



Translation and Interpretation Services

CR A-663 establishes the procedures for ensuring language access support for families and parent leaders. The services are provided by the Department of Education's Translation and Interpretation Unit ("T&I")

Interpretation Services

On-site interpretation services are provided for one (1) business meeting and one (1) calendar meeting per month for Community and Citywide Education Councils. Services are available in Arabic, Bengali, Cantonese, Mandarin, French, Haitian Creole, Korean, Russian, Spanish, and Urdu. Councils may also request services for limited-English-proficient Council members who speak one of these languages. Interpretation equipment is also provided but subject to availability.

Services will only be provided if an anticipated need is identified and if the request is made at least seven (7) calendar days in advance of the date of the scheduled meeting. T&I will periodically verify if the requested services are being utilized. If it is deemed that services are not being utilized by limited-English-proficient council members or individuals attending the meetings, services will be suspended. Further, any cancellation of a meeting must be communicated to T&I within 48 hours of the event to avoid the DOE incurring unnecessary costs.

To obtain services, an *Interpretation Request Form* (available on the DOE's Intranet site) 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 meeting notices (flyers) and agendas that are intended to promote Community or Citywide Education Council calendar or business meeting. Services are available in Arabic, Bengali, Chinese, French, Haitian Creole, Korean, Russian, Spanish and Urdu.

Multilingual meeting notices (flyers) and agendas in template form may be downloaded from the FACE pages on the DOE website, filled out with the appropriate information and circulated to the community along with the English notice(s). To obtain translation of custom notices and agendas, a *Translation Request Form* (available on the DOE's Intranet site) must be completed and submitted by the council's Administrative Assistant to translations@schools.nyc.gov. Allow at least five (5) business days for the completion of a translation request. *See samples of a meeting notice, translation request and interpretation request below.*

No other types of documents will be processed for translation.