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 | ARARIC | ASL | ASL=CANCELED | BURUNDI | BUR=CANCELED | CHINESE | CHI=CANCELED | FARTH | FAIRSI | FRENCH | FRE=CANCELED | JAPANESE | KOREAN | KIRUNDI | KIR=CANCELED | KOREN | KUNGNYA | KUNANA | LAOS | LAO=CANCELED | NEPALI | NEPALI | PORTUGUESE | RUSSIAN | RWANDA | SPANISH | SPANISH | SPACANCELLED | SWAHILI | SWAHILI | TAGALOG | THAI | THAI | TIGERBISHE | VIETNAMESE | VIETNAMESE |
|------------|-------------|-----------|--------|--------|-----|-------------|---------|-------------|---------|-------------|-------|--------|--------|-------------|---------|--------|--------|-------------|-------|---------|---------|-----|-------------|--------|--------|-------------|--------|---------|---------|--------|---------------|--------|--------|-------------|-----|-----|
| ASL        |             |           |        |        | 43  | 3           |         |             |         |             |       |        |        |             |         |        |        |             |      | 3       |         |     |             |       |        |             |    |     |
| ASL;GROUP EVENTS |             |           |        |        | 26  | 4           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| CYRACOM    | 2           | 1         | 2      | 1      | 4   | 1           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| EMERGENCY  |             |           |        |        | 1   | 2           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| GROUP EVENTS |             |           |        |        | 8   | 1           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| GROUP EVENTS;IEP/MET/EVAL/CHILD FIND |             |           |        |        | 8   | 2           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| IEP        |             |           |        |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| IEP/MET/EVAL/CHILD FIND;IEP |             |           |        |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PHONE CALLS |             |           |        |        | 9   | 58          |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PHONE CALLS;PTC |             |           |        |        | 9   | 1           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PTC        |             |           |        |        | 1   | 55          |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PTC;Blue Category |             |           |        |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PTC;IEP/MET/EVAL/CHILD FIND |             |           |        |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| PTC;PHONE CALLS |             |           |        |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| REGISTRATION/OTHER |             |           |        |        | 1   | 6           |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| SUSPENSIONS | 1           | 3         |       |        |     |             |         |             |         |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |
| TRANSLATIONS |             |           |        |        | 2   | 4           | 233     | 3           | 68      |             |       |        |        |             |         |        |        |             |      |         |         |     |             |       |        |             |    |     |

| Grand Total | 24 | 1 | 169 | 233 | 3 | 68 | 1 | 1 | 37 | 72 | 1 | 8 | 9 | 2 | 5 | 1 | 111 | 57 | 1 | 42 | 1 | 4 | 6 | 1 | 51 | 236 | 2 | 18 | 1 | 375 | 1013 | 873 | 78 | 54 | 1 | 7 | 13 | 36 | 245 | 3895 |
Based on PHLOTE (Primary Home Language Other Then English) report as Tuesday, September 2\textsuperscript{nd}, 2015

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>ENROLLED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
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</tr>
<tr>
<td>Arabic</td>
<td>285</td>
</tr>
<tr>
<td>*English</td>
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</tr>
<tr>
<td>Somali</td>
<td>164</td>
</tr>
<tr>
<td>Swahili</td>
<td>138</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>104</td>
</tr>
</tbody>
</table>

40\textsuperscript{th} day September 30\textsuperscript{th}, 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 is 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 is 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

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VII - 25, p. 5

5
• 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