



## Richland County School District One International Welcome Center

2612 Covenant Rd.  
Columbia, SC 29204

Phone: 803-212-1475  
email: paul.spence@richlandone.org

Hours of Operation  
Monday-Friday: 8:00 AM-12:00 PM

### Services provided to language-minority families, Multilingual Learners Students, and schools.

International Welcome Center staff will:

- Welcome all language-minority parents and provide them with basic information about services available to meet their students' needs.
- Assist parents in completing documents required for compliance with OCR and Title III regulations. Key district documents are available in five (5) languages.
- Assess the language proficiency of all new limited-English proficient (LEP) students using the WIDA-ACCESS Placement Test.
- Assign students to schools based on WIDA screener results. Use grade placement procedures as required by state mandates.
- Prepare packet for school. The packet is placed in students' permanent files. This process assists schools in officially documenting services provided to English language learners (ELLs) in the event of a state or federal audit.
- Provide emergency Spanish/English or English/Spanish interpretation. If school personnel need to communicate orally with Spanish-speaking parents, school staff may call the International Welcome Center at 212-1475 and request assistance.
- Translate simple, non-official communications from English into Spanish (notes about field trips, school events, etc.).
- Coordinate official interpretation and translation services for school staff in most languages the district ESOL families represent.
- Support parent orientation activities.