

**LANGUAGE TRANSLATION AND INTERPRETATION 2011-2012**

CEP Appendix 7

*Requirement under Chancellor's Regulations – for all schools*

DBN: **24Q485** School Name: **GROVER CLEVELAND HIGH SCHOOL**

Cluster: **2** Network: **202**

**Goal:** To communicate whenever feasible with non-English speaking parents in their home language in order to support shared parent-school accountability, parent access to information about their children's educational options, and parents' capacity to improve their children's achievement.

**Part A: Needs Assessment Findings**

---

1. Describe the data and methodologies used to assess your school's written translation and oral interpretation needs to ensure that all parents are provided with appropriate and timely information in a language they can understand.

Our school uses home language indicators on ATS, parent conversations and parent surveys, to determine translation and oral interpretation needs.

2. Summarize the major findings of your school's written translation and oral interpretation needs. Describe how the findings were reported to the school community.

The following are our written and oral interpretation needs: (a) all parent memos in top eight languages, (b) all phone master messages must be sent in home language of students, (c) simultaneous translation in Spanish and Polish during parent workshops.

## Part B: Strategies and Activities

---

1. Describe the written translation services the school will provide, and how they will meet identified needs indicated in Part A. Include procedures to ensure timely provision of translated documents to parents determined to be in need of language assistance services. Indicate whether written translation services will be provided by an outside vendor, or in-house by school staff or parent volunteers.

(a) Memos translated by DOE translation services via email submission in necessary languages, (b) ESL teachers, as well as foreign language teachers also provide written translations for in school memos when DOE translation services cannot provide it in a timely manner

2. Describe the oral interpretation services the school will provide, and how they will meet identified needs indicated in Part A. Indicate whether oral interpretation services will be provided by an outside contractor, or in-house by school staff or parent volunteers.

(a) Phone master messages in students' home language as indicated in ATS, (b) Simultaneous translation in Spanish and Polish for all parent workshops provided by outside translation vendors, (c) Attendance teachers are bilingual (English/Spanish, English/Urdu), Parent Coordinator provides translation during registration process, school aides provide translation when making attendance phone calls as well as during the registration process

3. Describe how the school will fulfill Section VII of Chancellor's Regulations A-663 regarding parental notification requirements for translation and interpretation services. Note: The full text of Chancellor's Regulations A-663 (Translations) is available via the following link:  
<http://docs.nycenet.edu/docushare/dsweb/Get/Document-151/A-663%20Translation%203-27-06%20.pdf>.

(a) Bill of Parent Rights are available upon registration and through the Parent Coordinator and in the guidance department. The parents' rights are also posted in guidance and at the main entrance of the school, (b) availability of translation services is posted in the guidance department as well as at the main entrance of the school, (c) the safety plan includes procedures that ensure that all parents have access to administrative communication regardless of language barriers, (d) the school uses the Department of Education translation services to provide memos and documents to parents of the eight official languages so that correspondence is understood by parents, (e) the school website will provide information in each of the covered eight languages with regard to the right of parents to translation services.