

# Clifton ISD Translation Procedures

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

## **Section 1114(b)**

An eligible school operating a schoolwide program shall develop a campus improvement plan. The information contained in such plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that parents can understand.

## **Section 1112 (e)(4); 1114 (b)(4); 1116 (e)(5); and 1116 (f)**

Information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence must be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

## **Clifton ISD procedures:**

- A Clifton ISD Parent Liaison is available for the district/campus to help translate information for parents/guardians into Spanish.
  - Clifton Elementary and Clifton Middle School: Viki Villarreal- 254-675-1875
  - Clifton High School: Fatima Cathcart- 254-675-1845
- Translation and interpretations in Spanish will be made available at parent conferences, Language Proficiency Assessment Committee (LPAC) meetings, Admission, Review, and Dismissal (ARD) meetings, 504 meetings, and other meetings as needed.
- Translation in Spanish through the Clifton ISD liaison occurs through written and/or oral translations.
- Remind messages are sent in both English and Spanish when possible/needed.
- ESL Family Nights are held each six weeks to provide upcoming information for students at all 3 CISD campuses. All information is communicated in Spanish.

