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## Documentation of Native Language

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### **WCED Procedure:**

*Prior Written Notice for Eval or IEP: The notice must be provided in the native language of the parent or other mode of communication used by the parent, unless it is not feasible to do so.*

The only document which is required to be translated is the Prior Written Notice. If a parent requests to have the ER and IEP translated as well, have a discussion with them regarding the parts of the ER and IEP to gain understanding if they are requesting both documents in their entirety or are they primarily needing specific parts for reference. The district is required to translate the parts requested.

Note: Translations for Spanish, Hmong, and Somali are embedded in SpEd Forms. If you require a different language please follow your district policies for using translation services for this document;

In SpEd Forms, select Spanish, Hmong, Somali, etc. Eval./Re-eval Plan Prior Written Notice for an Evaluation or the Prior Written Notice Consent for an IEP. Address each item and translate to appropriate language..

In the last question regarding Adaptations, select the drop down indicating the PWN was provided to the parent in their native language.

Send a copy to the family and put one copy in the student's special education file.

*IEP Meetings: The public agency must take whatever action is necessary to ensure that the parent understands the proceedings of the IEP Team meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English.*

On the Team Meeting Notice, include the name of the interpreter who was invited. Ensure the interpreter signs in on documentation used for Team Members in attendance. If the interpreter is on the phone, identify the means by which information was shared with the interpreter.

For guidance on having IEP or ER meetings with an interpreter, please reference the document entitled, "Holding IEP Mtg w/ EL Families and Interpreters" on the Information Network.

*Evaluation Materials: Assessment and other evaluation materials used to assess a child are selected and administered so as not to be discriminatory on a racial or cultural basis. Assessment and other materials used to assess a child are provided and administered in the*

*child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to provide or administer.*

On the Evaluation Plan/Prior Written Notice, be sure to indicate what evaluations were completed using an interpreter. Also document in the Evaluation Report evaluation materials completed with an interpreter- and what their role was during evaluation.