

## Translation and Interpretation Needs Survey for Parents Who Speak a Language Other Than English

DATE \_\_\_\_\_

As a parent of a child in Boulder Valley Schools, you may receive information about your child’s education in the language that you understand best. This form will help the District provide services to you and your family. You only need to fill this form out once for all of your children.

Name(s) of Children Enrolling in Boulder Schools	Grade	School
_____	_____	_____
_____	_____	_____

Name(s) of Parents/Guardians	Address (Zip)	Telephone: Home/Work
_____	_____	_____

Do you need the help of an interpreter for meetings with school personnel?

Yes    No

Do you need help understanding school documents that are written in English?

Yes    No

**If you answered “yes” to either question, please check either A, B, or C:**

**A** \_\_\_\_\_ I prefer to ask my relative, friend or neighbor to act as my interpreter. Because of confidentiality, BVSD does not allow children or students to act as interpreters.

Name of interpreter \_\_\_\_\_

Address \_\_\_\_\_

**B** \_\_\_\_\_ I prefer that the school provide an interpreter who speaks \_\_\_\_\_  
(language you best understand)

**C** \_\_\_\_\_ I need written information to be sent to me in Spanish

**Note to parents:** Many school documents are available in both Spanish and English. If you need help understanding school materials in a language other than Spanish, or if materials are not available in Spanish, please follow the steps listed below:

1. Bring the English material to the school secretary.
2. Print your name, address, and primary language on the paper.
3. If the paper is not available in your primary language, the school will have an interpreter call you with an oral translation.

**Note to BVSD Personnel:** PLEASE KEEP ORIGINAL IN CUM FILE & FORWARD A COPY TO:  
1) Department of Language, Culture, and Equity 2) PARENTS AND 3) YOUR ESL OR BILINGUAL TEACHERS.