



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Oral Interpretation at an Individualized Education Program (IEP) Team Meeting

NUMBER: REF-1596.12

ISSUER: Anthony Aguilar, Chief of Special Education, Equity and Access Division of Special Education

DATE: August 19, 2019

DUE DATE: October 17 of each school year

PURPOSE: The purpose of this Reference Guide is to inform school administrators of the due date and procedures for inputting the names (in the Principal’s Portal) of staff eligible to provide oral interpretation in the home language of the parent when requested at IEP team meetings. Included are procedures, forms, and resources to assist schools in providing oral interpretation at IEP team meetings when requested by a parent.

MAJOR CHANGES: This reference guide replaces REF-1596.11 dated September 10, 2018 of the same title, issued by the Division of Special Education. These guidelines include new procedures for identifying staff specifically trained and assigned to provide oral interpretation in the home language of the parent when requested at an IEP team meetings via the Principal’s Portal.

INSTRUCTIONS: Principals will:

1. Log in to the Principal’s Portal;
2. Complete the “Oral Interpretation at an Individualized Education Program (IEP) Team meeting” section in the *School Designee Form*;
3. Reassign staff when staffing changes occur during the school year by updating the *School Designee Form* in the Principal’s Portal. (The *School Designee Form* is available in the “Actions” section of the Principal’s Portal.)
4. Ensure the designated sections of staff eligible to provide oral interpretation in the home language of the parent at IEP team meetings are completed in the *School Designee Form* no later than October 17th of each school year.

BACKGROUND: In recognition of the need for meaningful participation for non- or limited-English speaking parent(s)/guardian(s) at IEP team meetings, the Division of Special Education has designed training for bilingual school site staff, designated by the site administrator, to provide oral interpretation at IEP team meetings and Section 504 meetings.

REQUIREMENTS: All Principals are required to identify eligible staff to provide oral interpretation in the home language of the parent at Individualized Education Program (IEP) team meetings into the Principal’s Portal.

ROUTING
All Schools
Local District Superintendents
Local District Directors of Instruction
Special Education Administrators
School Site Administrators



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

School site administrators are responsible for:

1. Completing and submitting online protocol for Staff Eligible to Interpret at IEP team meetings, no later than October 17 of each school year.
2. Identifying and utilizing eligible bilingual school site staff (according to the Eligibility Criteria indicated in this Reference Guide) to provide oral interpretation at IEP team meetings when requested by parents(s)/guardian(s).
3. Accessing MyPLN (according to IEP Interpreter Training indicated in this Reference Guide) for current information on dates and locations for trainings on oral interpretation at the IEP team meeting.
4. Ensuring that eligible classified bilingual (qualified by District standards) school site staff, who will be utilized by administrators to interpret at IEP team meetings, register via MyPLN (according to IEP Interpreter Training indicated in this Reference Guide) and attend one of the oral interpretation trainings held throughout the District.
5. Maintaining an updated list of District trained classified and certificated bilingual staff eligible to interpret at IEP team meetings at the school site.
6. Ensuring that certificated special education bilingual personnel, who meet eligibility criteria (according to the criteria indicated below) and who are providing or will provide oral interpretation at IEP team meetings, have been given a copy of the District's [*Oral Interpretation Guidelines and Protocol*](#).
7. Ensuring that certificated non-special education bilingual personnel, who meet eligibility criteria (according to the criteria indicated below) and who are providing or will provide oral interpretation at IEP team meetings, have been given the District's [*Oral Interpretation Guidelines and Protocol*](#) and are able to access the District's glossary of special education terms, http://translationsunit.com/TSU_2017/Glossary.html.

I. ELIGIBILITY CRITERIA TO INTERPRET AT IEP TEAM MEETINGS

Classified school site staff: To be eligible to interpret at IEP team meetings, classified staff must meet the following criteria: (a) qualify as bilingual by District standards; (b) complete the District's IEP oral interpretation training; and (c) demonstrate sufficient knowledge of special education terminology utilizing the District's glossary of special education terms.

Certificated Special Education Bilingual Personnel: To be eligible to interpret at IEP team meetings, certificated special education bilingual personnel must meet the following criteria: (a) have A-level fluency or a Bilingual Cross-cultural, Language and Academic Development (BCLAD) or Bilingual Certificate of Competence (BCC) and (b) have attended the District's IEP oral interpretation training and/or have been provided the District's [*Oral Interpretation Guidelines and Protocol*](#).



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

Certificated Non-Special Education Bilingual Personnel: In order to be eligible to interpret at IEP team meetings, certificated non-special education bilingual personnel must meet the following criteria: (a) have A-level fluency or a BCLAD or a BCC; (b) have attended the District’s Oral interpreter training and/or have been provided the District’s [*Oral Interpretation Guidelines and Protocol*](#); and (c) demonstrate sufficient knowledge of special education terminology utilizing the District’s glossary of special education terms.

