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

THE SCHOOL REQUESTS (ONE OF) THE TOP 4 LANGUAGES FOR INTERPRETATION?

Spanish, Somali, Chinese, Vietnamese

YES

USE BILINGUAL STAFF IN THE BUILDING IF AVAILABLE TO INTERPRET IN THE LANGUAGE YOU NEED?

IAs can be requested for interpretation before or after instructional hours.

YES

USE LINGUISTICA for Telephonic Interpretation

IAs are paid extra time for interpreting outside of their contract hours using school translations funds.

NO

DO YOU NEED AN INTERpreter IMMEDIATELY?

NO

Contact the ELL Department

YES

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? Shannon D. Lewis, ADA Coordinator & 504 Student Services Admin. Asst. MS 31-680 Phone: 206-252-0885 Fax: 206-743-3046

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