

## BUSD Interpretation/Translation Service Summary

Three Interpreters/Translators (Spanish, Vietnamese, Chinese) work mornings at the district office. They provide services for parents who need primary language assistance throughout the district. Interpreters are also needed for pre-arranged conferences in the afternoons and evenings throughout the school year. Therefore, our Interpreter/Translators are flexible with their hours.

### A. Interpretation

1. Itinerant to 13 school sites
  - Emergencies (behavior, health, safety)
  - Parent conferences
  - IEP meetings
  - SST meetings
2. District office support (walk-in)
  - Enrollment
  - School transfer
  - Lunch program
  - Clarification of letters parents receive
3. District & site meetings
  - Expulsion hearings
  - SARB
  - ELAC meetings
3. Hotline
  - Parents leave messages and contact numbers
  - Interpreters return calls and assist
4. Communication through NTI System
  - Reminder from site principals for specific school events
  - Notification of district meetings
  - Announcement of community events
5. Home visit:
  - Special Education students
6. Contracted Services
  - Hands-On
  - AACI (Lao)
7. Other BUSD Staff support (Punjabi & Tagalog)



## B. Translation- Communication to parents

### 1. District letters

- School monthly newsletter (3 critical points)
- Workshop flyers
- CELDT Parent Notification Letter

**Boletín**

### 2. District documents

- Enrollment packet forms
- IEP report summaries
- Expulsion Hearing reports
- Report Cards & ELD Progress Profiles (initials and revision)

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### 3. School documents

- Flyers
- Announcements
- Signs

*Newsletter*

### 4. BUSD Web site

- Superintendent's message
- CBET classes information

## C. Training

### 1. SCCOE training by HOLA

### 2. In-house training

- Two hour session (by an experienced interpreter)
- Practice using "Talk & Listen" kit
- Observation (IEP/SST meetings)
- On-going support