



District Translation Procedure

Under the Every Student Succeeds Act, certain documents are required to be in an “understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.” [ESSA 1114 (b)(4)] The US Department of Education does not define what is practicable; therefore, the purpose of this document is to explain the translation procedures established as practicable by Mansfield ISD. The Mansfield ISD will make a sincere effort to communicate with parents who do not speak English in order to provide the best education for their child. Translating everything in writing is cost prohibitive and not feasible, so often oral translation is the best method.

District Responsibility

In Mansfield ISD, decisions about translations are under the direction of the supervisor of the Department of Language Acquisition. The supervisor maintains translators who are employees of the district as well as contracts with outside agencies. The supervisor decides the best method to deliver the translation whether it be written, oral, or the request may be denied. Decisions are based on the language needed, how soon the translation is needed, the cost of the project, and the importance of the document. In some cases, the request may be sent back to the campus to translate with bilingual campus staff. The department supervisor has the ultimate say as to the best method of translating the document.

Campus Responsibility

The campuses with bilingual/dual language programs are responsible for translating materials in English and Spanish for instruction or parent outreach. Curriculum materials that are not unique to the campus may be translated at the district level as part of the curriculum and assessments used across all dual language campuses. When any campus in MISD has a request for a language for which they have no bilingual staff available, the campus should contact the Department of Language Acquisition. Instructions to call the language hotline will be provided to the campuses.

Written Translations

It is not feasible to translate all documents in writing for all of the languages spoken in MISD. Some highly-important and frequently-used documents will be translated in the top 3 languages spoken in the district. Other requests are made by the Department of Language Acquisition. In most cases, it is more practical to have the documented translated orally upon request, especially for languages other than Spanish.

List of Documents

The following documents will be translated at a minimum in English and Spanish with other requests done orally by meeting with the parent or community member upon request.

District Report Cards

District Enrollment Documents
Student Health Forms
Free/Reduced Lunch Applications
State Standardized Testing reports (STAAR, End of Course)
District Parent and Family Engagement Policy
Plan on a Page (dual language campuses only)
District or Campus Improvement Plan (translated orally upon request)
Title I Home School Compact (Dual Language campuses only)
Title I Campus Parent and Family Engagement Policy (dual language campus only)
District Code of Conduct
District Student Handbook
Field trip permission form
Volunteer Application
District Translation Procedure (top 3 languages)
ARD meeting documents (translations handled by the Department of Special Education)

To Request Translations

Call the Department of Language Acquisition at 817-299-4381