

## Notification of Translation and Interpreter Services

Dear Parent/Guardian:

Welcome to Bentonville Schools! We are pleased to inform you that all families with children in the Bentonville School District have access to translation and interpreter services. These services are available at no cost to you. These services are available only to support communication about your child's education and will only be provided for school-based communication. Your family is eligible for translation and interpreter services regardless if your child is or is not receiving English language development services coordinated through the ESL Center.

We encourage you to take advantage of translation and/or interpreter services if you prefer to communicate in a language other than English. Although we primarily offer Spanish language services, we can provide translation and interpreter services for a variety of languages as needed.

To request translation of printed communication to or from the school, such as a letter or email, contact Madai Polanco at [mpolanco@bentonvillek12.org](mailto:mpolanco@bentonvillek12.org) or at 479-254-5034.

To request an interpreter for a school-related phone call, meeting, conference, or event contact Madai Polanco at [mpolanco@bentonvillek12.org](mailto:mpolanco@bentonvillek12.org) or at 479-254-5034.

To speak with someone in Spanish about a question or a concern, contact the bilingual ESL Center staff:

**Madai Polanco**

[Mpolanco@bentonvillek12.org](mailto:Mpolanco@bentonvillek12.org)

479-254-5034

We ask that you make every effort to request translation or interpreter services two weeks in advance of the date the service is needed. Late-notice and emergency requests will be accommodated to the best of our ability. We look forward to supporting your communication needs this year.

Sincerely,



**ESL Center Staff**

Phone: 479.254.5034

1002 SE 14th Street  
Bentonville, AR 72712

**Bentonville Schools**  
*Where Excellence Lives*