



Legal Alert

Translation and Interpretation Services

New Board Policy and Administrative Guidelines

Translation and interpretation services allow parents who speak languages other than English to fully participate in the education of their children.

English learners and parents who speak languages other than English must be provided translation and interpreting services, when necessary. See Board Policy 5124 and Administrative Regulation 5124.

When Are Translation and Interpretation Services Required?

1. District-wide documents used by all schools over a number of years are “universal documents.” All universal documents must be translated by Central Office Staff into the five primary languages spoken in the District (English, Spanish, Chinese, Vietnamese, Cambodian and Arabic). Examples of universal District documents include: The Parent Guide, Options (school choice) information, Parental Involvement Policy, Special Education Handbook, Uniform Complaint Procedures and Forms, DELAC meeting notices and minutes, DAC meeting notices and minutes, 504 Handbook and Free/Reduced Lunch Information.
2. In addition, any document or communication about a specific student sent to a parent or guardian, including documents about school related activities, such as field trips, after school activities, testing and safety related information, must be translated into a language the parent or guardian can understand, regardless of the percentage of students in the school or District who speak that language. Interpretation or translation must be provided in the following situations:
 - a. Parent-teacher conferences
 - b. Communications concerning student discipline, including suspension and expulsion, and disciplinary hearings
 - c. Communications concerning student progress, including telephone calls and meetings between parents/guardians and teachers or counselors
 - d. All communications concerning referral, assessment or placement of students for special education, including SST, IEP and Section 504 meetings and Individualize Family Service Plan (IFSP) meetings

Site Administrators must provide or arrange for translation and interpretation services, or if requested by the parent/guardian.

Children Shall Not Be Used To Translate Except in Emergency

Except in an emergency, where there is a clear and imminent danger, children should not be used as interpreters. A minor child may only be used as an interpreter for informal communication when there is no risk that confidential information may be disclosed.

Who To Contact If You Have Questions

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