



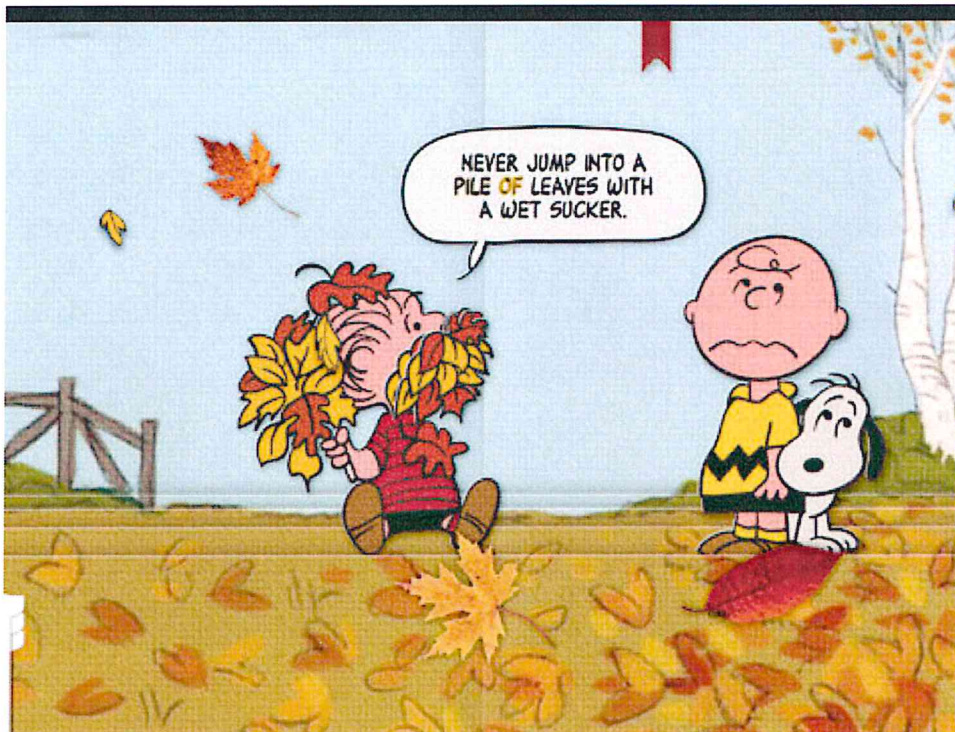
IRVINE UNIFIED SCHOOL DISTRICT

LANGUAGE MINORITY PROGRAMS – CLERK MEETING

OCTOBER 2015

- ✓ Language Minority staff contact list. Department hours: 7:30 a.m. - 4:00 p.m.
New staff members
- ✓ **Interpreter's List - Please post a copy of the instructions for hire** in your staff lounge or email it to your staff. Note: The information is for IUSD staff **only**, not for public record.
The interpreter's contact information can be found at this link and is updated regularly.
<https://intranet.iusd.org/curr/LangMinority/documents/Interpreterlist.pdf>
- ✓ **2015/16 CELDT scores needed for all LEP students transitioning from other CA schools:**
From this point on: To ensure all LEP students enrolling into IUSD have received their 2015-16 Annual CELDT (required by law): please contact the previous district to determine if the student has been administered this school year's annual. If they have not, please call our office to schedule an appointment for the test. (Let our staff know that you are scheduling an "annual" and that you have faxed or emailed the previous scores to Marla.

Today's pearl of wisdom: ☺





IRVINE UNIFIED SCHOOL DISTRICT
LANGUAGE MINORITY PROGRAMS

Language Minority Programs Staff

Department Extension-8500

Mennes, Lisa	Coordinator	8506
<i>Stark, Marla</i>	<i>Administrative Secretary</i>	<i>8501</i>
<i>Arambula, Allen</i>	<i>Clerk II</i>	<i>8527</i>
<i>Kassouni, Samira</i>	<i>TOSA</i>	<i>8503</i>
<i>McCurry, Carlene</i>	<i>TOSA</i>	<i>8526</i>
<i>Mroch, Lucinda</i>	<i>TOSA</i>	<i>8508</i>
<i>Timberman, Erin</i>	<i>TOSA</i>	<i>8618</i>

