



Translation and Interpretation Services for Community and Citywide Education Councils

Interpretation Services

On-site interpretation services are provided for the following types of CCEC meetings:

- Calendar and Business Meetings (inclusive of Special Meetings)
- Committee Meeting
- Annual Meeting

Languages available include: Arabic, Bengali, Cantonese, Mandarin, French, Haitian Creole, Korean, Russian, Spanish, and Urdu.

Services are only provided if an anticipated need is identified and if a request is made seven (7) business days in advance of the date of the scheduled meeting. Interpretation equipment is also available, but subject to availability. The DOE will periodically verify if the requested services are being utilized. If it is deemed that services are not being consistently utilized, services may be suspended.

Meeting cancellations must be communicated to interpretations@schools.nyc.gov at least 48 hours before the event to avoid the DOE from incurring unnecessary costs.

To obtain services, a [CCEC Interpretation Request Form](#) must be completed for each event and submitted by the council's Administrative Assistant to interpretations@schools.nyc.gov.

Translation Services

Translation services are provided for the following types of CCEC documents:

- Meeting Notices (*requires 5 business days minimum turnaround time*)
- Meeting Agendas (*requires 5 business days minimum turnaround time*)
- Resolutions (*requires 10 business days minimum turnaround time*)
- Bylaws (*requires 15 business days minimum turnaround time*)

Languages available include: Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish, and Urdu.

To obtain services, a [CCEC Translation Request Form](#) must be completed for each document and submitted by the council's Administrative Assistant to translations@schools.nyc.gov.

Additional Language Resources

Additional language resources are available on the [CCEC Resource Page](#) and include:

- Trilingual meeting notice templates
- Translated applicable Chancellor's Regulations
- Translated CCEC resource materials (e.g., CCEC Roles and Responsibilities)

Further, CCEC members who need interpretation services outside of meetings (including for school visits) may have access to the DOE's over-the-phone interpretation service between 8 am and 5 pm by calling the Translation and Interpretation Unit at 718-752-7373. If you require after-hours coverage, please contact interpretations@schools.nyc.gov to make arrangements.