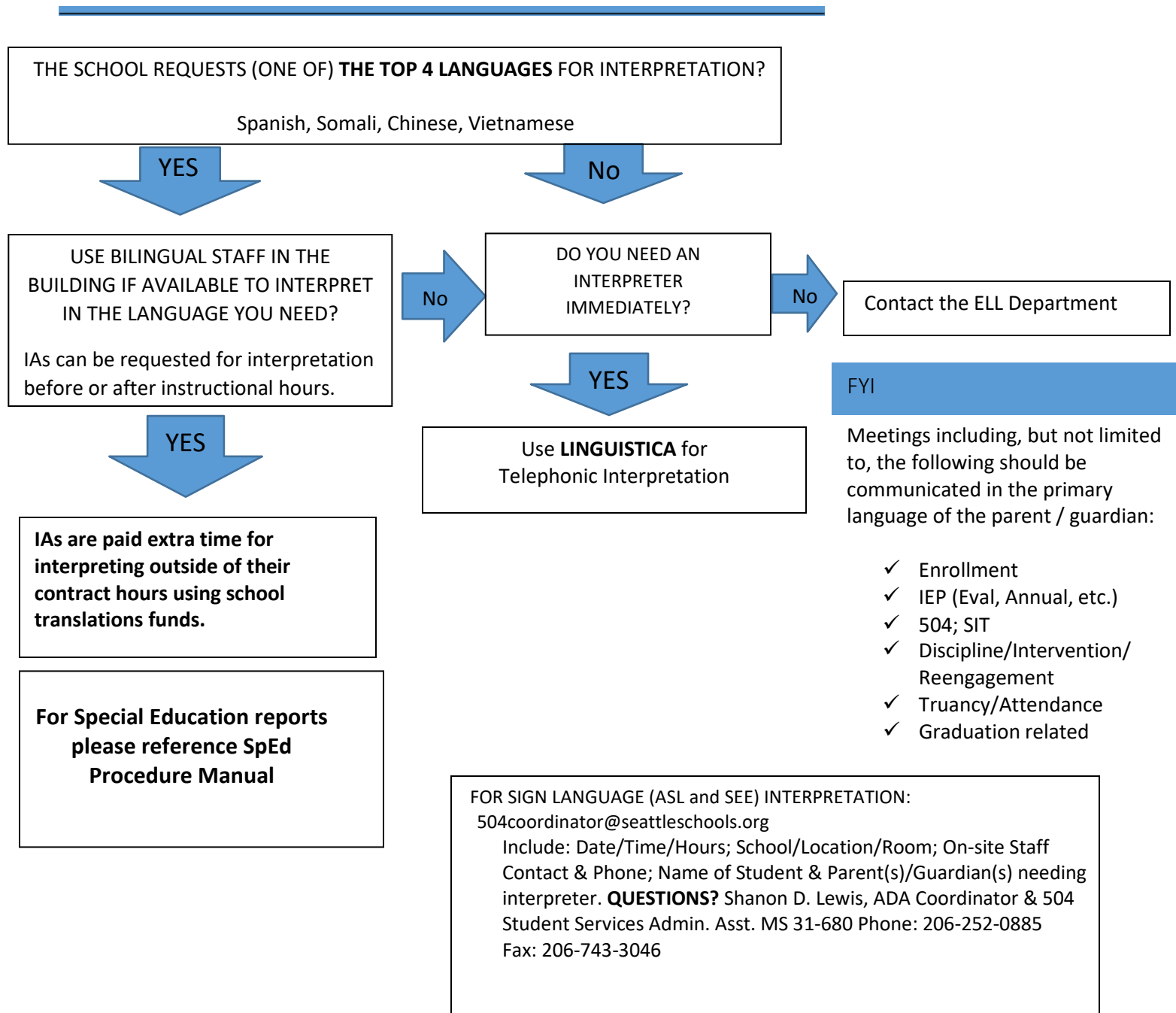


TRANSLATION AND INTERPRETATION: THIS IS OUR **INTERNAL PROCESS** THAT SEATTLE PUBLIC SCHOOLS (SPS) FOLLOWS

INTERPRETATION - THE PROCESS BY WHICH THE SPOKEN WORD OR SIGN IS USED TO TRANSFER MEANING FROM ONE LANGUAGE TO ANOTHER

TRANSLATION - THE PROCESS BY WHICH IDEAS AND INFORMATION EXPRESSED IN WRITING ARE TRANSFERRED FROM ONE LANGUAGE TO ANOTHER



**TIMELINE FOR A SCHOOL TO REQUEST**

Relative to the date of service:

**Minimum 3 days advance notice for: SPANISH, SOMALI, VIETNAMESE, AMHARIC, OROMO**

**Minimum 5 days advance notice for: ARABIC, CHINESE, TAGALOG, TIGRIGNA**

**Minimum 2 weeks advance notice for: IEP Meetings**

**OTHER LANGUAGES:**  
Recommended 2 weeks advance notice for referral to outside agency

**FYI**

Meetings including, but not limited to, the following should be communicated in the primary language of the parent / guardian:

- ✓ Enrollment
- ✓ IEP (Eval, Annual, etc.)
- ✓ 504; SIT
- ✓ Discipline/Intervention/ Reengagement
- ✓ Truancy/Attendance
- ✓ Graduation related

**FOR SIGN LANGUAGE (ASL and SEE) INTERPRETATION:**

504coordinator@seattleschools.org

Include: Date/Time/Hours; School/Location/Room; On-site Staff Contact & Phone; Name of Student & Parent(s)/Guardian(s) needing interpreter. **QUESTIONS?** Shanon D. Lewis, ADA Coordinator & 504 Student Services Admin. Asst. MS 31-680 Phone: 206-252-0885 Fax: 206-743-3046