

Staff Guidelines for Translation of Essential Information

Frequently Asked Questions (FAQs)

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1. What types of documents will the district translate for parents?	The district will translate “essential information” which includes but is not limited to the following types of documents provided to families: 1) information about special education matters 2) report cards and other academic progress reports 3) information about discipline and the disciplinary process 4) requests for parent/guardian permission for student participation in district/school-sponsored programs and activities 5) promotional materials and announcements distributed to students that contain information about school and district activities for which notice is needed to participate in such activities (e.g., testing, extracurriculars, activities requiring an application, parent-teacher conferences, open houses) 6) parent/guardian handbooks 7) documents concerning enrollment or registration
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	8) documents concerning academic options and planning 9) documents concerning screening procedures requesting a student's language background, a parent/guardian's preferred language of communication, and the process for refusing all or only specific EL services 10) information related to public health and safety 11) any written information describing the rights and responsibilities of parents/guardians or students and the benefits and services available to parents/guardians and students.
2. What are the district's 6 major languages for translation?	Arabic, Chinese, Filipino, Samoan, Spanish, and Vietnamese (plus English)
3. Do I have to translate in all 6 languages?	If your essential information is coming from the Central Office and is intended to reach families at more than one school site, then YES, the communication must be translated into all six languages. You can request translations online at: TIU's online request form. It usually takes two weeks but it may take up to 4 weeks for translation requests to be fulfilled. If your communications are coming from a school site, you must translate in each language that consists of 15%+ of your student population. View a list of schools from CDE that meet the 15% threshold by language.
4. What are the guidelines for printed documents/forms?	When preparing a document or form that is considered essential information, distributed to or used by families district-wide, translate it into the district's 6 Major Languages. When preparing a document or form, distributed to or used by families from a single school site, translate it into the applicable languages based on your school population.

	Every effort should be made to translate written materials and provide them to parents/guardians in advance of meetings, especially for complex documents such as Individualized Education Plan assessments, which require time for parents/guardians to read and understand in order to participate fully in an IEP meeting.
5. What is the guideline for online information?	Web pages that contain information intended for families on sfusd.edu will be automatically translated. All posted attachments (Google files and pdfs) will not be automatically translated and will require translations. If possible, minimize attachments and post information on the web page so that information will be automatically translated. However, if the information and/or attachments are legally required, please have content translated by the district's Translation and Interpretation Unit.
6. Where can I request translations?	To the extent possible, request translations from school site or program staff who receive bilingual premiums for a specific language. If school site or program staff are not available for a particular language, please use the following links: • General Education: Translation Request. It usually takes two weeks but it may take up to 4 weeks for translation requests to be fulfilled. • Special Education: Translation Request. It takes two weeks for each translation request to be fulfilled from the day the request is received. Please review Translation & Interpretation Guidelines for Case Managers for more information.

For information regarding INTERPRETATION, see [FAQs - Guidelines for Interpretation](#). Also, review [Board Policy 5023 \(translations\)](#) for an outline of district requirements.