

## Translation Services:

Quitman ISD serves 50-60 students who speak a language other than English. The predominant language is Spanish. The district offers Spanish language translation through a district designated translator on staff and other employees who are either native Spanish speakers or certified in Languages Other than English-Spanish. These services are available upon request of the parent or guardian.

Quitman ISD uses the Home Language Survey (with Spanish translation) to determine which parents and guardians have limited English proficiency. This document also serves to inform the district of their primary language. In addition, the district relies on the campus administrative team and counselors in order to know of what the parents' needs may consist.

As stated in the campus and district Parent and Family Engagement Plans, translators and/or translated materials can be provide for meetings, etc., upon parent request.

## In-District Translators:

Quitman ISD has a district translator who can be called upon to translate for all campuses and central office staff when requested. Furthermore, several faculty and staff members are proficient in speaking and writing in Spanish. They are located at the campus level at each campus in the district. These individuals can be called upon by the campus principals to assist all of our Spanish speaking students and/or their parents.

## How to Request Services:

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