Community Liaisons

<i>Farjadi, Shahrzad</i>	<i>(Farsi)</i>	<i>8504</i>
<i>Chiang, Lichuan</i>	<i>(Mandarin/Taiwanese)</i>	<i>8525</i>
<i>Huang, Yen</i>	<i>(Mandarin)</i>	<i>8505</i>
<i>Kim, Insun</i>	<i>(Korean)</i>	<i>8502</i>
<i>Nanbu, Chiaki</i>	<i>(Japanese)</i>	<i>8617</i>

IRVINE UNIFIED SCHOOL DISTRICT

Protocol for Procuring Oral Interpretation

For written translations of information regarding district-wide programs; contact Language Minority Programs directly. (Extension 8500)

Special Education: For specific guidelines and procedures regarding the hiring of an Interpreter for a Special Education student, refer to the intranet under Special Education Interpreter Scheduling or contact Special Ed directly (Ext. 5230): <https://intranet.iusd.org/speced/>

General Education Staff Hiring Guidelines and Procedures:

Please follow these instructions when procuring interpretation services:

- Contact your site administrator to obtain the budget number from which the interpreter will be compensated. This budget number must be acquired prior to securing the services of the individual.
- Confirm availability directly with the interpreter prior to finalizing the date of a scheduled meeting with families, teachers, and/or staff. Please take into consideration that IUSD In-house interpreters have priorities and responsibilities associated with their current assignments. Therefore availability is conducive to their work schedules. Choosing someone close to your meeting place is advisable.
- Provide pertinent information in regards to the situation at hand, i.e. student's name, grade, general background. Interpreters should be informed and prepared ahead of time as to avoid any missteps and/or misjudgments during a meeting, hearing, or conference.
- Provide a budget number and sign the time card carried by the interpreter prior to the start of the meeting. The interpreter must submit all timecards to Lisa Mennes-Language Minority Programs.
- Remember: In-house interpreters are compensated at an Interpreter Sub Rate of \$18.470/hr. Compensation for interpretation services rendered are the responsibility of the hiring site.

Guidelines for Using Bilingual Instructional Staff:

The same procedure outlined above should be followed when enlisting the assistance of a bilingual staff member on site. In regards to legally mandated reviews, hearings, and meetings, it is recommended that the individual be properly trained to provide interpretation services in such situations. Not all of the interpreters on this list have received appropriate training by the Orange County Department of Education.

Guidelines for Procuring Outside Language Services: *Language Network Services (949) 733-2446*

In situations when an In-house interpreter is not available, Language Network Services is an outside service permitted for use by IUSD staff.

- Approval must be obtained from your site administrator prior to contacting Language Network Services.
- Identify yourself as an IUSD employee and specify the language services needed.
- It is best to get an estimate of the charge before contracting for interpretation services, as rates vary by language with a two hour minimum. Language Network Services adheres to a strict 24 hour cancellation policy and will bill each site directly for their services.



Request Form

California English Language Development Test (CELDT) Score

URGENT!

To: CELDT District Coordinator—

Directions: Under state and federal law, schools and school districts are required to provide student CELDT results to schools receiving English learner students. Please complete the English Language Proficiency Assessment Information section of this form and return it to the receiving school immediately.

Receiving School's Information

Today's Date: _____

Requestor's Name _____

District _____

Phone _____

Fax _____

E-mail _____

Mailing Address _____

City _____

Zip Code _____

Student Information:

Last Name _____

First _____

Middle _____

Other Name Used (Last, First, Middle) _____

Birth Date (mm/dd/yy) _____

Current Grade _____

Previous Enrolled School District _____

Phone _____

Current Enrolling School District & Site _____

Phone _____

Fax _____

English Language Proficiency Assessment Information

Student's primary language: _____

SSID #: _____

****Has student taken this school year's CELDT?** ☐ No ☐ Yes

Date of most recent CELDT _____

Date of initial CELDT, if known _____

Date of enrollment into a California public school, if different from the initial CELDT date above: _____

English Learner Acquisition Status (ELAS): ☐ IFEP ☐ EL ☐ RFEP

If reclassified, please provide date and supporting documentation. Date of Reclassification: _____

Date of most recent CELDT results: _____

Initial CELDT results for _____ grade, if available:

Domain **Scale Score** **Level**

Listening _____

Speaking _____

Reading _____

Writing _____

Overall _____

Domain **Scale Score** **Level**

Listening _____

Speaking _____

Reading _____

Writing _____

Overall _____

Has a Native Language Assessment been administered? Yes / No Results: _____

Comments: _____

School District _____

Signature (Previous Enrolled School Site Representative) _____

Printed Name _____

Date _____