

ESL Procedures for ELL Referrals for Testing

ESL (English as a Second Language) refers to the curriculum/program. ELL and LEP (English Language Learners or Limited English Proficient) refer to the students.

Prior to any decisions to obtain parent signatures for testing, the actual testing sessions, and placement of ELLs through an IEP into Special Education, the following ESL procedure must be completed.

- Ask an ESL Educator to check an ESL PHLOTE (Primary Home Language Other Than English) list for currently enrolled ELL students who are being referred for testing. This list provides all the information needed for students.
- Obtain a county interpreter/translator list in order to schedule the appropriate interpreter/translator for parent or for student.
- Consult an ESL Educator about checking a student's ESL file in the permanent record to obtain a copy of a **filed interpreter/translator form**. If the parent did not return the form to the ESL Educator, a **county interpreter/translator form** must be completed **prior to** 1) parent meetings and 2) any completion of initial paperwork from Special Education, the school psychologist, or any assessment individual requiring a parent signature.

If a parent notes that she/he will require an interpreter, then regulations require that an appropriate interpreter/translator must be provided prior to any other steps in the procedure. If a parent indicates he/she does not require an interpreter, then the procedure would be followed as it would be for all parents.

- Parent must have completed a WVEIS form. Please note the Native Language on the front of the form and the questions at the top back of the form. A PHLOTE list will already provide all of this information for students currently enrolled in our system; however, if the student is new or is being referred from Birth to Three, then the completed WVEIS form is required.

If the parent indicates on the front and back consistently that the child speaks his/her native language, for example Mandarin Chinese, a Mandarin Chinese interpreter will be required for any testing. If the child speaks some English, but Mandarin Chinese is still spoken in the home, an interpreter must be obtained. If the parent states that the child is no longer a Mandarin Chinese speaker, after several years in the United States or in an American school, then no interpreter is needed. **Note: The person in charge must interview the parent to make sure the information is correct, since the decision to obtain or not to obtain an interpreter is crucial and required by federal regulations.**

- There are **two types of interpreters/translators**: 1) One type is for parents who need assistance with English in meetings and with written documents. 2) The second type is the Assessment Interpreter who is available to assist the assessment administrator with the testing of the student. The first group of parent interpreters is not specifically trained. They just offer their services for other parents in their native languages. The Assessment Interpreters must be trained at North to learn how they will assist with the assessment, understand how their services will be needed, view a copy of the assessment, and sign a confidentiality agreement. The Assessment Interpreter must be present if the WVEIS form indicates the child's need for assistance. This interpreter may or may not say anything during the assessment, depending on the child's responses. The purpose of the interpreter is to protect the child and the county in order to provide a valid testing session; otherwise, legal issues may arise.

Date: _____

To the parents of: _____

Monongalia County Schools Interpreter/Translator Procedure

In compliance with federal law, we must make certain that parents have every opportunity to understand official meetings and documents. **The discussions and documents will contain legal and academic language, rather than conversational English.**

Do you require an interpreter/translator?

_____ I do not require an interpreter/translator.

_____ I will require an interpreter/translator to explain the documents and discussions to me.

Parent Signature: _____ Date: _____

Please complete this form and return to your child's school by the following date: _____ Contact Person: _____

School contacts: Please send a copy of all completed forms to Anita Nedeff at North Elementary.

Interpreter: _____ Date: _____

I, _____, agree to sign the attached HIPAA confidentiality document in order to protect the privacy of individuals for whom I interpret or translate.

Please sign this agreement as well as the bottom of the first page of the HIPAA document.

Signature: _____