

**QCISD**  
**22-23**  
**Translation Procedure**

**Purpose:**

QCISD will take practicable steps to ensure that parents, guardians, and other English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Section 1112(e)(4); 114(b)(4); 1116(e)(5); 1116(f)].

**Types of Translation Available:**

Language assistance will be provided through written translated materials and documents, and technology-assisted translation capabilities including district website. Upon request, the district will assist anyone in the community who is a non-English speaker with access to oral translations.

**Data Used to Determine Translation Needs:**

QCISD will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Surveys, language preference surveys for written communications, and educator, parent and student feedback and requests.

Based on this analysis, our district has determined that we will provide written translation of documents and assistance with access to oral translations in the following languages: Spanish.

**Documents/Information to be Translated:**

The District and Campus Improvement Plans and the Parent Family Engagement written policies will be available in written format in Spanish and available upon request verbally via an interpreter or via website translation capability in both Spanish.

Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in the identified language(s) provided by the state.

The School-Parent Compact will be translated in written form in Spanish.

Upon request, the School-Parent Compact will be translated orally into Spanish.

Upon request, written reports will be translated in writing in Spanish and the district will aid in access to oral translations in both Spanish.

**Monitoring:**

On an ongoing basis, QCISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, QCISD will regularly assess the efficacy of these procedures used for the delivery of language assistance.