



Seguin Independent School District Translation Procedure

Purpose:

Seguin Independent School District 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 the following options:

- Written translated materials and documents
- Bilingual interpretation as needed

Data Used to Determine Translation Needs:

Seguin Independent School District will conduct 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, the district has determined that they will provide information in the following languages: **Spanish**

Documents/Information to be Translated:

Seguin ISD and all campuses will ensure that the following documents are translated into Spanish:

- District Improvement Plan
- Campus Improvement Plan
- District letters to parents
- Campus letters to parents
- School-Parent Compacts (all Title I campuses)
- Parent & Family Engagement Policy
- Campus meeting notices/invitations
- Student Code of Conduct
- Student Handbook
- Grade Placement Committee paperwork
- IEPs

Monitoring:

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