



**COMMUNICATION WITH ENGLISH LEARNERS FAMILIES/STUDENTS (LEP)  
RED WING (COLVILL-TBMS-RWHS-DISTRICT OFFICE)**



**Translation (Written)**

**Interpretation (Spoken)**

- Teacher Emails - GT
- Classroom News - GT
- Urgent comm. - TP
- Reminders - TP

- Sp. Ed. Due Process -PWN
- Legal documents
- Policies/handbooks
- Superintendent comm.
- District Surveys, etc.

- Check in with parents
- Schedule appt. for conferences
- Reminders
- Health

- Special Ed. Due Process
- Behavior meetings
- Academic meetings
- Conferences



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Use this note at the end of the documents:  
*Traducción automatizada.*  
*Para obtener información en español por favor contáctenos al xxx-xxx-xxxx*  
*(Automatic translation. For information in Spanish please contact us at xxxxxxxxx)*  
GT= Google Translate  
TP= Talking Points - Txt messages.

- \* Return times may vary. First to come first to serve.
- \* If you need something urgent please contact Jeimmy Yusty-Rojas.

**Only original documents (no images/pictures, paper, etc.)**

- \* **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.

- \* Email Jeimmy Yusty-Rojas to schedule a meeting or contact IMAA/UMTIA.
- \* Schedule the meeting with time.
- \* **DO NOT use family member, friend or student.**

## How to use:



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 Jeimmy Yusty Rojas GCED Cultural Liaison 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 Jeimmy Yusty Rojas for a staff training at [jyusty-rojas@rwps.org](mailto:jyusty-rojas@rwps.org)