KELLER ISD	Key Strategic Priority: 1,2
ADMINISTRATIVE REGULATION	Learning
TRANSLATION - CAMPUS	EHB(R3)

Spanish and Vietnamese Bilingual Campus Translators/Interpreters are responsible for the following campus translations:

- Campus initiated communications
- Campus administration approved teacher communications
- Campus PTA newsletters

The bilingual campus administrator is to determine the campus designee for translations. Campus designee must submit a writing sample to the Language Acquisition Department for verification of language proficiency. Once sample is verified then Human Resource's process is followed for the designated personnel to receive the translation stipend.

Campus translations for languages other than Spanish:

- Refer to the administrative regulation for Translation-District EHB(R2) for procedure