



SCHOOL LEVEL TRANSLATION/INTERPRETATION SERVICES POLICY

The CMSD policy for providing parents bilingual interpreter/ translation support by district employees is as follows as per Ohio Civil Rights action OCR Docket 15-08-1276:

Parents in need of interpreter/translation support can also be identified on E-School Plus on the summary page and the Cle-LEP screen. Please pay close attention to both the Home and Native Language sections. If either one is not English, then an oral interpreter and/or translation is required.

Student Summary

ID: 209038872 Building: Buhrer Dual Language Grade: 01  

Registration Information

Status: Active	Calendar: Regular	Age: 6
Gender: Male	House/Team: Team 12	Birthdate: 2/16/2010
Counselor:	Sec. Homeroom:	Home Language: Spanish
Homeroom: 171	Sec. HRM Teacher:	Native Language: Spanish
HRM Teacher: Fuentes, S.		
Nick Name:		

Written translations or oral interpretation are provided by bilingual administrators, teachers, and or bilingual classified instructional aides. Parents identified on the LEP Parents Assistance Roster will be provided interpreter support during all parent conferences, IEP or ETR conferences, and parent meetings.

Principals of Bilingual Program Schools should insure that staff assigned to the school is available to support parents during all conferences, or meetings. Principals of other schools should coordinate conferences or meetings with LEP parents, whenever possible, during dates and times itinerant bilingual instructional aides are scheduled to the school.

All schools that need interpreters/translators of a language not spoken among the current school employees available, or do not have bilingual assigned staff at the school or office must contact the Multilingual Education Office to request the support at least **10-15 business days prior to the event**. In cases of emergency, email or call the Multilingual Office and we will make every effort to accommodate your needs. Please note that all requests, need to be



Multilingual Multicultural Education Office

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submitted to our department email Multilingual@ClevelandMetroSchools.org. If you have any questions, please contact Maribelle Guzman, Translations Coordinator at 216-838-6981 or email Maribelle.Guzman@ClevelandMetroSchools.org. **Please note that a Principal and/or District Administrator signature is required on all forms. Oral interpretations and/or written translations will be completed regardless of whether the parent completes and/or signs the form.**

Procedures for Oral Interpretation for Multilingual Schools

Buhrer Dual Language, Clark, Joseph M. Gallagher, Marion Seltzer, Luis Muñoz Marin, Scranton, Walton, Thomas Jefferson, Lincoln-West Campus, John Marshall Campus, Max Hayes, James Ford Rhodes.

Step 1 - School looks on E-School and identifies translation needs.

Step 2 - Bilingual staff member will perform the oral interpretation.

Step 3 - Bilingual staff member will complete the Oral Interpretation Documentation Form signed by the translator.

Step 4 - Bilingual staff member will place the completed (must include all signatures) inside bin provided by the Multilingual Office

Step 5 - Translations Coordinator will collect these documents the first week of every month.

Schools with Bilingual Itinerant Staff:

Step 1 - School looks on E-School and identifies translation needs.

Step 2 - Bilingual staff member will perform the oral interpretation.

Step 3 - Bilingual staff member will complete the Oral Interpretation Documentation Form signed by the translator.

Step 4 - Bilingual staff member will scan and e-mail the completed form to e-Multilingual Office e-mail address stated above.



Non-Multilingual Sites & CMSD Departmental Requests

All requests are made through department email
(Multilingual@ClevelandMetroSchools.org)

Staff will complete, scan, and e-mail the Oral Interpretation Request Form **10-15 business days prior to the event.**

Translations Coordinator will coordinate bilingual staff to perform interpretation.

Bilingual staff will complete the Oral Interpretation Documentation Form with all signatures.

Bilingual Staff will scan and e-mail the completed form with all required signatures within 24 hours of the service.

Procedures for Written Translations

Only for IEP's, ETR's, and other documentation pertaining to Hearings and Appeals.

