



Edgewood Independent School District (015905)
Translation Procedure
2021-2022 School Year

Purpose: Edgewood ISD will take practicable steps to ensure that parents, guardians, and others English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Section 1112(e) (4); 114(b) (4); 1116(e) (5); 1116(f)].

Types of Translation Available: Language assistance will be provided through a bilingual staff interpreter and an external translation provider for written translated materials and documents.

Data Used to Determine Translation Needs: Edgewood ISD will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Forms, district/campus ethnicity data, and educator/parent/student feedback and requests.

Based on this analysis, Edgewood ISD has determined that they will provide information in the following languages: English and Spanish and other languages upon request.

Documents/Information to be translated: The District/Campus (es) Improvement Plan(s) and the Parent Family Engagement written policy (ies) will be available in English and Spanish via an interpreter or written translation capability. All other languages will be available upon requests via an external translation provider.

Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in English and Spanish. All other languages will be available upon requests via an external translation provider.

School Parent Compact written information will be translated into identified language for the parent/guardian. Teacher-Parent Conferences (Compact) will be conducted in the presence of a staff interpreter based on individual needs.

Written reports will be translated into the identified language for the parent/guardian. Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter.

Monitoring: On an ongoing basis, Edgewood ISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, Edgewood ISD will regularly assess the efficacy of these procedures used for the delivery of language assistance.