Section 1112 (e)(4); 1114(b)(4); 1116(f) state that information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

Joaquin Independent School District

11109 US Highway 84 East, Joaquin, Texas 75954
Telephone (936) 269-3128 Fax (936) 269-3615
Web Page www.joaquinisd.net
Ryan Fuller, Superintendent
Email rfuller@joaquinisd.net

Joaquin ISD Translation Policy/Procedure

Purpose

Joaquin Independent School District (ISD) recognizes the vital role that parents, guardians, and families play in the education of their children Joaquin ISD encourages partnerships between the district administration, schools, and families in order to share the responsibility of educating our students.

To that end, this policy is created to ensure that English learners and parents who speak languages other than English are provided with appropriate translation and interpreting services, to the extent practicable, so that families of diverse language backgrounds may fully participate in the education of their children. Joaquin ISD will ensure important documents are written in an understandable and uniform format, and to the extent practicable, provided in a language parents can understand; and, upon request by a parent who is an individual with a disability, provided in an alternative format accessible to that parent.

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Identification of Language Needs

The District will collect, upon initial enrollment, from parents/guardians a Home Language Survey to determine both student's and parents' language needs. The survey will be provided to every household [English and Spanish.]

Additionally, even if they are not identified by the Home Language Survey, parents who speak a language other than English may request translation and interpretation services for school-related communications at any time, following the **Procedures for Requesting Translation/Alternate Format** listed below.

Interpretation and Translation

Oral interpretation is provided for families whose primary language is a non-written language, to the extent practicable, in order to provide language-accessible information. Written translation is provided of important school documents in Spanish. Written translation will be provided for other requested languages as needed and requested to the extent practicable.

Online translation is available on the district website via Google Translate.

Procedures for Requesting Translation/Alternate Format

Additionally, parents, staff, and students may access translation services or alternate formats for school-related purposes in any of the following ways:

- Request at the school or district office.
- Call Jennifer McCann at 936-269-3128 ext 221 during school hours.
- Email a request to Jennifer McCann at jmccann@joaquinisd.net.

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