

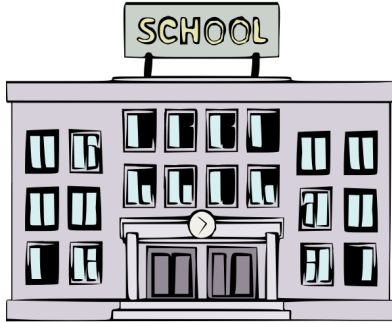
Working With Interpreters/Translators

Nebraska Department of Education

Who is responsible?

[USED Chapter 10](#) - Districts must ensure meaningful communication with parents in a language they understand.

[Supplement vs. Supplant Guidance](#)



What resources are available?

*Explore Local Professional Interpreter Services

Key Point:

Interpretations - translates orally from one language to another.

Translations - also involves the written form of translating from one language to another.



Phone interpretations:
[Language Line and Language Link](#)

Written translations of required federal documents:
[TransACT ParentNotices](#) is Nebraska's Provider.



NDE [List of Vendors](#) for Translations and/or Interpretations

Getting to know your families Getting to know your district needs

1. Results of Home Language Survey - how many families speak a language other than English? What are the other languages?
2. What is the preferred communication method of our families?
3. How comfortable are families coming to our schools?
4. How often do we need interpreters and/or translators?
5. What are our needs for interpretations and/or translations?
6. What resources do we have for our translation/interpretation needs?

[Needs Assessment for Working with Interpreters](#)

Question	Response	Response
1. How many families speak a language other than English? What are the other languages?		
2. What is the preferred communication method of our families?		
3. How comfortable are families coming to our schools?		
4. How often do we need interpreters and/or translators?		
5. What are our needs for interpretations and/or translations?		
6. What resources do we have for our translation/interpretation needs?		

Tips for working with interpreters

[Code of Ethics Example](#)

1. Brief the interpreter prior to the conversation or meeting.
2. Look at and speak directly to your guests.
3. Be concise.
4. Avoid slang/jargon/idioms/acronyms. If used, make sure they are clarified and explained.
5. Allow time for the interpreter to communicate with the parent/family member/guest. The interpreter's job is to translate only what is communicated. Allow time for parents to ask questions and make any comments.
6. Avoid using the children or other families as the interpreter for parents.
7. Provide training for translators/interpreters regarding confidential information.
8. Remember that the administrator and/or educators are initiating the conversation.



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