

**UT Charter School System  
2021-2022  
Translation procedure**

**Purpose:** UT Charter School System 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 a bilingual staff interpreter and written translated materials and documents.

**Data Used to Determine Translation Needs:** UT Charter School System 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 LEA has determined that they will provide information in the following languages: English and Spanish.

**Documents/Information to be Translated:** The District/Campus(es) Improvement Plan(s) and the Parent Family Engagement written policy(ies) will be available in English and available upon request verbally via an interpreter.

Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in the identified language(s).

School Parent Compact written information will be translated into the identified language(s). Teacher-Parent Conferences (Compact) will be conducted in the presence of a staff interpreter.

Written reports will be translated into the identified language for the parent/guardian. Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter.

The ESSER III Use of Funds Plan and Safe Return to In-Person Instruction Plan will be provided to parents/guardians in the identified language(s). Further explanation or detail on the report will be provided to the parent/guardian via a staff interpreter upon request. Interpreters will be available during all stakeholder consultation meetings as appropriate.

**Monitoring:** On an ongoing basis, UT Charter School System will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, will regularly assess the efficacy of these procedures used for the delivery of language assistance