

SFUSD Policy 5023: Language Translation and Interpretation Accessibility

San Francisco Unified School District & County Office of Education

Parents in California have the right to translation and interpretation services if 15% or more of students speak a language other than English.

Here are things to know about Policy 5023:



Written materials should be translated and provided to parents before meetings. This includes important documents like the Individualized Education Plan (IEP) and assessments. These documents can be complex. Parents/guardians must be given time in advance to read and understand these documents to fully participate in IEP meetings.



Interpretation must be provided at all IEP meetings, parent-teacher conferences, student suspension and expulsion meetings, and board meetings. Interpretation can be simultaneous (an interpreter translates while the speaker is talking) or consecutive (an interpreter translates once the speaker stops speaking). If the meeting has **consecutive interpretation, the meeting time should be extended** to allow for consecutive interpretation, which **requires double the time**.



If interpretation is requested 72 hours before a meeting, interpretation must be provided. Parents/guardians can reach out to their case manager 72 hours before a meeting to request interpretation.

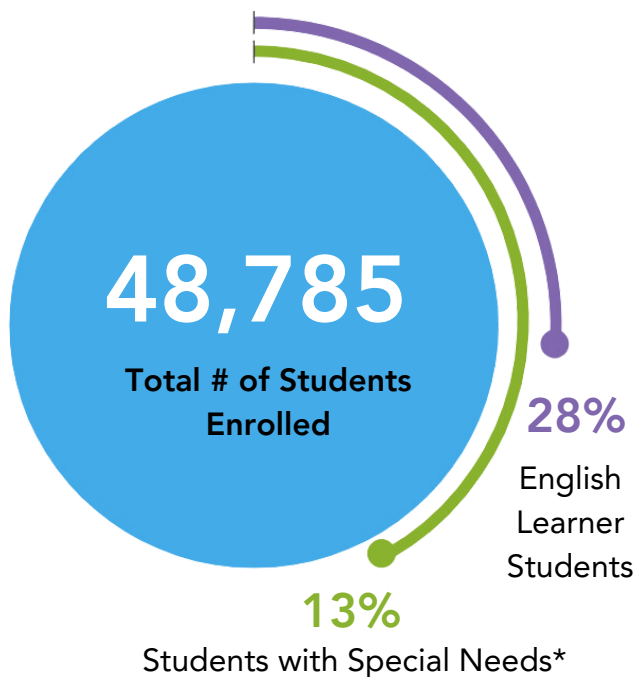


Innovate
Public Schools

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SFUSD Enrollment



SFUSD serves a population fluent in

52

distinct languages

57% Spanish

23% Cantonese

22% Other

Students with Special Needs at Grade Level

ENGLISH LANGUAGE ARTS (ELA)

Only two out of ten students (or 20%) with special needs were at grade level in ELA.



MATH

Less than two out of ten students (or 18%) with special needs were at grade level in Math.



Source: California Department of Education (2022-2023), California Assessment of Student Performance and Progress (CAASPP)

* The California Department of Education uses the term students with disabilities, at Innovate we use students with special needs as a synonym.