

APPENDIX VII – 25

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.

Schools are responsible for...

Notify

all LEP parents/guardians of their right to interpreter/translation services - Yellow Poster

Identify

all LEP parents/guardians who need services (Registration Form)

Provide

services for all reasonable communication needs (oral interpretations and or written translations or Sign Language)

Distribute

annual legal notices to all Predominant Language LEP parents/guardians (Registration Package)

Document

the services provided (Record of Event, Annual Report)

2014 – 2015 SY Annual Report

Categories	MARSHALLESE	AF-MAYMAY	ARABIC	ARABIC	ARA=CANCELLED	ASL	ASL=CANCELLED	BURUNDI	BUR=CANCELLED	CHINESE	CHINESE	CHI=CANCELLED	FARSI	FRENCH	FRE=CANCELLED	JAPANESE	KARENI	KIRUNDI	KIRUNDI	KIR=CANCELLED	KOREAN	KRA=CANCELLED	KUNAMA	LAOS	LAO=CANCELLED	NEPALI	NEPALI	PORTUGUESE	RUSSIAN	RWANDA	SOMALI	SPANISH	SPANISH	SPA=CANCELLED	SWAHILI	SWAHILI	TAGALOG	THAI	TIGRIGNA	VIETNAMESE	VIETNAMESE	Grand Total			
ASL						43	3																																				46		
ASL;GROUP EVENTS						26	4																																						30
CYRACOM								1					2			1	1						4						1								1		8				19		
EMERGENCY			2													1		1								2					1					1							8		
GROUP EVENTS			8							1									2							2			2	125			9	3						1			153		
GROUP EVENTS;IEP/MET/EVAL/CHILD FIND																														1													1		
IEP																						1																						1	
IEP/MET/EVAL/CHILD FIND	5		35		1			1	7				1	4	1	3		10		1	3	1		2	14		1	5	21	696		54	8					1	7			882			
IEP/MET/EVAL/CHILD FIND;IEP																														2													2		
IEP/MET/EVAL/CHILD FIND;PTC																																				1							1		
PHONE CALLS	9		58							9			1	4				54						4	14			4	24	7		15				3	2	7				215			
PHONE CALLS;PTC																																			1								1		
PTC	7	1	55		2					11		1	2		1			35		3	6				1	14			5	1	66	149		13	20			4	20			417			
PTC;Blue Category																		1																									1		
PTC;IEP/MET/EVAL/CHILD FIND																															1													1	
PTC;PHONE CALLS																														1														1	
REGISTRATION/OTHER	1		6							1								5			2					5				10	7		2							1			40		
SUSPENSIONS			1															3												3	25		3	1				2					38		
TRANSLATIONS	2		4	233						8	72		1						57								236	1	3	247		873		2	54					245		2038			
Grand Total	24	1	169	233	3	69	7	1	1	37	72	1	6	9	2	5	1	111	57	4	12	1	4	6	1	51	236	2	18	1	375	1013	873	79	54	54	1	7	13	36	245	3895			

Based on PHLOTE (Primary Home Language Other Than English) report
as Tuesday, September 2nd, 2015

LANGUAGE	ENROLLED
Spanish	7586
Arabic	285
*English	186
Somali	164
Swahili	138
Vietnamese	104

40th day September 30th, 2015

Tucson Unified School District

Meaningful Access- Interpretations/Translations Services

Language Acquisition Department

Interpreters:

District Interpreter:

- e-mail to schedule an Interpreter or call 225-4672 for emergencies
- 72 hours notice required
- Most languages available
- Services based on Language Preference List

Site Interpreter: Regular TUSD staff at your school who have taken the Interpreter training and been certified by TUSD

- Any uncertified staff who are interpreting need to get certified. Call 225-4672 to get more information
- Volunteers can assist at public events where no confidential information is being exchanged.
- Volunteers can assist with routine services

Telephonic Interpreter (CyraCom)

- Use in emergencies when no interpreter available
- **Notice required by e-mail or by phone**
- PIN Number is confidential; TUSD Administrators only
- Not for Spanish interpreters unless necessary
- Don't use this service without authorization

1. Dial **1-800-481-3293**
2. At the prompt, enter TUSD's account number: **50-10-17-154**
3. At the Prompt, enter PIN **2540**
4. Follow the voice prompt to select a language
5. Confirm your language choice by pressing '1.' You will hear "call is now being connected to the next available interpreter. Please hold."
6. You will now hear an Additional party prompt. Only follow this prompt if you need to add in a remote person (other than an interpreter) into the conversation, such as a family member at home.
7. After the interpreter answers, please give them your name, your title, the facility you are calling from as well as the reason for your call so they can assist you more effectively.
8. Let the interpreter know when you are finished and then hang up.

Cautions:

- The PIN is **confidential**.
- The PIN should remain in custody of the Administrator
- PIN not for private use
- PIN for district business only
- Telephonic Interpreter services are expensive. Use this service prudently.
- Avoid using CyraCom's services for **Spanish interpretation** services unless strictly necessary.
- Try to limit CyraCom's services for **emergencies** only or situations when it is impossible to schedule an interpreter in advance.
- CyraCom charges to the PIN are monitored centrally.

Interpreters/Translators:

District Translator:

- Only Official TUSD documents (applies limitations)
- No classroom materials or routine administrative materials
- Many important documents have already been translated, look for them under Intranet – Forms

Site Interpreter/Translator: schedule through Office Manager, only if someone at site available to do the work

- Only allowed to translate Routine Administrative materials
- CyraCom: not available for translations
- Contact 225-4672 if you need help getting a document translated

- Organize meetings by school and not by class;
- Identify your Bilingual Staff (Spanish)
- Arrange conferences by:
 - Language
 - By date
 - By time
 - And back-to-back
- Please, consider other days aside the official week; either a week before or a week after
- No guarantee Interpretation services for Group Events or Exceptional Ed. Events during this week due to the high demand for Interpreters

As soon as you complete your table, the deadline to submit your requests will be Friday, September 4th.

Important

If you have additional questions and/or comments, please
contact
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