

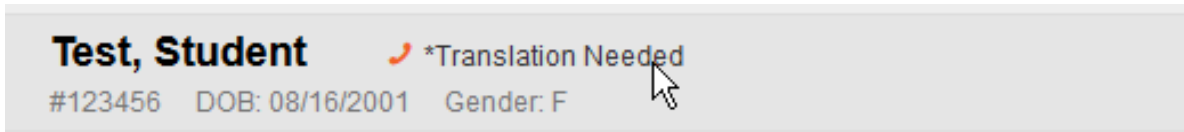
MGSD Translation and Interpreting

Translation: Written documents

Interpreting: Spoken

Identifying students with parent(s)/guardian(s) who may need interpreter or translation support:

- In Infinite Campus, if a parent/guardian has interpreter or translation needs, on the student's summary screen there is a telephone icon and next to it are the words, "Translation or Interpreting needed." (Please see the example below)



- If you hover the mouse over the phone icon, it will give you more specific information about what support is needed.

The following information is specifically for SPANISH Translation/Interpreting requests.

Please contact Deidra Gorman with any questions about requesting translation/interpreting services for languages other than Spanish.

SPANISH TRANSLATION/INTERPRETING

Please submit requests for **Spanish** translations or interpreting to the following email: translator@mgschools.net

Spanish Interpreting:

- For interpreting requests, please put "**Interpreter**" in the **subject line** of the email.
- All Spanish interpreter requests should be made at least two weeks prior to the meeting in which the support is needed. Please include the time, location, topic of meeting, and an estimated length of the meeting.
- For unplanned or urgent Spanish communication needs, please call Luis Rey Avila, MGSD's Spanish translator/interpreter, at 316-1356 or 209-5530 between the hours of 8:00am-4:00pm Tuesday-Friday, and between 8am-9am on Mondays.
- Parent/Teacher Conferences: As soon as a Spanish speaking family has signed up for a conference, please contact Luis Rey Avila so that he can enter the date and time in his calendar. If you are having difficulty reaching a Spanish speaking family to schedule a conference, please contact Mr. Rey Avila for his assistance in scheduling.

Spanish Translations:

- Response times for most Spanish translations will be completed within one week. Please plan appropriately when submitting requests, and please indicate the date you need the document returned.
- Please put the title of the document being translated in the subject line.
- Documents for Spanish translations should be in Microsoft Word and attached to the email. Translated materials will be sent back with the title of the original document and an indication that it is in Spanish.
Example: "FieldtripPermissionSlip.Spanish"
- **IEPs and Special Education documents that need translations should be sent to Christa Macomber at least one week prior to meeting dates.**

Deidra Gorman
Student Services and Equity Coordinator
316-1926

Tips for Working with an Interpreter

- Before the meeting, provide the interpreter with general information about the meeting, including specific details and/or documents that will help prepare the interpreter for the meeting.
- Introduce all parties at the meeting.
- Speak directly to the parent/guardian during the meeting, just as you would if there were not interpreter.
- Speak clearly and slowly.
- Avoid using slang, acronyms, and educational jargon.
- Pause to allow for interpreting after approximately 2 sentences.
- Avoid side conversations while the interpreter is talking.