II. DETERMINING NUMBER OF ELIGIBLE INTERPRETERS NEEDED AT SCHOOL SITES:

Any school site staff member who is currently being utilized to interpret at IEP team meetings, but who has not yet met the eligibility criteria above, must meet the eligibility criteria within six school months of the date of the IEP team meeting in which the school site staff member was used to interpret.

In determining the appropriate number of eligible interpreters that individual schools may need to provide oral interpretation at IEP team meetings, school site administrators should use the following chart, which is based on the number of requests for oral interpretation at IEP team meetings from the preceding school year.

Number of Parent Requests for Interpreters at IEP Team Meetings during the previous school year	Number of Eligible Interpreters Needed for IEP Team Meetings for the current school year
001 - 030	1
031 - 060	2
061 - 090	3
091 - 120	4
121 - 150	5
151 - 200	6

III. IEP INTERPRETER TRAINING:

Principals must make every effort to have appropriate bilingual (qualified by District standards) school site personnel trained, or otherwise eligible, to provide oral interpretation at IEP team meetings. Principals are responsible for sending appropriate classified bilingual (qualified by District standards) school site personnel to the District’s IEP oral interpretation training.

One-day oral interpretation training sessions are held by the Division of Special Education during the fall and spring semesters at various locations throughout the District for school site classified personnel.

The Division of Special Education will post the schedule of dates and locations of training including registration information on its website annually. Class registration is through the My Professional Learning Network (MyPLN). Keyword:

Interpretation.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

To access MyPLN, users will need to log in using their Single Sign-On username and password (SSO Account). If you don't currently have an SSO Account, please submit a request through the LAUSD Single Sign-On Self Service Console (<https://sso.lausd.net>).

To Register:

1. Use the Firefox or Chrome browser to access [MyPLN](#)
2. Click on LAUSD Employee
3. Login using your Single Sign-On (SSO) username and password
4. Go to the "Search" box in the upper right corner
5. Type "Interpretation" in the "Search" box.
6. Select *Oral Interpretation Training*
7. Review the available dates and locations
8. Click Request on the desired date and location
9. Enrollees will receive an email confirmation of their enrollment

Training Content:

The first half of the training day is devoted to oral interpretation techniques and issues at an IEP team meeting that are applicable to any language. The second half of the training day will focus on guided practice in Spanish language oral interpretation only.

IV. PROCEDURES FOR IEP TEAM MEETINGS:

The administrator or designee of an IEP team meeting should be familiar with the following preparations required for working with an oral interpreter as follows:

- Avoid, to the extent possible, having the staff person acting as an interpreter serve dual roles during the meeting (i.e. having the school psychologist or student's teacher also serve as the interpreter) and when it is not possible, use best practices to conduct meetings to ensure that such individuals may effectively carry out both roles.
- Inform the eligible oral interpreter of the date for the scheduled IEP team meeting at least 24 hours in advance; provide the student's draft IEP document and any documents that will assist the interpreter to provide adequate interpretation.
- Confer with the assigned site interpreter to discuss mode of interpretation (consecutive or simultaneous) and possible cues to be used during IEP team meeting.
- Allow interpreter to determine where his or her preferred seating will be; either next to the parent or an alternative location.
- Clarify the roles and turn-taking procedures that are to be used by IEP team members so that only one person is talking at any time.
- Pace the meeting to include breaks to maintain interpreter effectiveness; interpreter may also request breaks as needed.
- Have IEP team members address and speak in the first person to the parent(s) and not the interpreter.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Inform the IEP team that the interpreter is a confidential and neutral party whose purpose as a communicator of information is to provide oral interpretation to support meaningful parent participation.
- Remind IEP team members to speak at an appropriate pace for the interpreter to fully communicate all information provided by each participant.
- Ensure the interpreter maintains neutrality and does not interject their opinion, elaborations, or additional information and does not summarize or omit information.
- Allow the interpreter to request clarifications, explanations, or definitions from individuals providing information if warranted for understanding; information may be requested in segments.
- Ensure that the parent(s) understands the oral interpretation by periodically checking for understanding during an IEP team meeting.
- If an eligible interpreter must leave the IEP team meeting prior to it being finalized, or the parent requests that another oral interpreter be assigned, the administrator or designee is responsible for ensuring that an eligible IEP interpreter is available to continue the IEP team meeting.

RELATED RESOURCES:

BUL-4692.6 *Section 504 of the Rehabilitation Act of 1973*, dated October 27, 2017.

Copies of the “English/Spanish Glossary of LAUSD Terminology” are available by downloading the Glossary at: http://translationsunit.com/TSU_2017/Glossary.html.

ASSISTANCE:

For assistance or further information regarding the oral interpretation training and submission of the online school roster, please contact: LaTanya Tolan, Specialist, Division of Special Education, by phone at (213) 241-6701, or via email at latanya.tolan@lausd.net.

Information regarding Bilingual Status for Classified Staff is available through Personnel Commission at (213) 241-7800.

Information regarding Bilingual Status for Certificated Staff is available through Human Resources at (213) 241-6131.