



MOUNT VERNON INDEPENDENT SCHOOL DISTRICT

501 Texas Highway 37, Mount Vernon, TX 75457

Main: (903) 537-2546 Fax: (903) 537-4784

www.mtvernonisd.net

Translation Procedure

Purpose:

Mount Vernon ISD will take practicable steps to ensure that parents, guardians, and other English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Section 1112(e)(4); 114(b)(4); 1116(e)(5); 1116(f)].

Types of Translation Available:

Language assistance will be provided through bilingual staff interpreters, written translated materials and documents, and technology-assisted translation capabilities including the district website.

Data Used to Determine Translation Needs:

Mount Vernon ISD will conduct an annual review of the language access needs of our parents, guardians, and others through the review of the Home Language Surveys, language preference surveys for written communications, and educator, parent, and student feedback and requests.

Based on this analysis, our district has determined that we will provide written and oral translations in Spanish.

Documents/Information to be Translated:

The District and Campus Improvement Plans and the Parent Family Engagement written policies will be available in written format in Spanish and available upon request verbally via an interpreter or via website translation capability in other languages upon request.

Written parent newsletters from the Parent Family Engagement State-Wide Initiative will be provided to parents/guardians in the identified language(s) provided by the state.

The School-Parent Compact will be translated in written and oral form in Spanish.

Written reports will be translated in writing and/or orally in Spanish.

Other communications will be translated in writing and/or orally in Spanish.

Monitoring:

On an ongoing basis, Mount Vernon ISD will assess changes in demographics, types of services, or other needs that may require reevaluation of this procedure. In addition, Mount Vernon ISD will regularly assess the efficacy of these procedures used for the delivery of language assistance.