



ELYSIAN FIELDS INDEPENDENT SCHOOL DISTRICT

Excellence Through Teamwork

2099 FM 451 Elysian Fields, Texas 75642 903-633-2420

Elysian Fields ISD Translation and Interpretation Procedures

As part of Title I, Part A schoolwide program requirements, Elysian Fields ISD adheres to the following procedures for translation and interpretation services for families of EFISD students.

District Level

- District translator is available for district and campus level parent events to translate or interpret in Spanish as needed.
- District translator is available for parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, and Assessment, Review, Dismissal (ARD) meetings to translate and interpret in Spanish as needed.
- All paper based parent notices, invitations, and notes to families originating from the district level will be distributed in English and Spanish.
- The Elysian Fields ISD Parent and Family Engagement Plan will be available in English and Spanish on the district website. Hard copies are available at Elysian Fields Central Administration building upon request.

Campus Level

- Each campus will have personnel available to translate or interpret as needed for parents or families that speak Spanish as a first language.
- Translation and interpretation services in Spanish will be made available at the campus level parent events and meetings as needed.
- Notes and other “hard copy” communications are sent home in English and Spanish.

How to Request Services:

- All requests for translation services must be submitted to the campus principal.