Step 1

- School sends the *Parent Request Form for Translation*
- An Administrator Signature is required without parent signature

Step 2

- Please scan and e-mail the completed & signed form along with the IEP/ETR to Multilingual@ClevelandMetroSchools.org

Step 3

- Multilingual Office will e-mail the completed translation back to the principal or designee.
- **Please allow 10-15 business days for completion.**
- Next day IEP/ETR translation is not an option, this process takes time to complete since we all depend on external partners.



Oral Interpretation Documentation Sheet

This Form Is Required for Oral Interpretation of any source, especially IEP, ETR, 504, and Hearings & Appeal Meetings
Este formulario es requisito para traducciones orales, especialmente para reuniones de PEI, Evaluaciones, Plan 504 y audiencias y apelaciones

Student's name (Nombre del Estudiante): _____ CMSD ID#: _____

School (Escuela): _____ Grade (Grado): _____

Reason for Oral Interpretation: _____ Language (Idioma): _____

Parents/Guardian (Padres o Guardián): _____

Name of Translator: _____ Date of Translation: _____

Parent/Guardian Signature (Firma): _____ Date (Fecha): _____

Translator Signature: _____ Date: _____

Principal Signature: _____ Date: _____

"The translation of these particular forms is being offered as a good faith means of supporting parent engagement and understanding in the IEP/ETR/Hearing process and is not a requirement under 34 CFR 300.322. Timelines for translations will depend upon availability of translators" ("La traducción de estas formas particulares es ofrecida como un medios de buena fe en apoyo a los padres comprometidos y comprendiendo el proceso del PEI y no es un requisito bajo 34 CFR 300,322. Las fechas para las traducciones dependerán de la disponibilidad de los traductores")

Scan/email this form with the completed document to
Multilingual@clevelandmetroschools.org

OFFICE USE ONLY
(PARA USO DE LA OFICINA SOLAMENTE)

Translation completion Date: _____

Name of Translator: _____

Verified by: _____ Date: _____



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Oral Interpretation Request Form

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Student's Name _____ CMSD ID#: _____

School / Department: _____ Grade: _____

Reason for Oral Interpretation: _____ Language Needed: _____

Name & Title of the Person Requesting Oral Interpretation: _____

Date Oral Interpretation Needed: _____

Name and Address where Meeting will take Place: _____

Please specify any other Pertinent Information: _____

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Assigned Interpreter: _____

Translation completion Date: _____

Name of Translator: _____

Verified by: _____ Date _____



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Written Translation Request Form

Translation of Individualized Education Plan (IEP) or Evaluation Team Review (ETR)

(Solicitud de Padres para la traducción del Programa Educativo Individualizado (PEI) o del Informe del Equipo de Evaluación (IEE))

Student's name (**Nombre del Estudiante**): _____

School (**Escuela**): _____ Grade (**Grado**): _____

I (**YO**) _____ request the translation of my child's (**solicito la traducción de mi hijo/a**)

IEP (**PEI**) ETR (**IEE**) to be translated into (para traducirlo en) _____
Language (**Idioma**)

Parents/Guardian (**Padres o Guardián**): _____

Address (**Dirección**): _____

Phone (**Teléfono**): _____

Relationship to the student (**Relación con el estudiante**): _____

Please check one:

_____ I wish to have this document translated _____ I do not wish this document to be translated

Parent/Guardian Signature (**Firma**): _____ Date (**Fecha**): _____

Intervention Specialist/Psychologist Signature: _____ Date: _____

Principal Signature: _____ Date: _____

"The translation of these particular forms is being offered as a good faith means of supporting parent engagement and understanding in the IEP process and is not a requirement under 34 CFR 300.322. Timelines for translations will depend upon availability of translators" ("**La traducción de estas formas particulares es ofrecida como un medios de buena fe en apoyo a los padres comprometidos y comprendiendo el proceso del PEI y no es un requisito bajo 34 CFR 300,322. Las fechas para las traducciones dependerán de la disponibilidad de los traductores**")

Scan/email this form with the completed document to Multilingual@clevelandmetroschools.org

**OFFICE USE ONLY
(PARA USO DE LA OFICINA
SOLAMENTE)**

Submission to translation Date: _____

Translation completion Date: _____

Submission to the Requesting School/Department Date: _____