

## Access to Interpreter/ Translator Services

All TUSD personnel who come into contact with Limited English Proficient (LEP) students and/or their families must be prepared to ensure access to any needed Interpreter/Translator services.

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### Limited English Proficient (LEP) Person

- **Definition:** LEPs are students or their parents/guardians who may have some ability to communicate in English but who lack the English fluency necessary to effectively communicate in English in all situations without the aid of an interpreter or translator

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## Scope of Service

- The right to access interpreter-translator services is limited to issues **beyond direct classroom instruction**, such as field trips, counseling sessions, newsletters, interscholastic activities, IEP meetings, student discipline, etc.

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## Two Important Lists

- The **Language Preference List** is a list of LEP persons at your school who've requested interpreter services; their names can be found in Mojave under "reports" or teacher class lists.
- The **Predominant Language List** indicates the languages qualifying for document translation, which currently are Arabic, Chinese, Kirundi, Kiswahili, Nepali, Somali, Spanish and Vietnamese.

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## School are responsible for...

- **Notifying** all LEP persons of their right to interpreter/translation services.
- **Identifying all** LEP parents/guardians who need services.
- **Providing** services for all reasonable communication needs.
- **Distributing** annual legal notices to all Predominant Language LEP persons.
- **Documenting** the services provided.

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## Staff Responsibilities

- Principals and school office staff will have the primary responsibility to notify, identify, and document interpreter/translator services for TUSD's LEP population
- However, **all** TUSD employees who come into contact with LEP students and their families are responsible for assuring that we **provide** interpreter/translator services when needed or requested

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## Notifying the Principal:

- Only the Principal or his/her designee has the authority to place an LEP person on the Language Preference List, or to remove that person from the list.
- Therefore, TUSD employees should notify the Principal or designee by e-mail or in writing when requesting that a name be placed on or removed from the list.

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## Know Your Contact Person

- The School's Office Manager is the designated point of contact for all interpreter-translator services at each school.
- Contact the office manager to request an interpreter or translator, but please submit such requests at least **four working** days in advance whenever reasonably possible.

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## How the Two Lists Overlap

- If the parents' indicated language on the **Language Preference List** is one that is also listed on the **Predominant Language List**, then the Principal must make sure that parents receive all legal notices, including FERPA, PPRA, & the Student Rights & Responsibilities Handbook, in the correspondingly translated version.

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## Overcoming Cultural Barriers

- **Never** allow a child or minor to act as an interpreter in any situation; it is unethical and strictly forbidden.
- **You** are responsible for taking the initiative when communicating with an LEP person; if cultural or language barriers get in the way of communication, it is your job to seek out an interpreter.

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