Face-to-Face Interpretation Services

Oral interpreters are available to assist ACPS families when meeting at your child's school or attending an ACPS activity.

To request this service please notify your child's school more than 5 schools days in advance to ensure availability.

Interpreters can be provided for a variety of meetings such as Parent Teacher conferences, Child Study meetings, Special Education Eligibility meetings, and IEP meetings. Interpreters can also assist during school activities such as Back-to-school nights, PTA Meetings, workshops and more!



Written Translation Services

ACPS translates division-wide documents to support school-parent communications. These documents include but are not limited to: division and school policies, emergency information, registration and enrollment forms, health and safety information, student permission forms, disciplinary letters, parent handbooks and fact sheets, academic options and planning, information regarding access to functions or co-curricular activities, report cards, and program-specific information.

Please let school staff knows if there is a document that you need help to understand.

FOR MORE INFORMATION

Contact Us:

Office of EL Services

Translation and Interpretation services

ACPS Central Office 1340 Braddock Place 703-619-8347 www.acps.k12.va.us/translation

FACE Center

ACPS Central Office 1340 Braddock Place 703-619-8055 www.acps.k12.va.us/face



Have questions or concerns? Need support?

If you have any questions or would like to request an interpreter or translator, please ask an ACPS staff member for assistance.



Translation and Interpretation Services

Available to ACPS Families





Translation and Interpretation Services

Translation and Interpretation Services Overview

Over 50% of students in Alexandria City Public Schools speak a language other than English at home. The most frequently spoken languages among ACPS students are Spanish, Amharic and Arabic.



In order to support communication between schools, students and families, ACPS's language access services include: telephone interpretation (through the Language Line), face-to-face interpretation, and written translation services.

Communicating regularly with your child's school is an important way to support your child's learning.

Accessing Services

There are different ways you can tell ACPS staff that you are in the need of Translation and Interpretation Services:

- When you register your child at ACPS, please let the staff member (Registrar) know your preferred language of communication.
- If you are at an ACPS school or office, look for the "Interpretation Services Available" poster. Then, point to your language and an ACPS staff member will contact an interpreter over the phone.



• If your language is not on the poster, please ask for a "Language Identification Guide," which contains more than 100 languages.



Interpretation Services through The Language Line

Language Line is an over-the-phone service that allows multilingual families to communicate with their child's school in a culturally sensitive manner using their native language.

Through the use of Language Line, your child's school can call an interpreter on the telephone. The school staff will dial the Language Line number and will ask for the language required. You will then have to wait on hold until the interpreter is connected, usually 1-2 minutes.