



SCHOOL LEVEL TRANSLATION/INTERPRETATION SERVICES POLICY

(Revised July 2017)

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 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 submitted to our department email Multilingual@ClevelandMetroSchools.org. If you have any



Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."



questions, please contact Maribelle Guzman, Translations Coordinator at 216-838-6981 or email Maribelle.Guzman@ClevelandMetroSchools.org. **Please note that Principal, Administrator, Department Administrator signature is required on ALL forms.**

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 and parent.

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 and parent.

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 has parent fill out the ***Parent Request Form for Translation***
- Note - Translations will not be performed without the completed form
- **An Administrator Signature is Required**

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.