ROBERTS ROAD ELEMENTARY

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Campus and District Translation and Interpretation Procedures

Waller ISD is aware of the crucial role that parents, guardians, and families play in the education of their children. The district and all campuses encourage partnerships in order to share the responsibility of educating our students.

Waller ISD offers translation and interpretation services to ensure meaningful language access for students and parents so they may have an active role in the student's education. This procedure is created to ensure that English learners and parents who speak languages other than English are provided appropriate translation and interpreting services, to the extent practicable, so that families of diverse language backgrounds may fully participate in the education of their children. The Waller ISD Communications and Multilingual Departments coordinate written document translations and support to campus for newsletters, flyers, calendars, and general parent communications. Waller ISD will ensure vital documents are written in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand; and, upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent.

How does Waller ISD decide what gets translated or interpreted at the campus or district level?

Waller ISD collects information about student, home, and correspondence languages from parents/guardians through Skyward to identify both student and guardian language needs. When 10% or more of families indicate a correspondence language other than English, the campus or district provides translated documents in that language. Parents or guardians who speak a language other than English may also request translation or interpretation services for school-related communications at any time by following the procedures outlined below.

Parent/Family Procedures to Request Translation/Interpretation Services

Parents/guardians may request translation of a document or interpretation services by:

- Contacting their child's teacher by email or phone.
- Contacting their child's campus by phone.
- As an alternative contact, parents/guardians may reach out to the district Family Engagement Liaison, Adela Cornejo, for assistance at acornejo@wallerisd.net or by phone at 936.310.6564.

What items are currently translated on a campus/district?

Written translations: Automated calls, student handbook, letters, campus-wide emails, permission slips, newsletters, campus event flyers, special population/intervention forms, parent calendars, reminder notes, fundraiser information, campus and district information (family engagement policies, compact for learning, notification of teacher qualifications, notification of uncertified teacher), field trip forms, district assessments, and any communication in writing to the public.

Oral interpretations: Parent nights/meetings, conferences, ARDs, 504/RtI meetings, LPACs, teacher contacts, awards assemblies, incoming 6th/9th grade night, NAC parent night, curriculum nights, and any event that involves speaking. Campus/district can utilize translator headsets from Adela Cornejo by emailing at acornejo@wallerisd.net. Interpretations for a school function, event, special education services, disciplinary hearings, student-led conferences, or meetings in general must be addressed through the campus, and they will work to ensure appropriate interpretation is provided.

Internal Procedure for Campus Translation Requests

1. All documents must be school and/or district-related and approved by the immediate supervisor.
2. Approved documents should be sent to the Multilingual Director via e-mail at jalvarad@wallerisd.net. A reply will be sent as confirmation of reception.
3. All documents needing translation must be e-mailed 7 business days in advance of the deadline of submission, or 10 business days before CBA or Benchmark administration.
4. All documents must be in an editable Microsoft Office or Google format without locks or restrictions.
5. jpg or png files inserted into the document with labels or names will be kept as is and its translation will be embedded in the paragraph or in a text box.
6. For inquiries, campus staff can contact the Multilingual/ESL Department at 936.310.6571.

Internal Procedure for District/Department Translation Requests

1. All documents must be school and/or district-related and approved by the immediate supervisor.
2. Approved documents should be sent to the Communications Department via e-mail to **both** smarcus@wallerisd.net and karellano@wallerisd.net. A reply will be sent as confirmation of receipt.
3. All documents needing translation must be emailed 7 business days in advance of the deadline for release, with the exception of urgent/emergent events/announcements.
4. All documents must be in an editable Microsoft Office or Google format without locks or restrictions.
5. For inquiries, district/department staff can contact the Communications Department at 936.372.4039.