



## Summary of Legal and Contractual Expectations on Translation Services

*This informational overview is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.*

OPSB expects all charter schools to comply with Title VI of the Civil Rights Act of 1964, ESEA Sec. 1111, ESEA Sec. 3116, ESEA Sec. 1112, and BESE Bulletin 111 Chapter 40, related to ensuring adequate services are provided to Limited English Proficient families so that they have meaningful access to information.

<b>Summary Overview of Translation Service Expectations*</b>	
<b>Identification</b>	<ul style="list-style-type: none"> <li>• A Home Language Survey must be provided in school registration packets in a language the parent and/or legal guardian can understand.</li> <li>• Parent language assistance needs, as identified by the Home Language Survey, must be entered in PowerSchool or other student information system.</li> <li>• Schools should share with relevant <u>school staff</u> a list of parents requiring language assistance services.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Schools should share information on translation services to <u>families</u> in the following ways:               <ul style="list-style-type: none"> <li>○ Available translation and interpretation services should be communicated via the school's website, student/parent handbook, and school newsletter.</li> <li>○ A sign or notice stating "Free Language Assistance Available upon Request" written in various languages must be posted in front office and other visible areas.</li> </ul> </li> </ul>
<b>Translation Service Delivery</b>	<ul style="list-style-type: none"> <li>• For delivery of translation services, schools should:               <ul style="list-style-type: none"> <li>○ Utilize only approved, competent, and trained translators and interpreters</li> <li>○ Develop a school level process for providing Language Assistance Services for parents/guardians</li> <li>○ Develop and make available a school-site Language Assistance Request Form</li> <li>○ Maintain an updated database of LEP parents/guardians needing language assistance service in PowerSchool</li> <li>○ Mandate and train staff to use PowerSchool for tracking and to report language assistance services</li> <li>○ Assist identified parents in setting up their accounts in Parent Portal in PowerSchool</li> </ul> </li> </ul>

Reference(s): Title VI of the Civil Rights Act of 1964, ESEA Sec. 1111, ESEA Sec. 3116, ESEA Sec. 1112, BESE Bulletin 111, Chapter 40.

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