

Sample Request for Translation and Interpretation Services

Principal's Name

School's Name/District's Name

School Address

Classroom Teacher's Name

Re: Student Name: _____ ("Student")

Date: _____

Dear Superintendent/Principal _____,

I am writing on behalf of _____, a parent/guardian ("Parent") of the above referenced Student. I am writing to request that all information regarding the Student's education be provided to the Parent in the _____ language, and that a qualified interpreter be present at all meetings with the Parent concerning the Student, so that the Parent can participate fully in meetings and decision-making regarding the Student's academic and social progress and educational needs. To date, the Parent has not received important information regarding the education of the Student in a language they understand.

As you know, under federal law, 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

Please ensure that all information noted in the enclosed checklist is provided to the Parent in their preferred language as soon as possible. Additionally, please ensure that all future correspondence and information regarding the Student is provided to the Parent in their preferred language and that an interpreter is available at all meetings with the Parent. Thank you for your prompt attention to this matter.

Sincerely,

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Translation and Interpretation Checklist

School districts are required to provide all important information to parents in a language or mode of communication they understand. The Parent in the attached letter has not received the following important information in their preferred language:

- ☐ School registration and enrollment information
- ☐ Parent handbook
- ☐ A description of the English learners (ELs) identification process and the reason that their child was identified as an EL
- ☐ Notification of English Proficiency Test Results and ELD Placement Eligibility
- ☐ Student discipline policies and procedures
- ☐ Report cards and progress reports
- ☐ Notices of parent/guardian-teacher conferences
- ☐ Parent/guardian permission forms for student participation in school activities
- ☐ Information regarding gifted and talented programs
- ☐ Special Education documents including Notice of Action or Prior Written Notice, Procedural Safeguards, Individualized Education Program (IEP), Evaluation(s), Progress Reports, Functional Behavioral Assessment and Behavioral Intervention Plan
- ☐ A description of the district's language assistance programs
- ☐ A description of the criteria for reclassification from EL status to Fluent English Proficient (RFEP) status and an expected timeline for achieving proficiency
- ☐ Results of the annual English proficiency assessment for ELs
- ☐ Grievance procedures and notices of non-discrimination
- ☐ Other information provided to native English-speaking parents/guardians

Please let me know when the Parent will be able to obtain the translated documents requested.