

SCHOOL COMMUNICATIONS PROGRAM
TRANSLATION OF DISTRICT PUBLICATIONS

GBB
(REGULATION)

TRANSLATION OF
DISTRICT
DOCUMENTS AND
PUBLICATIONS

This administrative regulation describes the process for the translation of District documents and publications. The guidelines are as follows:

- All documents distributed by the District for the purpose of informing the general public and stakeholders District-wide will be provided in English and any other language for which the District is required to offer a bilingual program under 19 TAC Chapter 89 Subchapter BB. These documents may include, but are not limited to, press releases, announcements, web postings, and Board meeting minutes.
- Any documents translated from English to Spanish for District-wide distribution must be reviewed and approved by the Department of Bilingual, ESL and LOTE Instruction. These documents must be provided to the Department for review a minimum of 2 business days prior to the intended release date. In cases where information must be disseminated immediately in order to ensure student safety, every effort must be made to follow existing translation review procedures while at the same time ensuring that as many District families as possible have timely access to the information.