Translation, Transcription, & Interpretation Procedure

SAMPLE – Alabama AEDY Program

Note (delete before finalizing procedure): This document is meant to be used as a template and sample. Be sure to individualize the below based on the structure and staffing of your AEDY program prior to finalizing the procedure.

Identification – Students, families, and other stakeholders may be identified as needing access via translation, transcription, and/or interpretation services through any of the following methods:

- Identification by the Sending LEA prior to intake (e.g. parent is already identified as Limited English Proficiency (LEP), student currently receives ASL interpreter services, etc.)
- Family/student indicated on intake paperwork
- Family/student/stakeholder self-identifies via phone call, meeting, or written communication

The staff member (counselor, teacher, support staff, or administrator) who identifies the need will inform [AEDY Team member responsible for provision of services] on the same day as the need is identified.

Provision of services – Once it is determined that the student, family, or stakeholder requires translation, transcription, and/or interpretation services to fully participate in education and/or AEDY meetings, [AEDY Team member responsible for provision of services] will contact [Service provider] at [phone number].

Note (delete before finalizing procedure): If your program uses multiple service providers (e.g. different services for translation and interpretation services), list the name and contact information for ALL service providers in the procedure above with a notation for what service each provides.

Add any additional procedures here.