

What is...?

An IEP, or Individualized Education Program, outlines the specific educational needs of a student with a disability. It aims to provide the student with the necessary support to thrive in school.

A 504 plan is a legal accommodation that is designed for students with disabilities who don't require specialized education but need adjustments to ensure equal access to learning.

Title III is a federal program that allocates funding to states for the purpose of improving the education of English learners. It helps ensure these students, including immigrants, can access quality instruction by bridging the language gap.

Language Access for IEPs, 504 Plans, and Title III Compliance

Interpretation and translation services ensure effective communication and provide students and families equal access to education and opportunities for success, especially for IEPs, 504 plans and Title III compliance. Use this checklist to help ensure your school is prepared to provide meaningful language access and meet the diverse needs of your students.

Preparation for IEPs and 504 Plans

Ensure all IEPs and 504 plans are up to date. Schedule necessary meetings with parents, teachers, and staff. Identify students and families needing interpretation or translation services, and their preferred language.

Provision of Interpretation Services

Arrange for qualified interpreters for all IEP and 504 meetings. Ensure interpreters are available in the required languages, both in-person and virtually.

Translation of Documents

Translate IEP and 504 plan documents into the family's preferred language. Ensure translated documents are reviewed for accuracy.

Alternative Format Transcription

Ensure learning materials are available in Braille, large print, or other accessible formats for visually impaired students. Coordinate with transcription services to meet student needs promptly.

Communication with Parents

Notify parents of IEP and 504 meetings well in advance, in their preferred language. Provide translated meeting agendas. Offer translated summaries of meeting outcomes and decisions.

Training and Resources

Train staff on language access policies and compliance. Provide staff reference materials to effectively access interpreter services and translate documents.

Compliance with Title III

Use Title III funds to support translation and interpretation services. Document the use of funds and services provided to ensure compliance.

Ongoing Monitoring and Evaluation

Collect feedback from parents, students, and staff to improve language access services. Ensure continuous compliance with federal and state regulations.

Partnering with LanguageLine

- Quick reference guide to facilitate working with interpreters and ordering translations
- Language identification tools to promote language services and increase efficiency
- Staff training on accessing language services, utilizing LanguageLine's technology for fast and accurate document translation and interpretation services.

For more details on how LanguageLine can support your school district's multilingual communication needs, please visit our website.

