

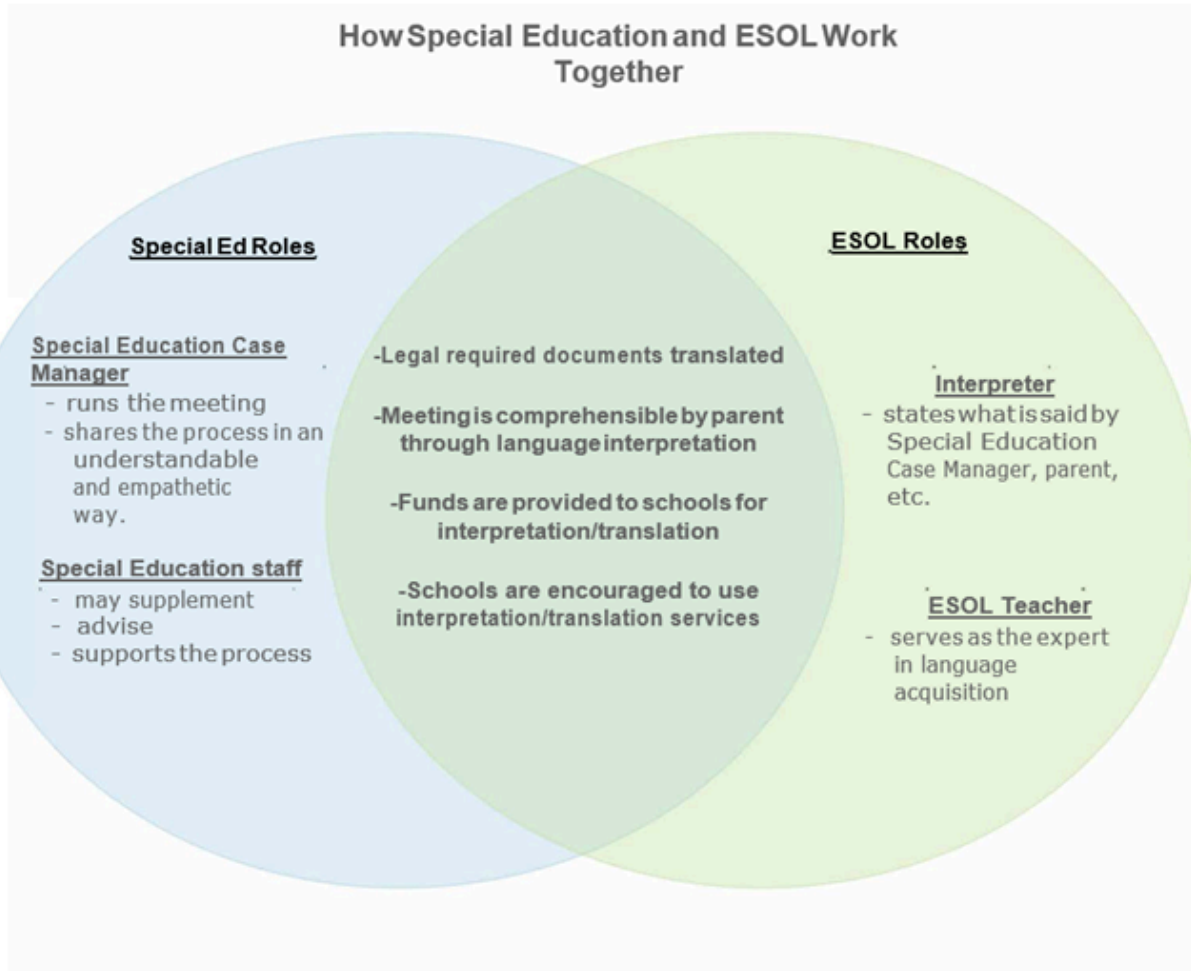
**Memo:** ESOL & SPED Protocols

**To:** Principals, Special Education Case Managers, and ESOL Teachers

**From:** ESOL & Special Education Departments

**Date:** 2020-2021

The **purpose** of this communication is to clarify processes and document how our departments are collaborating in providing meaningful, accessible communication for ALL families.



1. We work together to provide meaningful, accessible and collaborative communication to families through
  - a. [Interpretation and Translation services](#)
  - b. Providing funds to schools to support the process listed above
  - c. Collect a bank of translated documents
2. We implement required procedures and required documents per the law.
3. We are committed to continued conversation and professional development on this topic.
4. We are committed to best practices for comprehensible, collaborative, and accessible information for families.

As a best practice in family engagement, the ESOL department advocates for providing information to families in a language that is comprehensible. This can be in the form of interpretation (spoken communication) or translation (written communication) and funds are

allocated to schools for this purpose. Due to our population, division documents should be translated into Spanish. Our [Plain English School-to-Home Communication](#) can help facilitate this process.

We currently have interpretation protocols in place. These include:

- Having an interpreter (in person or using Interpretalk) for any meeting with families, from SBIT to IEPs
- Note that the interpreter provides spoken information to the family, but does not serve as a “family liaison” -- that might be another person on the team, such as the ESOL teacher or member of the ESOL staff
- The Special Education case manager strives to make ALL meetings comprehensible, and checks for parent understanding of processes

As a support to schools, here are the templates/translations we have available:

[Click here for Special Education documents that are translated](#)

- **Prior Written Notice** (Note: Must be translated *after* the meeting at the school level/ before services begin)
- 504 Rights in English/Spanish
- SpEd Authorization/ Parent Letter
- Consent to Evaluate
- Meeting Notice
- Parent Rating Scale Request
- Least Restrictive Environment

If you have other questions, contact the ESOL office [ESOLinterpretation@k12albemarle.org](mailto:ESOLinterpretation@k12albemarle.org) and/or Special Education departments as we work collaboratively on issues related to any dually-identified English Learners and their families.