**Interpretation and Translation Services:**

**What Are My Rights?**

* **As a parent, you have the right to be able to understand and access any school-related information and communicate successfully** with school teachers, administrators, nurses, therapists, and other staff, so that you are able to make informed decisions about your child’s education. *You are an integral part of your child’s team.*
* **It is your right to be provided information in your preferred language.**
  + Perkins and your child’s local educational agency (LEA) will work to provideinterpreter services and translation of written information at *no cost to you.*
  + Students, siblings, friends and untrained staff members are not considered qualified interpreters, even if they are bilingual. - U.S. Department of Education
* **Interpreter services are provided for *formal* meetings, such as:**
  + Individualized Education Program (IEP) meetings
  + Evaluation results meetings
  + Other meetings you request with your child’s team
* **Interpreter services may also be used for *informal*** **communication, such as:**
  + Phone calls with school administrators, nurses, teachers, providers, and others
  + For urgent matters, an instant telephone interpreter may be used when speaking to school staff in person
* **Translation may be used for *formal* written communication,** **such as:**
  + Procedural safeguards and parent rights
  + Individualized Education Program (IEP) document
  + Evaluation reports
  + Progress reports, upon request
  + Enrollment and registration information, upon request
  + Information about school programming
  + Requests for parent permission for student participation in school activities
  + Invitations to school events
* **They also may be used for *informal* communications, such as:**
  + E-mails from staff
  + Daily or weekly notes sent home from school
* **School interpreters “must be trained in the role of an interpreter or translator, the ethics of interpreting and translating, and the need to maintain confidentiality.”** 
  + Anything you or others say in school meetings is CONFIDENTIAL. Interpreters will not share any information from your meeting with others.
  + Interpreters are expected to translate the speaker’s message as accurately as possible, without imparting judgment, personal beliefs, or adding additional content.

***You have the right to a professional interpreter, written translation, and complete confidentiality!***

Adapted from the U.S. Department of Education <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>