

Request for Translation and Interpretation Services

Parent's/Guardians' Name

Address

Contact Information

Principal's Name

School Name

School Address

Re: Student Name and Date of Birth: _____

Date:

Dear Superintendent/Principal _____,

I am a parent/guardian of the above referenced student who attends _____ School in _____ District, or an individual writing on behalf of the aforementioned parent/ family member (*relationship to parent/family member:* _____). I am writing to request that all information regarding this child's education be provided to the parent/family member in the _____ language, and that a qualified interpreter be present at meetings concerning this child, so that the parent/family member can participate fully in all meetings and decision-making regarding the child's academic and social progress and educational needs. To date, the parent/family member has not received important information regarding the education of their child in a language they understand.

As you know, under state and federal laws Districts are required to provide all important information to parents who are not proficient in English in a language or mode of communication that they understand. The relevant law and guidance includes:

- **Title VI of Civil Rights Act**, 42 U.S.C. § 2000d
- **Equal Education of Opportunities Act**, 20 U.S.C. § 1703(f)
- **Individuals with Disabilities Education Act**, 20 U.S. C. § 1400
- **Pennsylvania School Code**, Chapter 12, Students and School Services, 22 PA Code § 12.4. Discrimination
- **Basic Education Circular: Educating English Learners**, Pennsylvania Department of Education (July 1, 2017)

Please ensure that all information noted in the attached checklist is provided to the parent/family member in their preferred language as soon as possible. Additionally, please ensure that all future correspondence and information regarding the above-named student is provided to the parent/family member in their preferred language and that an interpreter is available at all meetings with this parent/family member. Thank you for your prompt attention to this matter.

Sincerely,

Parent/family member name: _____

Phone Number: _____ Email: _____

Name (if written by someone other than parent/family member):

Phone Number: _____ Email: _____

Translation and Interpretation Checklist

Districts are required to provide all important information to parents in a language or mode of communication they understand. The parent/family member in the attached letter has not received the following important information in their preferred language:

School registration and enrollment information

A description of the ELL identification process and the reason that their child was identified as an ELL

Their child's current English proficiency level and a description of what that means

Student discipline policies and procedures

Report cards and progress reports

Notices of parent/family member-teacher conferences

Parent/family member permission forms for student participation in school activities

Information regarding gifted and talented programs

Special Education documents including Notice of Recommended Educational Placement (NOREP); Procedural Safeguards Notice; Individualized Education Program (IEP), Evaluations, Progress Monitoring, Functional Behavioral Assessment and Positive Behavior Support Plan.

A description of the district's Language Instruction Educational Program (LIEP) as outlined in the Basic Education Circular: Educating English Learners

A description of the criteria for reclassification and an expected timeline for achieving Proficiency

Results of the annual English proficiency assessment, ACCESS for ELLs Grievance procedures and notices of non-discrimination

Other information provided to native English-speaking parent/family members, including but not limited to

Please apprise me of when I will be able to obtain the translated documents requested.

cc: Main Classroom Teacher _____