ELL Educator Checklist

**Registration**
Are your materials translated into the languages spoken by your families? If not, what’s the communication plan?

**Website + Community Outreach**
Are you providing translations for important and critical information on your website and within your email and text communications?

**Inbound Phone Calls & Hotlines**
Do you have language support available on short notice to support ELL families?

**Remote Teaching Sessions**
Are you prepared to include language support during remote teaching sessions?

**Parent-Teacher Conferences**
Are you prepared to integrate non-English speaking parents into these dialogues?

**Individual Learning and Individual Education Plans**
Managing customized learning opportunities presents a particular challenge. Are you in a position to administer these ILPs and IEPs to ELLs?

**Technology Instructions**
Each student deserves to understand how to use the technology in their classroom. Are your instructions easily understood by ELLs and their parents?

**Specialist Appointments**
How will you ensure district staff, such as school psychologists or counselors, will have qualified language support to communicate clearly?

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**LanguageLine® Can Help**
We have easy-to-use language access solutions for the situations on this checklist. For over four decades, we have been working with school districts to bridge language and cultural barriers between students, their families, and educators. We provide on-demand audio and video interpreting solutions, onsite interpreting, as well as translation of written materials.

Let's have a conversation: [www.languageline.com](http://www.languageline.com) / 1-800-752-6096

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