

## DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

### **Notice of Interpretation and Translation Services for Limited English Proficient Parents/Guardians**

Detroit Public Schools Community District recognizes that communication with parents and guardians is critical for student success. The District is committed to providing language assistance (oral interpretation and written translation) services to families so that they have meaningful access to District programs and activities and take an active role in the education of their children.

To ensure effective communication with parents and guardians with limited English proficiency, oral interpretation and written translation services are available at no cost. A parent or guardian does not have to be of limited English proficiency in speaking, reading and writing English to be eligible for services, but rather, a parent or guardian may be limited in at least one of those areas to receive language assistance as needed. The District accepts a parent's or guardian's assertion that language assistance is needed without requiring additional corroboration.

To request an interpreter for a spoken language or translation of a school document, please contact the main office of your child's school. School staff will use site-based resources (interpreters and translators) to provide language assistance. If additional interpretation or translation services are needed, the District's Translation Coordinator in the Office of Multilingual/Multicultural Education will be contacted to provide additional language assistance.

For more information about interpretation and translation services, please contact the Office of Multilingual-Multicultural Education:

Phone: 313-212-4312 Fax: 313-873-8596

Email: [translation.request@detroitk12.org](mailto:translation.request@detroitk12.org)

Mailing address: Detroit Public Schools Community District  
Translations Coordinator  
Office of Multilingual-Multicultural Education  
3011 W. Grand Blvd., 9<sup>th</sup> Floor  
Detroit, MI 48202