

English Language Learner Division Translation Services 2019-2020

The English Language Learner Division's Translation Services office provides bilingual interpreters to assist schools in providing parents of students eligible for special education services, who speak a language other than English, with an understanding of the supports available for students.

To request an interpreter for one of the meetings listed below, go to <https://ccsdapps.net>. Log in using your AD login and password and select the Translate Pro app.

Available Translation Services

- Individualized Educational Plans (IEP).
- Multidisciplinary Team (MDT).
- Response to Intervention (RTI) Tier 3 Only.
- Section 504.
- Manifestation Hearings.
- Student Threat Assessment.
- Crisis Response.
- Compliance and Monitoring.
- Re-Entry.
- Clinics (Genetic, Neuro, etc.).
- CCF-555 (Parental Consent for Evaluation From Special Student Services).

Effective Use of an Interpreter: Before Meeting Recommendations

- Establish the interpreting technique that is most appropriate for the situation: simultaneous, consecutive or a combination of both.
- If there is information regarding the proceedings, which could affect interpreters' ability to effectively provide service, make them aware of it prior to the start of the meeting.
- If available, provide the interpreter with a draft of any documents to be discussed. This will allow the interpreter to scan the information before the meeting and identify any unfamiliar terms.

Effective Use of an Interpreter: During Meeting Recommendations

- Speak in first person and address comments to the parents, not to the interpreter.
- Pause after expressing each complete thought and allow for content to be interpreted.
- Monitor interpreters' body language. They will signal if you need to pause.
- Paraphrase document contents for the interpreter. The interpreter's function is to relay information provided by team members, not to sight translate what has been written.
- Maintain eye contact with the person being addressed.
- Monitor the listener's facial expressions and reactions for signs of confusion.
- Pause when school bells, sirens, announcements or other distracting noises sound.
- Avoid the use of slang, jargon, idiomatic or colloquial expressions.
- Do not use jokes or other attempts at humor. They rarely interpret well.
- Have only one person speak at a time.
- Do not engage in "sidebar" conversations unless you intend for them to be interpreted.

Gentle Reminders

- The interpreter can only perform functions related to the scheduled meeting.
- Per Compliance and Monitoring, bilingual translators/interpreters are not permitted to read or summarize parents rights. The teacher of record/local educational agency must explain the rights to the parents.

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Written Document Translation Procedures

If CCSD interpreters provide service at an IEP or MDT meeting, at the close of the meeting they will ask parent/guardian if they wish to have the report translated. If they do, interpreters will collect the information from the parent and submit a translation request. If Language Line is used, the teacher conducting the meeting may provide parents with a card containing information on obtaining a translation. NOTE: document translation is only available in Spanish.

Dates to Remember

<ul style="list-style-type: none">• July 24, 2019• August 22, 2019• September 16, 2019• October 30, 2019• December 19, 2019• June 10, 2020	Translation Services has mandatory staff meetings/training sessions. Please consider this when scheduling meetings which will require interpreters. They will <u>not</u> be available from 11:00 AM-4:00 PM on these dates.
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English Language Learner Division Contact:

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