

Review Language Supports for Parents of Students with IEPs

As in the previous year, and in connection with a December 2019 Resolution Agreement with the US Department of Education's Office for Civil Rights, the [Standard Operating Procedures Manual \(SOPM\)](#) and [Chancellor's Regulation A-663](#), please review the following requirements concerning limited English proficient (LEP) parents of students with IEPs and students who have been referred for a special education evaluation:

- Provide LEP parents who prefer a DOE-covered language with translated notices of meetings, notices seeking consent, prior written notices, related service authorizations (RSAs), and Nickerson Letters. If a translated notice is not automatically generated in SESIS, use the translated templates available on the [Translations for Parent Notifications in SESIS](#) page.
- Include the [Get Help in Your Language notice](#) when sending all special education notices. Additionally, the Get Help in Your Language notice should be provided during special education meetings, including discussions regarding special education recovery services (SERS).
- Upon parent request, provide the following language access services:
 - Translations of IEPs, parent notices of SERS, and assessment reports for assessments that have been conducted or paid for by the DOE.
 - Submit IEP requests via the [DOE & Charter & 4410 Staff IEP Translation Request Form](#).
 - For parent notices of SERS and assessment reports for assessments conducted or paid for by the DOE, contact DOE's contract vendor, [Lingualinx](#).
 - Interpretation services when scheduling and conducting social history meetings, IEP meetings (including annual review meetings), meetings to create behavioral intervention plans (BIPs), manifestation determination review (MDR) meetings, meetings to discuss initial referrals or requests for initial referrals, meetings to develop suspension plans, and discussions regarding SERS.
 - For On-Site Interpretation (OSI), submit an [interpretation request form](#) with the contracted vendor, Geneva Worldwide. For instructions on how to access Over-the-Phone Interpretation (OPI) please visit the [Translation and Interpretation Unit InfoHub](#) page.

Upon parent request, schools should use their best efforts to provide language access services to LEP parents who prefer a language other than a DOE-covered language. For more information on requirements and best practices regarding language access services, see the [SOPM](#).

For language access services questions, email your BCO [field language access coordinator](#). For special education questions, email your [administrator of special education \(ASE\)](#).