your request. Due to the number of approvals that must be obtained prior to translation services being performed, please submit your request at least 30 days before the translation is needed. The length of time to complete your request will depend on the length and complexity of the document being translated. Please email the Chair if you have any questions or need further assistance.

Requestor's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Description/purpose of request: The information you provide will assist the translator(s) in capturing the meaning of the words to be translated. Please attach additional pages, if necessary:

Date needed : \_\_\_\_\_

Submit request(s) to: Kuʻulei Kanahale, Ka ʻĪkoi Leo Chair at [kuulei.kanahale@hawaii.edu](mailto:kuulei.kanahale@hawaii.edu)

### KA ʻĪKOI LEO USE ONLY

Date Received: _____	by email [ ] in-person [ ] mail [ ]
Estimated hours needed: _____	Call for services sent: _____
Translator: _____	Date responded: _____
Paka: _____	Date responded: _____
Alternate: _____	Date responded: _____
Unable to translate, date e-mail sent: _____	

**Estimated Cost**

Translator	_____ per hour	x _____ hours	= _____
Paka	_____ per hour	x _____ hours	= _____
Total Cost			= _____
[ ] APPROVED		[ ] DENIED	

Date: \_\_\_\_\_ Signature \_\_\_\_\_

*Chancellor*

**Form 20A**

[ ] DC Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] VCAA/VCSA Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] Chancellor Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] HR Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_

**WC Form**

[ ] DC Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] VCAA/VCSA Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] Chancellor Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 [ ] HR Sent: \_\_\_\_\_ Rec'd: \_\_\_\_\_

Notes: