Language Access Plan

Communication with families in a language they can understand provides a foundation for students' academic success and creates a welcoming community. Southwest West Central Service Cooperative (SWWC) is committed to communicating meaningfully with all families we serve to provide any and all school-related information and foster mutually beneficial, collaborative partnerships. This Language Access Plan is intended to mitigate language barriers so that families can make informed decisions in their children's education.

Language Access Rights

If you are a parent or guardian of a student in public schools and your dominant language is not English, you have the following rights established by federal law:

- School districts must have a process for identifying your language needs.
- Schools must provide information in a language you understand.
- School districts must provide effective language assistance to you, such as by offering translated materials or a language interpreter.
- Schools must provide you with language assistance even if your child is proficient in English or you have some English proficiency.
- Schools must provide translation or interpretation from appropriate and competent individuals and may not rely on or ask students, siblings, friends, or untrained school staff to translate or interpret for you.
- Language assistance must be free to you.

🔗 Fact Sheet: Information for Limited English Proficient (LEP) Parents and Guardians and for Schools and School Districts that Communicate with Them

Language Identification Procedures

SWWC will determine parent/guardian language needs through the following procedures:

1. **Enrollment Survey**: Upon registration, parents/guardians will identify their preferred language and method of communication. This survey is translated into the following language(s), common in our community:
    a. Spanish
    b. Others as needed

    Enrollment staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork if needed.

2. **Student Information System**: The preferred language and method of communication of parents/guardians will be visible to all staff in JMC.
3. **Preferred Language Lists:** Administrative Assistants will distribute preferred language lists to classroom teachers upon request.
4. **Teacher Communication:** Teachers are encouraged to inquire about communication preferences in their own communication with families.

Tools and Resources to Provide Language Access

See the Appendix for a list of language access resources.

School staff will use the following resources aimed at removing language barriers for families in our school community.

Resource	Description/Procedures	When to Use
Professional Document Translation	Translated copies of district documents are available on the SWWC website in the following languages: ● Spanish To request document translation, contact Orlando Ortíz at 507-337-2941. orlando.ortiz@swwc.org	● Formal documents requiring signature from parents ● Frequently circulated documents such as: registration and enrollment forms, student code of content, report cards, etc.
Professional Interpreter 🔗 Working with Language Interpreters: Information for Teachers	The Multilingual Learner Program Coordinator maintains a list of qualified interpreters that can be contracted to provide language assistance. **District-specific example:** Staff can request translation services by filling out the “Interpreter Request Form” at least two weeks in advance of the date the interpreter is needed. Fees for service are paid by the school/district with the interpreter paid as a vendor. SWWC Interpreter/Translator Services	● District-wide initiatives or meetings ● Parent/teacher conferences ● MTSS/Child Study/IEP Meetings

Resource	Description/Procedures	When to Use
TransAct ParentNotices	TransACT provides written forms or notices required by ESSA, translated into: Spanish, Arabic, Hmong, Russian, Somali, Vietnamese, and Karen All Minnesota districts and charter schools can utilize the TransACT website with free access. Individuals within the district can activate their free account at https://minnesota-doe.parentnotices.com	● Required ESSA parent notifications
Multilingual Staff *Note: Students, siblings, friends, and untrained staff members are not considered qualified translators or interpreters, even if they are bilingual.	Multilingual staff may be asked to provide language assistance if they are proficient in the target language, have knowledge of specialized terms or concepts needed for the task in both languages, and are trained in the role of an interpreter or translator*.	● Family engagement events ● Phone calls home
Telephone Interpretation Services	SWWC utilizes the University Language Line and WCIS Language Line. Both resources are used on an as needed basis and are on-demand telephone interpretation service that offers access to interpreters in various languages. University Language Line: 952-224-5600 WCIS Language: 320-235-0165	● Phone calls home ● Parent/teacher conferences

Resource	Description/Procedures	When to Use
Communication Platform(s)	School or classroom communication platforms often have capabilities to send messages in multiple languages. SWWC encourages the use of in person, email, virtual, or telephone for classroom communication.	● Notification of upcoming events ● Newsletters ● Reminder texts to parents

Dissemination

This plan will be published on the SWWC website.

SWWC will take a multi-stakeholder approach to communicating with families about their language access rights and the resources available to them.

- **Building Admin Assistants** are responsible for providing all families with a copy of this Language Access Plan as part of the enrollment process.
- **Director of Member Engagement** will link the Language Access Plan in school-wide communications including newsletters and announcements.
- **Site Administrators** are responsible for sending communications in families' preferred language, according to the preferred language list maintained by Admin assistants.
- **Classroom teachers** will share the Language Access Plan in beginning-of-the-year communications. Classroom teachers are also responsible for sending communications in families' preferred language, according to the preferred language list maintained by Admin assistants.
- **English Language Development staff** will share language access information at all informational meetings held for families of multilingual students.

Training on the Language Access Plan is provided to all teachers annually by Site Administrators in August during regularly scheduled professional development or staff meetings.

To request additional training or review procedures for effectively working with interpreters, staff should contact the district contact listed below, their school administrator, or building ELD teacher.

Continuous Improvement

This policy will be reviewed annually by the Multilingual Language Coordinator to ensure its effectiveness and alignment with evolving needs and best practices.

District Contact

A Multilingual Language Coordinator is available to answer questions regarding language access.

Regina Magedanz, regina.magedanz@swwc.org

For questions regarding language needs of specific students or families, contact your school's Multilingual teacher.

Appendix: Language Access Resources

Professional Document Translation Resources (Minnesota)

- Orlando Ortíz - SWWC
- MDE Translated Documents
- Minnesota Translations
- JR Language Translation Services, Inc
- The Bridge World Language Center
- Global Translation and Interpreter, LLC
- University Language Center
- Parent Resource Center

Professional Interpreter Resources (Minnesota)

- Orlando Ortíz - SWWC
- University Language Center
- Interpreters in Minnesota
- Minnesota Department of Health Interpreter Search
- Parent Resource Center

Interpreter Training Resources

- Staff Development and Resources for Spoken Language Interpreters and Cultural Liaisons
- National Accreditation of Educational Translators and Interpreters of Spoken Languages
- American Translators Association
- How to Work Effectively with Interpreters

Telephone Interpretation Services

- Orlando Ortíz - SWWC
- The University of Arizona
- ATA
- Propio
- Multilingual Solutions
- Language Scientific
- Lexikeet Language Services
- Dialog One
- LanguageLine Solutions

Communication Platforms with Multiple Languages

- Talking Points

Have additional resources to share? Please contact Amber Bruns.