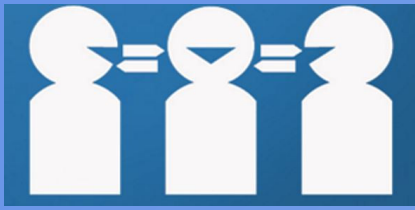


INTERPRETING FLOWCHART



Do you have a need to translate orally the words for a person who is multilingual?

Have you attempted to communicate in English and the family needs interpreting?

The school can continue communicating without additional support.

Is this a language you have in your building (teacher, tutor/translator, or other staff member)?

Is this a medical or attendance issue?

Use the Community Health's language line through your building's nurse.

Do you have enough support?

What type of support do you need?

Use your building support.

**Annual case conferences should be scheduled with your building's tutor/translator first. This is best practice to use familiar staff members to make strong connections with the school.*

**For Special Education: Please send requests to kfoster@perryschools.org*

Conference (large or whole school event):
Send request to lnetsch@perryschools.org and mmontiero@perryschools.org with the following info:
Event Name, Event dates and times, Languages needed, and estimated number of attendees by language.

On-site (Meetings for 30 minutes or more, such as, Case or parent conferences):
Send request to lnetsch@perryschools.org and mmontiero@perryschools.org with the following info:
Student name, parent name, phone number, language, description of event, and multiple dates for parent choice.

Telephone (Meetings that are less than 30 minutes to relay or get information):
Send request to lnetsch@perryschools.org and mmontiero@perryschools.org with the following info:
Student name, parent name, phone number, language, and message.

All requests are assigned through the EL office. Do not contact a tutor/translator outside your building directly.