

# MEADOW INDEPENDENT SCHOOL DISTRICT

**The Meadow Independent School District does not discriminate in educational programs, activities, or employment on the basis of race, color, national origin, sex, age, religion or disability.**

Year after year, the need to communicate with parents becomes more self-evident. We all know how valuable the involvement of parents can be in our schools. When our students see their parents interested in coming to school, volunteering to with PTA activities, or asking teachers how they are doing academically, it helps them to see the importance of their education. Communication is an important key to parental involvement and engagement. Translation services provide the parents with the educational opportunity to be more fully involved in their child's educational experiences.

## **Translation Services**

Written documentation should be translated for a home in which no parent or guardian reads English where practicable. Whenever possible the English copy should be on one side of the paper and the translation on the other side. Items that should be considered for translation are classroom and school documents that need a parent response or that a parent has a right to know. Examples may include:

- Manuals, brochures and flyers
- Newsletters, News Releases
- Student Handbook/Code of Conduct
- Report Card Narratives
- Meeting Handouts
- Instruction for special homework projects that need parent monitoring in put (no curriculum or copyrighted material unless the proper permissions have been obtained)
- Classroom needs-request to volunteer, lists of needs for celebrations, etc.
- Parent Letters or forms that need parent signatures
- School Apptegy Scripts

- Health Information
- Discipline Letters
- Student/parent surveys
- Course selections forms, registration materials

### **Guidelines for Translation Requests**

- Work will be done in Word, Power point, or Excel format.
- Send the FINAL version of your document only. Drafts will not be accepted.
- A minimum of 2 working days lead time is request on most projects. Longer documents could take longer depending on the translator's workload.
- If you submit electronically, submit ONLY editable and unlocked formats.
- Translations will be prioritized. District documents take priority over individual classroom or grade level projects.
- We do not translate third party documents.
- If you have questions, contact your campus administrator.