RICHLAND ONE
WORLD LANGUAGES & MULTILINGUAL LEARNER PROGRAMS

To:	School Principals and District Department Leaders
From:	Chelsea Szajka, Spanish Interpreter for Richland One School District
Through:	Paul Spence, Coordinator of International Programs Dr. Kevin Hasinger, Executive Director of Secondary Education
Date:	July 16, 2025
Re:	District Spanish Interpreter
Attachments:	Interpreter Request Form

Dear Principals and Department Leaders,

I want to take a moment to introduce myself to you. My name is Chelsea Szajka (pronounced "sigh-kuh"), and I am the new Spanish interpreter for our school district. I am dedicated to supporting our community's diverse linguistic needs and bridging the language gap for our Spanish speaking families. These families often face significant challenges in navigating the educational system due to language barriers, cultural differences, and unfamiliarity with local policies and procedures. My goal is to facilitate communication between staff and families, and students in our district.

As the sole Spanish interpreter responsible for the entire district, I want to clarify the scheduling process to ensure smooth and efficient use of our resources. Please note that appointments will be scheduled first come, first served with IEP, 504 and official meetings taking precedence. Requests for interpreter(s) should be submitted at least one week prior to the scheduled meeting time using the digital request form.

For emergency situations, please contact me at 803-540- 6621 or 803-212-1475 ext. 85230. Please note that while I will strive to personally fulfill requests sent to me, there will be times where scheduling overlaps, and I may not be available. Richland One has provisions for these circumstances as well through Language Line services. This is a service available to all 52 schools in our district. The Language Line service is a valuable resource that provides instant access to professional interpreters who can assist in over 240 languages, ensuring clear and accurate communication between our staff and non-English speaking students, parents, and community members. Please see the translation and interpretation memo sent out previously for more details.

I am eager to collaborate with each of you to contribute to the district's mission of providing exceptional educational opportunities for all students. Please feel free to reach out to me at chelsea.szajka@richlandone.org. I look forward to meeting and working with each of you.

Sincerely,

Chelsea Szajka

Request form: https://forms.office.com/r/E5VGUQSG1h