

Language Access Notification – Interpretation and Translation Services

We can help you in your language!

Please let us know if you need an interpreter or a document translated into your language—at no cost to you.

¡Podemos brindarle asistencia en español!

Por favor háganos saber si necesita un intérprete o un documento traducido a su idioma. Este servicio es gratuito.

Мы можем помочь вам с переводом на русский язык!

Сообщите нам, если вам нужен устный перевод или перевод документа на ваш язык—бесплатно для вас.

Chúng tôi có thể giúp quý vị bằng tiếng Việt!

Xin cho chúng tôi biết nếu quý vị cần thông dịch viên hay cần phiên dịch tài liệu qua ngôn ngữ của quý vị—được miễn phí.

我們可以用中文向您提供幫助！

請告訴我們您是否需要我們向您提供免費口譯員服務或將文件翻譯成您使用的語言。

Matutulungan ka namin sa Tagalog!

Mangyaring ipaalam sa amin kung kailangan mo ng isang interpreter o ng isang dokumentong tinatagpuan sa iyong wika—nang walang kahalagang bayaran.

한국어 지원 서비스가 제공됩니다!

통역사가 필요하거나 귀하의 언어로 번역된 문서가 필요하시다면 저희에게 알려 주십시오. 부담하지는 비용은 없습니다.

Ми можемо надати вам інформацію українською мовою!

Якщо вам потрібен переклад або переклад того чи іншого документа українською мовою, просимо повідомити нам про це—послуга безкоштовна.

يمكننا مساعدتك باللغة العربية!

يرجى إعلامنا إذا ما كنت بحاجة إلى مترجم فوري أو إلى ترجمة مستند إلى لغتك، دون تكلفة عليك.

Waxaan kugu caawin karna Soomaaliga!

Fadlan noo sheeg haddii aad u baahan tahay turjubaan ama in dokumentaaga laguugu turjubaano luqaddaada—iyadoo aanay wax kharash ah kaaga bixin.

Access Bellevue School District’s Services with Interpretation or Translation

Language Lines

Español (425) 456-4254	русский (425)456-4280	Tiếng Việt (425) 456-4284	中文 (425) 456-4282	한국어 (425) 456-4283	日本語 (425) 456-4281
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Language Access Resources for Families

Parents have a right to receive important information from schools in a language they can understand. Bellevue School District must provide interpretation and/or translation services, when needed, to communicate with parents who have limited English (including parents with limited speaking, listening, reading or writing fluency in English).

More information on Language Access Rights can be found at the following links:

- [Amharic](#)
- [Arabic](#)
- [Cambodian](#)
- [Chinese](#)
- [English](#)
- [French](#)
- [Hindi](#)
- [Japanese](#)
- [Korean](#)
- [Marshallese](#)
- [Punjabi](#)
- [Romanian](#)
- [Russian](#)
- [Samoan](#)
- [Somali](#)
- [Spanish](#)
- [Tagalog](#)
- [Telugu](#)
- [Tigrinya](#)
- [Ukrainian](#)
- [Urdu](#)
- [Vietnamese](#)

You can receive a copy of the district’s language access policy and procedure in any school or district office. You can also read them online here: [Policy 4218- Language Access Plan, Procedure 4218 P Language Access Plan, Exhibit A Request for Interpretation and Translation](#)

Tips for Parents/Families

If you need interpretation or translation to understand information from your child's school or to communicate with your child's school:

- Ask for an interpreter at the school's front desk, or ask if the staff person can get an interpreter on the telephone using *LanguageLine Solutions*.
- Call the school's main phone number and ask for an interpreter;
- Send a short email (in English or in your own language) asking for someone to call you, with an interpreter, to plan a meeting or talk about a question or concern.

Example email to request an interpreter:

Dear Teacher (or Principal, Counselor, Nurse):

My name is ____ I am the parent of _____. I want to talk with you about my child. Can you please call me with an interpreter? My phone number is: _____. Thank you.

- If you receive a written notice, an email, or other document in English and you do not understand it, ask the person who sent it for a translation into your language.
- If the person cannot provide a full written translation in time, ask to meet with a school staff person and an interpreter to have the document orally translated, with enough time for you to take notes.

If you have questions, or need help getting interpretation or translation, contact:

- Your child's Principal;
- The Bellevue School District Language Access Coordinator at languageaccess@bsd405.org

These Are Your Rights!

Under state and federal civil rights laws, you have the right to access information in your language. Please know that the school may not retaliate against you or your child for sharing concerns or filing a complaint.

Concerns and complaints

If you have concerns about the school's interpretation or translation services—or if you were not offered an interpreter or translation you needed—you have several options.

1. **Talk with your principal or a school employee you are comfortable with.** A discussion with your school principal is often the best first step to address your concerns. Explain what happened, and let the principal know what they can do to help resolve the problem.
2. **Talk with your school district.** You can also contact the Bellevue School District's Civil Rights Compliance officer Nancy Pham at (425) 456-4040 or phamn@bsd405.org to share your concerns.
3. **Ask for help resolving your concerns.** You can also contact these agencies for more information about your rights or for assistance to resolve your concerns.

Equity and Civil Rights Office
Office of Superintendent of Public Instruction
360-725-6162 | www.k12.wa.us/equity

Office of the Education Ombuds
1-866-297-2597 | oeo.wa.gov

4. **You can file a complaint.** To file a complaint, explain what happened in writing—in any language—and send it to the district by mail, email, or hand delivery. Make sure to keep a copy for your records.

Within 30 calendar days, the district will investigate your complaint and respond to you in writing. More information about your complaint options are online here:

