

TRANSLATION AND INTERPRETING PROCEDURES

Definitions: Translation is in written form. Interpretation is oral.

The RAP Center can provide both translation and interpretation upon request. However, schools are urged, when at all possible, to use translators and interpreters from their school contacts. RAP Center will translate documents from schools when necessary and when the translators are not working on district projects. In these cases, the school takes care of the time cards, usually with their EIA/LEP funding. **Please note that if the request is for a Special Education document or meeting, contact Pam Jones in Special Education at 741-2843.**

To request a translator or interpreter please follow these guidelines:

- When requesting either a translation (written) or interpretation (oral), fill out a request form (included after this page) and FAX it to 307-4592 or email or phone Chris Pharn in the RAP Center.
- Please indicate when the document is needed or meeting will be held.**
- Allow at least one week for the document to be completed, longer if the document is lengthy.
- An electronic copy is requested, through Microsoft Office Outlook, and the translation will be returned in that form as well unless other arrangements need to be made by the originator.
- If requesting a revision of a previous document, highlight the areas on the document that are revised, new, or deleted. This saves a considerable amount of time, allowing our translators to return the document more quickly. If requesting an interpreter for a meeting with a number of parents, the RAP Center has an interpretation machine available upon request that allows several parents to listen through headphones, while simultaneous interpretation is given.
- If you FAX a request for an interpreter, Chris Pharn will contact you to confirm the availability of an interpreter. If you do not hear from Chris (or designee) within a day or two, please follow up with an inquiry.

Additional Information Regarding Translation and Interpreting

The district is required to provide written translations in languages that are represented by 15% or more of the district English learner (EL) population. A school is required to provide translations for all languages that are represented at the school by 15% or more of the EL students. Currently, in our district, the only language that is 15% or more is Spanish. The RAP Center has one bilingual paraprofessional who can interpret in Mien. With enough advance notice given to contact available interpreters, Filipino, Punjabi, Vietnamese, Cantonese, Arabic, Lao, Hindi, Portuguese can be interpreted and translated as well. The RAP Center maintains a listing of interested people to translate or interpret in these and several other languages. Consult with Chris Pharn for requests for names of people to do school translations or interpreting.

The RAP Center is always looking for good translators to work on an hourly basis. If you know of any such people, please contact the RAP Center Program Assistant, Nellie Smith, at 510) 307-4590.

Each written translation is read by at least two people before being returned to the originator, but if you find errors or usage problems, do not hesitate to contact Nellie Smith or Chris Pharn who can work with the interpreter or translator.

Nellie Smith takes point on the overall process and Chris Pharn assigns the work, monitors the process, and keeps records.