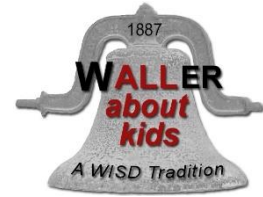


# Waller Independent School District

## Bilingual/ESL Department



### Translation and Interpretation District Procedures

Waller ISD is aware of English learner parents and students' language needs and shall facilitate the access to the same information other parents and students receive about school matters in an accurate and timely manner. We offer translation & interpretation services that ensure meaningful language access for students and parents so they may have an active role in the student's education. The Bilingual/ESL Department will coordinate all written document translations and support to schools for newsletters, fliers, calendars, and general parent communication.

#### How does Waller ISD decide what gets translated or interpreted on a campus or the district?

WISD ISD will use the PEIMS snapshot to determine the common form of communication at home. When 15% of a language other than English is represented, the campus/district will provide translated documents in the that language. The campus principal decides what items need to be translated on the campus. Feedback from all campus principals state that any item sent home meant for all parents or the community is translated.

#### Procedures for Campus and District English-Spanish Translations

1. All documents must be school and/or district related and approved by the immediate supervisor.
2. Approved documents should be sent to the Bilingual/ESL Director via E-mail.
3. All documents needing translation must be e-mailed with 7 school days in advance before its deadline of submission or 10 school days before CBA or Benchmark administration.
4. All documents must be in an editable Microsoft Office program without locks or restrictions.
5. jpg or png files inserted into the document with labels or names will be kept as is and its translation will be embedded in the paragraph or in a text box.

All documents approved by the campus or department must be E-Mailed to [jalvarad@wallerisd.net](mailto:jalvarad@wallerisd.net). A reply will be sent as confirmation of reception. For inquiries, district staff can contact the Bilingual/ESL Department at 281.802.2724.

#### What items are currently translated on a campus/district?

Written translations: Parent link calls, course selection handbooks, letters home, campus emails, permission slips, newsletters, campus event flyers, special population/intervention forms, parent calendars, grade level information newsletters, reminder notes, PTO information, fundraiser information, campus & district information (family engagement policies, compact for learning, notification of teacher qualifications, notification of uncertified teacher), field trip forms, district assessments, and any communication in writing to the public.

Oral interpretations: Parent nights/meetings, conferences, ARDs, 504/RtI meetings, LPACs, teacher contacts, awards assemblies, incoming 6<sup>th</sup>/9<sup>th</sup> grade night, NAC parent night, curriculum nights, and any event that involves speaking. Campus/district can utilize translator headsets. Interpretations for a school function, event, special education services, discipline hearings, student-led conferences, or meetings in general must be addressed through the campus, and they will work to ensure appropriate interpretation is provided.

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## **Parent/Family Procedures to Request Translation/Interpretation Services**

For any language that is 15% represented, parents/guardians may request translation of a document that was only sent in English or interpretation services by:

- Contacting their child's teacher by email or by calling the school.
- As an alternative contact, parents/guardians may reach out to the district Family Engagement Specialist, Adela Comejo for assistance at [acornejo@wallerisd.net](mailto:acornejo@wallerisd.net) or by phone at 979.221.3001.