



Slidell ISD - Translation Procedure

Purpose:

Slidell ISD will take practicable steps to ensure that parents, guardians, and other 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.

Types of Translation Available:

As needed, language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, and technology-assisted website translation capabilities.

Identification:

Slidell ISD will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Survey (HLS), district/campus ethnicity data, and educator/parent/student feedback and requests. Parents who speak a language other than English, and were not identified by the HLS or other sources, may request services for school-related communications at any time following the Procedures for Requesting Services listed below.

Monitoring:

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

Procedures for Requesting Services:

To place a request for translation services, please contact Gina McCollough by phone at 940-535-5260 or email at gmccollough@slidellisd.net.