

**O'Donnell ISD Translation
Service Procedures
2018-2019**

O'DONNELL INDEPENDENT SCHOOL DISTRICT

The O'Donnell Independent School District does not discriminate in educational programs, activities or employment on the basis of race, color, national origin, sex, age, religion or disability.

Year after year, the need to communicate with parents becomes more self-evident. We all know how valuable the involvement of parents can be in our schools. When our students see their parents interested in coming to school, volunteering to help with PTA activities, or asking teachers how they are doing academically, it helps them to see the importance of their education. Communication is an important key to parental involvement and engagement. Translation services provide the parents with the educational opportunity to be more fully involved in their child's educational experience.

Translation Services

Written documents should be translated for a home in which no parent or guardian reads English where practicable. Translations will be provided upon request. When translated, the English copy should be on one side of the paper and the translation on the other side. Items that should be considered for translation are classroom and school documents that need a parent response or that a parent has a right to know. Examples may include:

- Manuals, brochures and flyers
- Newsletters, News Releases
- Report Card Narratives
- Meeting Handouts
- Instruction for special homework projects that need parent monitoring or input (no curriculum or copywrited material unless the proper permissions have been obtained)
- Classroom needs-requests to volunteer, lists of needs for celebrations, etc.
- Parent Letters or forms that need parent signatures
- School Messenger Scripts
- Health Information
- Discipline letters
- Student/parent surveys
- Course selection forms, registration materials

Guidelines for Translation Requests

- Requests can be made in person, through email or text.
- Work will be done in Word, Power point, or Excel format and will be returned in the same format.
- Send the FINAL version of your document only. Drafts will not be accepted.
- A minimum of 10 working days lead time is requested on most projects. Allow at least 6 working days for translations up to 5 pages. Longer documents could take from 2 to 4 weeks depending on the translator's workload at the time and on the complexity and length of the translation.

- Submit ONLY editable and unlocked formats. NO PDFs.
- Art work, certain captions, pictures, PDFs and other pieces that cannot be edited are not the responsibility of the translator.
- If the document is a brochure, please send just the text, as it is sometimes difficult to fit the translation into reduced spaces. You may then copy/paste the translation onto your brochure using the font size/style of your choice.
- Except in rare cases, and as a general rule, it will not be possible to comply with translation requests the same day or overnight.
- Translations will be prioritized. District and school-wide documents take priority over individual classroom or grade level projects.
- If the requested service is a revision of a previously translated document, attach a copy of the last version in Spanish and the final version in English with any changes highlighted, an electronic file showing tracked changes, a list of the edits, etc.
- We do not translate third party documents.
- If you have questions, contact Tonya Graham, Director of Curriculum at 806-428-3241.

The Request Process

- **Attach document(s)** – Attach the document(s) that need to be translated to an email message. *Include any previous version or translation if warranted.*
- **Send** - The document in a single email to the Director of Curriculum and Instruction for approval and forwarding to the interpretation service at tgraham@esc17.net.
- **Receive** – You will receive a confirmation email that translation services received your request and:
 - It has been approved for processing or
 - It has been denied along with the reason for denial
- **Translated Documents** – Will be sent back via email to the original requestor and any person copied in the original message.

ESEA P.L. Sec. 116 (b)(1) and (e)(5)

All information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, newsletter, parent meetings, and other required correspondence should be given in an understandable and uniform format, and to the extent practicable, in a language the parents can understand.

ESSA P.L. Sec. 1114(b)(1-5)

Provide access to the CIP to the LEA, parents, and the public. The campus must include locations where the LEA will make the CIP available (post office, student handbook, parent meetings). The CIP must be in an understandable and uniform format and to the extent practicable, provided in a language that the CIP identifies that the parents can understand and indicate languages in which the CIP is distributed.

ESSA P.L. Section 1116(b)(1)

The school will jointly develop with, and distribute to, parents and family members of participating children a written Parent and Family Engagement Policy. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. The policy shall be made available to the local community and updated periodically to meet the changing needs of the parents and the school.

34 CFR 300.503(c)

Notice in understandable language. (1)The notice required under paragraph (a) of this section must be (i) Written in language understandable to the general public; and (ii) Provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so.