

Alvord Elementary Campus Translation Procedure

Alvord ISD

Under the Every Student Succeeds Act (ESSA), certain documents are required to be in an understandable and uniform format and, “to the extent practicable”, provided in a language that the parents can understand.

Required at a minimum:

Campus Improvement Plan
Written Parent and Family Engagement Policy

Required to meet the intent and purpose of the law:

School Parent Compact
Academic Report
Meeting Notices

The USDE has not defined the phrase “to the extent practicable.”

Alvord ISD currently provides:

- translation services during all schoolwide meetings
- translation services as requested by parents, administration, teachers or support staff
- includes the following statement in English and Spanish on documents

If you need assistance or have any questions about this document, please contact:

Dr. Brown, ALVORD ISD Superintendent

ph. 940-427-5975 or email rbrown@alvordisd.net

Translation services are available.

All campuses will have access to staff and/or parent volunteers that are able to translate for parents on an as needed basis. A list of those staff are attached.

Alvord ISD has the following procedure to determine if documents must be translated into written form or if oral translation “services” will suffice.

Campus Level: If all of the following reaches a **20%** level for a specific language then the above listed documents will be translated into a language that the parents can understand.

1. **20%** Home Language Survey indicates that another language is SPOKEN in the home.
2. **40%** LEP (Limited English Proficiency) percentages as reported on PEIMS

The following statement will be added to the Home Language Survey.

Do you or any family member living in the home SPEAK/READ another language other than English?

*If yes, which language is SPOKE/READ? ___ Spanish ___ Vietnamese
___ German ___ other: please specify: _____*

