



INTERPRETATION* SERVICES: PROCESS FOR REQUEST

- ❖ Before requesting interpretation, [check Synergy](#) to confirm the “**communication home language**” and **contact the family to confirm** language and the need for an interpreter.
- ❖ Do not ask any student to interpret or translate for a parent/guardian. BSD is required to provide competent adult interpreters to communicate with parents. For more info: [OSPI Website](#)



Timeline for Requests

Chinese Mandarin Simplified and Spanish

- Minimum 3 business days advance notice

Any other language including sign language:

- Minimum 5 business days advance notice but recommend 2 weeks to ensure interpreter is available.

IEP meetings:

- Minimum 2 weeks advance notice

- The following meetings must be communicated in the primary language of the parent/ guardian, including but not limited to:
- Enrollment
 - All special education meetings
 - All Section 504 meetings
 - Child study meetings
 - Intervention/Re-engagement/Discipline
 - Attendance/Truancy
 - Graduation

REQUEST FOR INTERPRETATION

Do you need an **Interpreter IMMEDIATELY?**

- ❖ Use the **ILA device** (machine interpretation)
 - ❖ Ask your school’s or department’s Language Access Liaison how to request your ILA device.
- ❖ Use **LanguageLine** (human phone call interpretation)
- ❖ Or use **Microsoft Translator or Teams** for short and NOT confidential information.

Do you need an **IN-PERSON Interpreter ?**

Check the [Approved BSD Interpreters & Translators List](#) of Interpreters. Is someone available?

⚠ ONLY BSD INTERPRETERS can be hired.



Add your request into the “Interpretation Request System”.

- BSD interpreters are paid \$35 per hour from school/department budget.
- Qualified BSD staff are paid extra time for interpretation

Fill out the [payment timesheet](#) with the administrator approval and send to your Office Manager or your Language Access Liaison for payment (MUNIS).

For Special Education needs, parents should make request through their child's case manager. Staff, please refer to Special Education Handbook.



Contact one of our [Approved Outside Agencies](#). Send the invoice to your Office Manager or your Language Access Liaison for payment (MUNIS).

TRANSLATION* SERVICES: PROCESS FOR REQUEST

REQUEST FOR TRANSLATION



Timeline for Requests

For Chinese Mandarin Simplified, Spanish and Arabic translations that are **3 pages or less**:

- minimum 5 business days advance notice.

For other languages or/and translations more than 3 pages:

- Directly contact [Approved BSD Interpreters & Translators List](#)
- If there is no BSD translator available, contact one of our [Approved Outside Agencies](#)
- Two weeks advance notice recommended.

BUDGET
Be sure you have budget allocated for translations

INSTRUCTIONAL MATERIALS Only Spanish, Mandarin Simplified and Arabic

- ❖ Teachers must send their requests to a **CURRICULUM DEVELOPER** for approval.
 - ❖ Document must be **EDITABLE**
 - ❖ Requests must include the **LANGUAGE** (Spanish, Mandarin Simplified or Arabic) and **DUE DATE**
- ❖ The Curriculum Developer will forward the approved request to the Language Access Coordinator who will coordinate the translation and send the translated document to the Developer.
- ❖ The Developer will send the translated document to the teacher.

The Language Access Coordinator will gather a [payment timesheet](#) and administrator approval. The Office Manager will process the payment (MUNIS).

MLL DEPARTMENT WORK

- ❖ Send the request to the **LANGUAGE ACCESS COORDINATOR**
 - ❖ Document must be **EDITABLE**
 - ❖ Requests must include the **LANGUAGE** and **DUE DATE**
- ❖ The Language Access Coordinator will coordinate the translation and send the translated document to the requester.

The Language Access Coordinator will gather the [payment timesheet](#) and administrator approval. The Office Manager will process the payment (MUNIS).

NON-INSTRUCTIONAL MATERIALS (Parents communications, Vital Documents,...)

- ❖ Use **LANGUAGE WEAVER** for machine translation (not for vital documents).
- ❖ For human translations or proof reading, contact [Approved BSD Interpreters & Translators List](#) to check availability and request their services (\$25 hour).
- ❖ Qualified BSD staff are paid extra time for translations from school/department budget.
⚠ ONLY BSD TRANSLATORS can be hired.

Translators need to fill out a [payment timesheet](#) and send to the Office Manager or your Language Access Liaison for payment (MUNIS).

If there is no BSD translator available, contact one of our [Approved Outside Agencies](#):

- ❖ Always ask for **TWO quotes**.
- ❖ Send the invoice to your Office Manager for payment (MUNIS).

Procedure 4218 Exhibit a- request for interpretation and translation

*Translation: the written words of one person are communicated to others in writing in a different language.
BSD is working on an automatized Translations Request System (Launch planned for winter 2024)