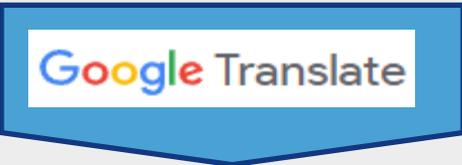


# COMMUNICATION WITH ENGLISH LEARNERS FAMILIES/STUDENTS (LEP) RED WING (K-4)

## Translation (Written)

- Teacher Emails
- Classroom News\*\*
- Reminders\*\*

- Sp. Ed. Due Process -PWN
- Urgent communications
- K-4 Policies & handbooks



**Kelly Hassemer**  
kahassemer@rwps.org

Use this note at the end of the documents:  
Traducción automatizada.  
Para obtener información en español por favor contáctenos al 651-385-2857 o 651385-2959 (Automatic translation. For information in Spanish please contact us at 651-385-2857 o 651385-2959)  
\*\* For newsletters and reminders use Google Translate as much as possible, but you can send to Kelly to proof read.

Return times may vary. First to come first to serve.  
If you need something urgent please contact Kelly Hassemer at kahassemer@rwps.org or call 651-385-2857 o 651385-2959  
**Only original documents (no images/pictures, paper, etc.)**

## Interpretation (Spoken)

- Special Education Due Process
  - Check in with parents, behavior or academic meetings, conferences, health, etc.
- Note:  
If Kelly Hassamer is not available please use Language Line

**Kelly Hassemer**  
kahassemer@rwps.org



- \* Email Kelly Hassemer to schedule a meeting.
- \* **DO NOT use family member, friend or student.**

- Look at the back side for instructions on how to use Language Line.**
- Tips to work with an interpreter:**
- \* Introduce yourself and the interpreter to the parent.
  - \* State information in short, concise sentences.
  - \* The interpreter may sometimes ask for repetitions or clarification.

## How to use:



### Over-the-Phone Interpreter

1. Dial 1-866-874-3972
2. Provide Client ID: 5 0 9 3 1 3
3. Select the language you need
  - a) Press 1 for Spanish
  - b) Press 2 for all other languages & state the name of the desired language
4. Provide your School Code: 0256
5. Summarize to the interpreter why are you calling:  
*Parent teacher conferences*
6. Ask the interpreter to dial the parent number or place the interpreter on hold and conference in the parent
7. Say "End of Call" to the interpreter when your call is completed

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**\*\* The language line service is only for school use.  
Please do not share the number or codes.**

## Other Resources

1. Intercultural Mutual Assistance Association (IMAA) - Regional organization that provides trained interpreters. (507)-289-5960 ext. 131, Languageservices@imaa.net, <http://imaa.net/service-programs/interpreting-translating>.
2. Upper Midwest Translators & Interpreters Association <https://umtia.org/directory>
3. Contact Kelly Hassemer for assistance on these or other resources.



Do you want to learn more about communications with English Language Learners Families/students?  
Schedule a meeting with Kelly Hassemer for a staff training at [kahassemer@rwps.org](mailto:kahassemer@rwps.org)