

Communicating with Families in Their Home Language

WHAT SHOULD I DO?

AI and/or Machine Translation

Google Gemini, School AI, etc.

- Day-to-day classroom-level communications
- Some school-level written communications (not sensitive, serious, or official)

Multilingual Staff

Multilingual staff members at your school (depending on duties)

- Day-to-day classroom-level communications
- Some School-level written communications (not sensitive, serious, or official)

District's Interpreters/Translators

Translation and Interpretation Services.
To request, visit st vra.in/translationrequest

- School, Department, or District-Level communications
- Sensitive, serious, or official, oral or written communications

EXAMPLES OF APPROPRIATE USES:

- Information about the current unit of study
- Individual teacher communications
- Invitations to conferences or events
- Most newsletters

- Information about after-school activities, clubs, tutoring, etc.
- Setting up meetings with parents and school officials
- Quick check-in conversations with families
- Quick conversations about the school's health services (*ie, student has a fever, please pick them up; student not up to date with immunizations, etc.*)
- Registration
- Basic communication for meetings not lasting longer than 15 minutes
- Basic (hospitality-level) communication during school events

- Parent meetings
- Information about specific programming and services (ELD, Sp Ed, OT, GT, etc.)
- Parent-Teacher Conferences
- IEP and Section 504 Plan parent meetings
- Academic or Disciplinary issues/meetings
- Parent handbooks
- Parent permission forms for field trips and activities
- Discipline policies
- Crisis/Critical communications
- District-wide communications
- Proofreading translated written messages and materials.

TIPS FOR SUCCESS

- Translations are more accurate when written in one or more simple, short sentences.
- Have an multilingual human proofread your message.
- Please include a caveat about machine translation and create an opportunity for parents to clarify.
For example: *"This translation was created by (Gemini/School AI, etc.) and may contain errors. If you have questions about this information, please call our office at _____, and we'll call you back with an interpreter."*

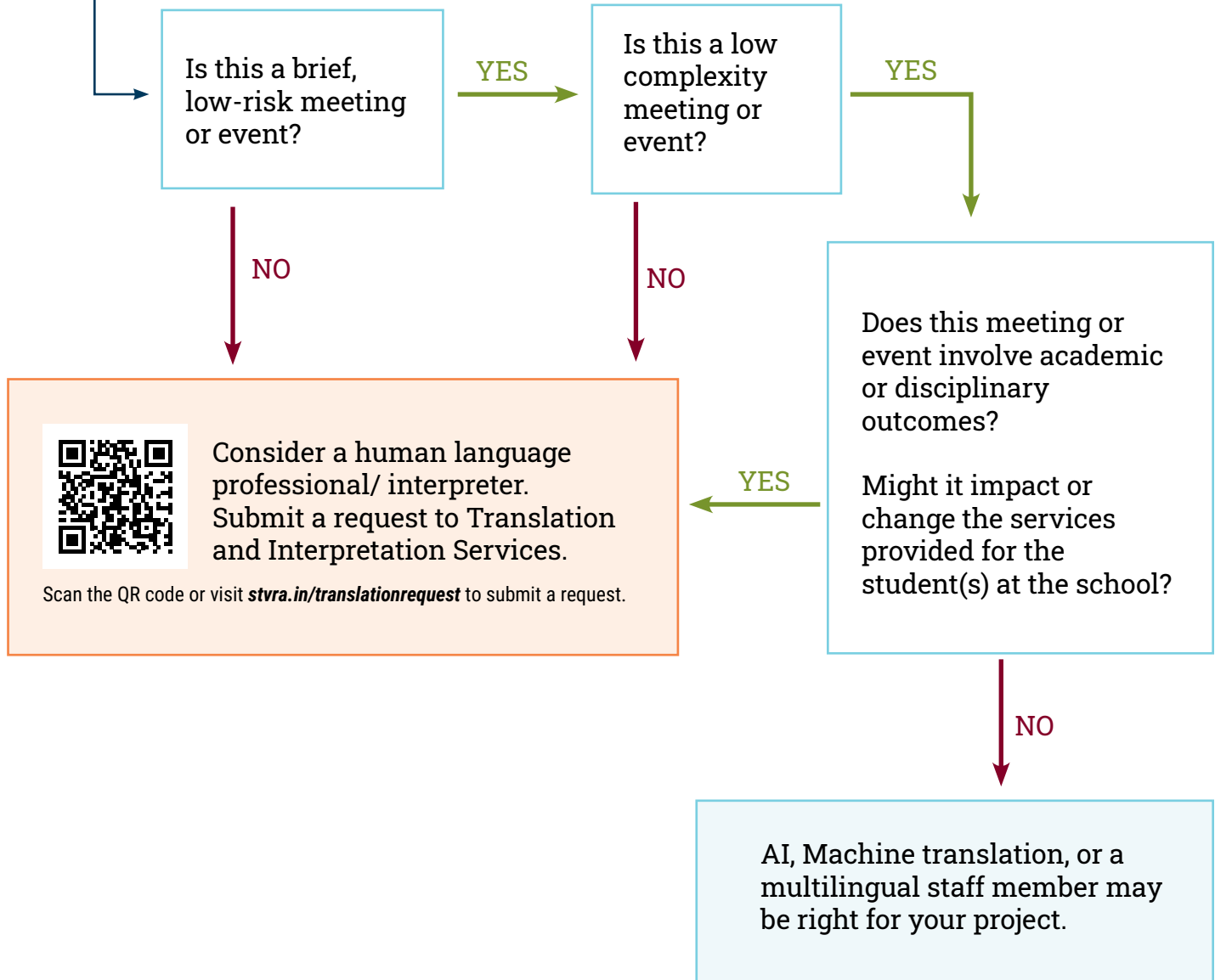
- Have a short message in mind.
- Be prepared to reschedule and request a District interpreter if the meeting or communication exchange doesn't go as expected.
- Keep in mind that a personal connection with a family does not guarantee better interpretation. Impartiality is a key ethical standard, and discussing sensitive topics may affect the school-family relationship. Using a qualified, neutral interpreter is strongly recommended.

- American Association of Interpreters and Translators in Education (AAITE) Best practices for successful interpreted sessions
- St. Vrain Valley Schools Best Practices for interpreted sessions: available at st vra.in/InterpretationBestPractices



“Should I submit a request to the Office of Translation and Interpretation Services?”

We’re here to support you! Feel free to contact us or use the diagram below to help guide your decision if you’re asking yourself, “Should I submit a request to the Office of Translation and Interpretation Services?”



Student Services