

Interpreter Request

I am the parent/guardian of _____, who is a student at _____ school, and I want to actively participate in my student's education. My native language is _____ and I find it difficult to effectively communicate in English. Therefore, I would like to request an interpreter for the following:

- ____ Parent-teacher conferences
- ____ Parent-administrative meeting
- ____ IEP Meeting
- ____ IFSP meeting
- ____ Council meeting
- ____ Other school function _____

MEETING/EVENT DATE _____

Sincerely,

Sign & print name

Schools' Civil Rights Obligations to:

English Learner Students (EL) and Limited English Proficient (LEP) Parents

Under Title VI of the Civil Rights Act of 1964 (Title VI) and the Equal Educational Opportunities Act of 1974 (EEOA), public schools must ensure that EL students can participate meaningfully and equally in educational programs. The U.S. Department of Education (ED) and the U.S. Department of Justice (DOJ) have issued joint guidance to remind state education agencies (SEAs), public school districts, and public schools of their legal obligation to ensure that EL students can participate meaningfully and equally in educational programs.

LEP parents are entitled to meaningful communication in a language they can understand, such as through translated materials or a language interpreter, and to adequate notice of information about any program, service, or activity that is called to the attention of non-LEP parents. For more information about the civil rights of LEP parents and guardians and districts' specific obligations to parents of EL students, visit <https://www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf>



Each school district has a different protocol as to how to provide this service. ***Please do not contact HDESD directly*** All school staff will provide an interpreter by adhering to their district or school's respective guidelines.