



To: School Principals and District Department Leaders
From: Paul Spence, Coordinator of International Programs
Through: Dr. Kevin Hasinger, Executive Director of Secondary Education
Date: July 6, 2026
Re: Translation and Interpretation Services

Dear Principals and District Department Leaders,

To comply with the Office of Civil Rights and Title III, all schools and departments must ensure:

- **All parent communications are translated**, and
- **Interpreter services are available** for families who speak languages other than English.

At a minimum, all official documents shared with the public or sent to parents must be provided in **both English and Spanish**. Document translation guidance can be found in the attachments below.

Budget and Purchase Orders

- Each school has **\$2,000** in its general budget to open purchase orders with approved translation and interpretation vendors.
- **Departments** must request a **budget transfer** from the International Welcome Center (IWC) to open their own purchase orders.
- Use **budget code 311100** and follow standard procurement procedures.

See attachments for a list of approved vendors.

Required Actions by August 3, 2026:

1. Open a PO for **Language Line Solutions** (for over-the-phone interpretation) to avoid ratification.
2. Open a PO for at least one other vendor for in-person interpretation or document translation.
3. Ensure your billing **and** your operations contact is up to date with LanguageLine to avoid missing invoices.

The school should keep a log to track usage of LanguageLine and other interpretation vendors. A sample is attached below.

Contact the International Welcome Center at iwc@richlandone.org or 803-212-1475 for any questions or support.

Additional Information

- The district has [a Spanish Interpreter](#) on staff that can be scheduled.
- Train relevant staff on how to use these services and ensure bookkeepers understand the procedures.
- Visit the **Multilingual Learner/Title III** [district webpage](#) for more guidance.

For questions or support, contact: **Paul Spence**, Coordinator for World Language and Multilingual Learner Programs.

Attachments:

[Translation and Interpretation Checklist](#)

[Document Translation Guidance](#)

[Translation and Interpretation Approved Vendors](#)

[LanguageLine – Schedule A](#)

[LanguageLine – Log Template](#)