

Procedure for Requesting Language Assistance Services (LAS)

The following procedure must be followed when requesting interpretation or translation services from Audubon Schools to provide language assistance for Limited English Proficient (LEP) parents. Teachers are notified of school services through handouts and professional development. Parents are notified through signs posted in schools, school newsletter, school website and school messenger. All services are logged and maintained in an electronic file and in PowerSchool for all Audubon students and parents. Teachers will be notified of parents in need of services: (1) through Power School and notification from the school office.

Interpretation Requests:

1. The Administrative Assistant will provide each teacher with a copy of the Request for Language Assistance form, with additional copies available in the main office.
2. Teachers and parents will:
 - Complete and submit the Request for Language Assistance form to the main office at least five (5) work days before the services are needed.
 - Provide at least three dates and times when it will be possible to meet
 - Provide any documents that will need to be translated for the meeting
3. The school site administrator will provide a follow-up email to the school detailing the final arrangements agreed upon by the parent, school and teacher.

Translation Requests:

1. The Administrative Assistant will provide each teacher with a copy of the Request for Language Assistance form, with additional copies available in the main office.
2. Teachers and parents will:
 - Complete and submit the Request for Language Assistance form to the main office at least five (5) work days before the services are needed.
 - Provide electronic copies of any documents that will need to be translated
3. The Administrative Assistant will contact you and give you an estimated timeline of when the translated document(s) will be available.

Adopted from: OPSB Federal Programs & External Grants