



LIVERMORE
SCHOOL DISTRICT

Livermore Valley Joint Unified School District

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Guidance For Limited English Proficient Parents/Guardians on Requesting an Interpreter or Translation of Documents

September 20, 2021

Introduction

The purpose of this Guidance is to ensure that, consistent with the law and to the fullest extent practicable, parents and guardians who speak languages other than English are provided translation and interpreting services, when necessary. Translation and interpreting services allow families of other language backgrounds to fully participate in the education of their children by receiving communication of high quality, equal to the communication provided in English to other families. To the extent practicable, families with limited English proficiency shall be provided opportunities to participate equally in Livermore Valley Joint Unified School District (the “District”) and school programs and activities, and should have full access to and understanding of the education process.

Upon entry to the District, parents/guardians complete the Home Language Survey, which informs the District of the language most frequently spoken at home and the language that the child first used when he/she first began to talk. This information provides the District with data on how many families with limited English proficiency are part of the District. Generally, to determine the need for interpreter or translation services for limited English proficient students and parents/guardians District and school staff will refer to the District’s student databases which will indicate the parent’s/guardian's primary language as reported on the Home Language Survey.

Certain documents will automatically be translated into a parent's/guardian's primary language when the primary language is not English. However, there are also instances when you, as the parent/guardian, may request an interpreter for a meeting or request additional documents to be translated into your primary language.

Written Translation

Translation is the conversion of written information from one language into equivalent information in another language.

1. Translation of School or District Documents: When 15 percent or more of the pupils enrolled in any particular school site speak a single primary language other than English, all notices, reports, statements, or records sent to parents school-wide, shall, in addition to being written in English, be written in such primary language, and may be responded to either in English or the primary language.
2. Parent/Guardian Request to Translate: If you would like a specific document translated into your primary language, it is recommended you follow these steps:
 - Complete the Request for Document Translation and/or Interpreter Form (attached here) and submit it to the appropriate staff member (noted below). If you need any assistance, District staff can assist you in filling out the appropriate form.
 - Special education documents: Submit the Form to your child's program specialist to request a translated copy of the document (i.e. IEP)
 - Section 504 documents: Submit the Form to your child's Section 504 Coordinator to request a translated copy of the document (i.e. Section 504 Plan)
 - Other documents: Submit the Form to the Executive Assistant to the Principal at your school site to request a translation of the document.
 - Upon receipt of your Request for Document Translation and/or Interpreter Form, a District staff member will review the Request, obtain an estimated date for completing the Request, and promptly notify you of the date on which it expects to provide you the translated document(s).
 - Please note that depending on the volume of requests and the length and nature of the document(s) you are requesting to be translated, it may take anywhere from one week to four weeks for you to receive the translated document(s). At any time in which you are awaiting a translated copy, the District can arrange for someone to meet with you to review the document in your primary language if you would like. You may contact the District staff member to whom you submitted your Request to make such arrangements. If the expected completion date is more than four weeks after you submitted your Request, the District also will offer to arrange for someone to meet with you to review the document(s) in your primary language while you await a translated copy.

Interpreters

Interpretation relies on the spoken word. It refers to the process of orally rendering communication from one language into another language.

1. The District will provide an interpreter when necessary to enable parents or guardians to understand communications with District staff, including but not limited to, the following examples:

- IEP team meetings
 - Section 504 meetings
 - Parent-teacher conferences
 - Communications concerning student progress
 - Communications concerning student discipline
 - Communications concerning Student Study Team meetings and referral, assessment or placement related to IEP and Section 504 meetings
2. Parent/Guardian Process to Request an Interpreter: It is recommended that parents/guardians request an interpreter by adhering to the following process:
- Complete the Request for Document Translation and/or Interpreter Form (attached here) and submit it to the appropriate staff member (noted below). If you need any assistance, District staff can assist you in filling out the appropriate form.
 - IEP meetings: Submit the Form to your child's program specialist to request an interpreter at your child's IEP meeting.
 - Section 504 meeting: Submit the Form to your child's Section 504 Coordinator to request an interpreter at your child's Section 504 meeting.
 - Other meetings/activities: Submit the Form to the Executive Assistant to the Principal at your school site.
 - At least two (2) weeks' advance notice is recommended for IEP meetings, Section 504 meetings, parent-teacher conferences, and major community events. Failure to provide at least two (2) weeks advance notice will not result in a refusal to provide you an interpreter, and the District will use best efforts to make interpreter services available in a timely manner.
 - Failure to complete this form will not result in a refusal to provide you with an interpreter. The District will work to respond timely to oral and email requests, and recommends that oral requests be made to your child's program specialist, Section 504 Coordinator, or Executive Assistant to the Principal at your child's school site .
3. Generally, students will not be used as interpreters for formal or official information.

Please note all translations and interpreting services will be provided to parents/guardians free of charge.

For additional information or any assistance with requesting translations and/or interpreting services, please contact the Executive Assistant to the Principal at your school site.