Language Access Notification – Interpretation and Translation Services

Access Bellevue School District’s Services with Interpretation or Translation

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.
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: