

Southland School Translation Procedure Southland ISD

Under the Every Student Succeeds Act (ESSA), certain documents are required to be in an understandable and uniform format and, “to the extent practicable”, provided in a language that the parents can understand.

Required at a minimum:

Campus Improvement Plan
Written Parent and Family Engagement Policy

Required to meet the intent and purpose of the law:

School Parent Compact
Academic Report
Meeting Notices

The USDE has not defined the phrase “to the extent practicable.”

Southland ISD currently provides:

- translation services during all schoolwide meetings
- translation services as requested by parents, administration, teachers or support staff
- includes the following statement in English and Spanish on documents
*If you need assistance or have any questions about this document, please contact:
Toby Miller by phone (806)996-5339 or email tmiller@southlandisd.net.
Translation services are available.*

The campus will have access to staff and/or parent volunteers that are able to translate for parents on as needed basis. A list of those staff is attached.

Southland ISD has the following procedure to determine if documents must be translated into written form or if oral translation “services” will suffice.

Campus Level: If **all** of the following reaches a 20% level for a specific language then the above listed documents will be translated into a language that the parents can understand.

1. 20% Parent Survey indicates that another language is READ in the home.
2. 20% Parent Survey indicates that another language is SPOKEN in the home.
3. 20% Campus Ethnicity percentages as reported on PEIMS

The following statement will be added to the Parent Survey.

Do you or any family member living in the home READ another language?

If yes, which language is READ? ___ Spanish ___ Other: _____

The following staff/parent volunteers may be contacted to provide translation services as needed:
Campus - Southland School

Name	Position	Email	Phone
Rick Cardona	Support Staff	rcardona@southlandisd.net	(806)996-5339
Roxanna Thompson	Support Staff	rthompson@southlandisd.net	(806)996-5339