



South Carolina Public Charter School District

MEMORANDUM

To: School Leaders
From: Vamshi Rudrapati, Director of Federal Programs *RV*
Date: August 31, 2015
Subject: USDOE and USDOJ Required Documentation for Translation Services

Upon request, the South Carolina Public Charter School District must provide the S.C. Department of Education, U.S. Department of Education (USDOE) and the U.S. Department of Justice (Civil Rights Division) with documentation that every school is meeting its obligation to meaningfully communicate with LEP parents in a language they can understand. Schools must adequately notify LEP parents of information about any program, service, or activity of a school that is called to the attention of non-LEP parents.

To accomplish, this goal, every school in the district must choose one of the following two options:

- 1. The school may join the district consortium and sign the agreement with the district-selected vendor.**
 - No upfront fees or monthly charges has to be paid
 - Each school will receive an individual invoice as per the usage of services
 - Schools are responsible to pay the bills. Upon failure to pay the bills, funds will with withheld at the district to pay those bills.
 - If the school do not have any parents that need these services and does not use the vendor, it does not have to pay anything.
- 2. The school may individually contract with other vendor(s) who provide oral and written communication who can meet the individual needs of the school.**
 - Schools have to submit the copy of the contract with the vendor(s) for both oral and written communication no later than September 30, 2015.

*** Please provide your response using the survey link: https://SCPCSD.formstack.com/forms/translation_survey by [Friday, September 11, 2015]***

If you have any questions, please Vamshi Rudrapati at 803-734-1105 or vrudrapati@sccharter.org.

Other LEP Reminders

Volunteers may be able to communicate directly with LEP parents in a different language, but not be competent to interpret in and out of English (*e.g.*, consecutive or simultaneous interpreting), or to translate documents. Schools should ensure that interpreters and translators have knowledge in both languages of any specialized terms or concepts to be used in the communication. In addition, school districts should ensure that interpreters and translators are trained on the role of an interpreter and translator, the ethics of interpreting and translating, and the need to maintain confidentiality.

Schools must respond to a parent's request for language assistance and remember that parents can be considered LEP even if their child is proficient in English.

Schools must provide translation or interpretation from appropriate and competent individuals and may not rely on or ask students, siblings, friends, or untrained school staff to translate or interpret for parents.

Attachments:

- Guidance from U.S. Department of Justice (Civil Rights Division) and U.S. Department of Education (Office of Civil Rights)
- Contract agreements for oral and written communication

CC: Dr. Wayne Brazell, Superintendent
Dr. Robert Compton, Assistant Superintendent of Academic Standards
Tasha Robinson, Director of Finance