

## CENTER ISD TRANSLATION PROCEDURES

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

The Home Language Survey is used by Center ISD to identify languages spoken by families within the district. Families of Center ISD students speak the following languages according to the original Home Language Surveys collected when a student first enrolls in a Texas public school: English, Spanish, Burmese, Karenni, Punjabi, Vietnamese, Gujarati, Somali, Nepali, Urdu, Kekchi, and Rakhinese.

### District Level

The district employs a full-time district translator to translate and interpret for parents or families that speak Spanish as a first language. Our district translator is Claudia Gonzalez-Tello. The district translator is available for district and campus level parent events to translate or interpret.

- in Spanish as needed.
  - Email: [claudia.gonzalez-tello@centerisd.org](mailto:claudia.gonzalez-tello@centerisd.org)  
Phone: (936) 598-1501 Ext: 2903
- Center ISD district website [www.centerisd.org](http://www.centerisd.org) can be translated into various languages by selecting the language toggle button in the purple bar on the top of the Center ISD website.
- Translation and interpretations in Spanish will be made available at any meeting, parent conference, Language Proficiency Assessment Committee (LPAC) Meeting, Assessment, Review, Dismissal (ARD) Meeting, 504 Meeting and parent/guardian school event as needed.
- All paper-based parent notices, invitations, notes, and reports will be distributed in English and Spanish.
- The Center ISD District Improvement Plan will be available in English and Spanish on the district website. Hard copies are available at Center ISD Central Administration building upon request.
- The Center ISD Parent and Family Engagement Plan will be available in English and Spanish on the district website. Hard copies are available at Center ISD Administration building upon request.

### Campus Level

- Each campus has personnel available to translate or interpret as needed for parents or families that speak Spanish as a first language.
- Translation in Spanish occurs through written translation, oral translation and voluntary translation.
- Notes and other “hard copy” communications are sent home in English and Spanish.
- Ascender Student and Parent Portal (parent/guardian access to student grades) for Center ISD translates into Spanish and can be found on each campus’s website under Parent/Student Resources.