

Translation Dissemination

WELCOME CENTER

- Bi-literate secretarial staff to support oral interpreting and written translations
- Inform of school/community services available to families
- Master Translation List – Live Google document for each school (Welcome Center staff)
- Log of oral and written translations at each site Live Google document for each school (Welcome Center staff)
- Maintain Staff Translations – streamline and archive all translations (Welcome Center staff)
- Expedite all written translations
- Manage HDESD conference translation bookings
- Support booking conference appointments for each school site
- Disseminating vital written documents
- Email contact to staff and administration when translations are finished
- Welcome Center to log written translations in a Google Doc to disseminate/archive
- Manage and maintain vital translations with HDESD support:

All Special Education and 504 documentation translations and interpretations should be directed to District Office for HDESD referral. All other translation and interpretation requests should be routed to the Welcome Center. All requests require adequate lead time to complete effectively. Minimum of 7 days. Contact the Welcome Center for emergencies.

- Procedural Safeguards
- Eligibility and 504 Placement
- Disciplinary actions and procedures
- Complaint procedure
- Enrollment/registration forms, emergency notification
- Report cards/progress reports
- Parent-teacher conferences or meetings
- Parent handbooks and fact sheets
- Academic options and planning
- Field trip permission forms, interscholastic athletics, and extra- and co-curricular activities
- Announcements distributed to students/parents

Written Translations

- Electronic
- Accessed/Archived via Welcome Center
- Vital written documents printed for dissemination centralized at each main office site

ONLINE

Staff Page Welcome Center Link

- Link to Welcome Center where written translations are archived by Welcome Center
- Welcome Center folders by subject (Office, Sports, Health, etc.) and/or by teacher
- Archived by year
- English and Spanish archived and Welcome Center Staff are gatekeepers to avoid duplication.

Each School Web Page and District Web Page

- Directions for Google translate on the web page
- Highlighted links on main page for parents to see translated documents