



A.W. BROWN

LEADERSHIP ACADEMY

TRANSLATION PROCEDURES


As part of Title I, Part A Schoolwide program requirements, A. W. Brown Leadership Academy ("AWBLA") adheres to the following procedures for translation and interpretation services for families of AWBLA scholars.

The Home Language Survey is used by AWBLA to identify languages spoken by families within the district. Families of AWBLA scholars speak the following languages according to the original Home Language Surveys collected when a student first enrolls in a Texas public school: English, and Spanish.

Section 1114 (b)

An eligible school operating a schoolwide program shall develop a campus improvement plan. (4) The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

Section 1112 (e)(4); 1114 (b)(4); 1116 (e)(5); and 1116 (f)

Information regarding scholar interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand. 

District and Campus Level Translation

The AWBLA district website can be translated into various languages (110+) by selecting the language toggle button in the bottom right-hand corner of the website.

All campuses have personnel available who can help translate or interpret as needed for parents/ guardians whose first language is Spanish.

Translations and interpretations in Spanish can be requested and made available when needed for parent conferences, ARD Committee Meetings, 504 Meetings, LPAC Meetings and any other parent meeting regarding the scholar's education when needed.

List of Documents:

The following documents will be translated at a minimum in English and Spanish with other request done orally by meeting with the parent or community member upon request:

- ◆ District Report Cards
- ◆ District Enrollment Documents
- ◆ Scholar Health Forms
- ◆ Free/Reduced Lunch Applications
- ◆ State Standardized Testing Reports (STAAR, End of Course)
- ◆ District Parent and Family Engagement Policy
- ◆ District or Campus Improvement Plan
- ◆ District Scholar Code of Conduct
- ◆ District Scholar/Parent Handbook
- ◆ District Translation Procedure

Procedures for Requesting Translation:

- ▶ Ask at the school office, in person or by phone
- ▶ Ask a teacher
- ▶ Email a request to info@awbrown.org

For languages other than Spanish, the district will take reasonable steps to seek competent oral interpretation of materials or information about any program, service, or activity to facilitate any interactions with district staff significant to the scholar's education. The district will provide such services upon request of the parents and/or when it may be reasonably anticipated by district staff that such services will be necessary.