

Translation Procedures in Franklin-McKinley School District

Written:

We have both a Spanish and Vietnamese contact that we send our translations to. They are paid at the rate of \$12/hr.

Oral:

At the District Office we have 2 Spanish and 1 Vietnamese District Liaisons.

- One of the Spanish Liaisons and the Vietnamese Liaison are primarily involved in IEP meetings at the school sites. They are also available for translation during parent conferences.
- The other Spanish Liaison is primarily in charge of primary language testing. However, she is also available to assist schools during parent-teacher conferences.

Because we do not have enough liaisons to cover all conferences, sites also contact translators during parent conferences at the rate of \$12/hr.