



**Excellence in Academic Achievement**  
Carrizo Springs Consolidated Independent School District  
2018-19  
Translation Procedure

**Purpose:**

Carrizo Springs CISD will take practicable steps to ensure that parents, guardians, and others English access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents can understand (Section 1112(e)(4);114 (b)(4);1116(e)(5);1116(f).

**Type of Translation Available:**

Language assistance will be provided through a bilingual staff interpreter (headphones), written translation and documents, and technology-assisted website translation capabilities.

**Data used to Determine Translation Needs:**

Carrizo Springs CISD will conduct annual review of the language access needs of our parents, guardians through a review of district/campus data, and educator/parent/student feedback and requests.

Based on this analysis, the district has determined that they will provide information in the following language(s): Spanish.

**Documents/Information to be Translated:**

Campus Improvement Plan will be available/translated by January of 2019

Written Parent and Family Engagement Policy

Written Campus Parent Compact

Campus Family Engagement Activities Notices

Parent Take Home Activities

**Monitoring:**

On an ongoing basis, Carrizo Springs CISD will assess changes in demographics, types of services or other needs that may require reevaluation of this procedure. In addition, CSCISD will regularly assess the efficacy of these procedures used for the delivery of language assistance.