

TO: Administration, Admin Assts, Counselors, Special Education Staff, IT
FROM: Maribel Vargas-Meza, Manager of Family and Community Engagement
DATE: August 29, 2022
RE: Translation and Interpretation Information

A quick reminder regarding translation/interpretation services:

Translation includes but is not limited to the following:

- District expense plans (LCAP/ESSR/etc.)
- Syllabus
- Class materials
- Test/quiz
- Email messages/letters/notifications to parents

A few guidelines to follow when requesting translation of a document:

- Translations should be emailed directly to the translator in a digital format (no PDF). If a digital copy is not available, the document should be delivered directly to the translator, or put in their mailbox (if left in mailbox, please send an email notifying the translator of the document).
- Turnaround time is 5 working days, depending on the length of the document and the request
- Translation requests are put in order received which might delay the return of your document

Interpretation includes but is not limited to the following meetings (**Calendar invites are required at least 5 days in advance for evening services. Offered on first come first serve basis**):

- Board Meetings*
- IEP's/504's
- Student/Teacher
- Counselor/Parent
- Principal/AP and Parent
- Teacher/Parent
- Phone calls home with teacher/counselor present
- SSC*
- SARB/TMT*
- Parent Committees*
- Parent Workshops/special events*
- Back to School night*
- College Nights*
- SDM*

*after hours

Guidelines** to follow when working with interpreters:

- Interpreters orally or visually relay a message, between 2 or more people that do not have a common language without adding, deleting, or changing the content or intent of the message
- All communication will be interpreted; including negative comments, obscenities, objectionable declarations, and/or any comments that are heard by anyone
- One person speaks at a time, speak loudly and clearly
- Speak directly to one another, not to the interpreter
- Jokes/idioms/inside jokes are often not interpretable; avoid when possible
- Avoid side conversations as they are distracting, disrespectful and lead to missed information

If you need translation/interpretation services, contact your site interpreter/translator:

NAME	LANGUAGE	SERVING	CELL	EXT.
Avila, Salustia	Mixteco/English/Spanish	SMHS	(805) 260-6541	3769
Espinoza, Liliana	Spanish/English	SMHS	(805) 363-3162	3730
Garcia, Jennifer	Spanish/English	PVHS	(805) 363-0159	5315
Perez-Servin, Argelia	Spanish/English	*ERHS/DHS/DO	(805) 363-6047	2730
Robles-Lozano, Patricia	Mixteco/English/Spanish(oral only)	*SMHS/DHS/DO	(805) 363-6051	3793
TBD	Mixteco/English/Spanish	*LC/DO/TBD	TBD	1920
Vazquez Cortez, Erika	Mixteco/English/Spanish	*PVHS/ERHS	(805) 363-6154	5316

* Site employee is stationed.

On call translators/interpreters are available upon request at mvargas@smjuhsd.org