

Wayne County School System

Guidelines for Interpreting and Translation Services to International Families

Students in the Wayne County School System come from numerous countries speaking a variety of languages. Limited English proficient (LEP) families who come to Wayne County with children in the school system need the language and cultural support in order to become actively involved in the schooling of their child/children. In order to provide the needed support to these families, the school system provides interpreting and translation services that operate under the guidelines noted below.

Interpreting Requests

All interpreter requests for non-special education meetings should be sent to Alex Chavarria, ESOL Family Liaison, by calling 912-402-9786 or by emailing Alejandra.Chavarria@wayne.k12.ga.us. The following information must be provided:

- Name of the school - Name of the student - Student's grade level
- Home or cell phone number - Date of the meeting - Location of the meeting
- Nature of the meeting (parent/teacher conference, orientation meetings, etc.).

Requests should be placed at least five school days in advance in order to guarantee timely service.

For all interpreter requests related to special education meetings, the requests should go through the Special Education Lead Teacher at each school.

For all interpreter requests related to Academic Parent Teacher Teams (APTT) or Title I events (revision meetings, Annual Title I meeting, APTT meetings), the requests should go through the Parent and Family Engagement Specialist, Nelda Simmons (NSimmons@wayne.k12.ga.us, 912-427-1000, ext. 250).

Translation Requests

All translation requests should be sent to Alex Chavarria, ESOL Family Liaison, at 912-402-9786 or email Alejandra.Chavarria@wayne.k12.ga.us.

Special Education documents are translated on a case-by-case basis. The preferred method of communication with families is face-to-face conversation about their child/children, with an interpreter present. Contact Special Education Director Jana Collins (Jana.Collins@wayne.k12.ga.us, 912-427-1000, ext. 220) or Assistant Special Education Director Jennifer Popkin (Jennifer.Popkin@wayne.k12.ga.us, 912-427-1000, ext. 219) with questions.

The Title I documents that can be translated are school- and district-level Parent and Family Engagement Policy and the school-level School-Family Compact. Contact Parent and Family Engagement Specialist Nelda Simmons (NSimmons@wayne.k12.ga.us, 912-427-1000, ext. 250) with questions.

All documents for translation must be submitted through the school system website at least five school days prior to the requested due date and include the following information:

- Original document in English - Title of the document - Language(s) needed
- Due date - Number of copies requested

It is highly encouraged that you keep copies of translated documents for use in the future with minor adjustments to be made to dates, times, locations, etc.