

Chattooga County Schools

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Interpreter /Translator Services Procedures: Chattooga County Schools

Guidance:

According to the Title I portion of the Every Student Succeeds Act of 1965 (ESSA) the following translation/interpretation activities are allowable under Title I.

1. Information regarding achievement
2. Annual state and local education agency report cards
3. Information in the school's Title I plan
4. If the school is identified for "school improvement," information on what this means, the reasons for the identification, what the school district and state are doing to address the problems identified, how parents can become involved to help, and an explanation of the parents' right to transfer their child to another school
5. Information on the availability of supplemental educational services, identified approved providers, and a brief description of the services. For students receiving supplemental educational services, information on their progress
6. Information related to school and parent programs, meetings, and other activities and notification of the district's parental involvement policy
7. Meaningful consultation with parents of Title I participating children on the planning and implementation of parental involvement programs, activities, and procedures

Procedure:

When an interpreter/translator is needed and you intend to use Title I funds for the payment, please follow the procedures below:

- Review the above list to ensure the activity is allowable under Title I law.
- If the person is not a Chattooga County employee:
 - a. They will complete the *Contracted Services Form* located on the CCSS Website and follow the procedures for becoming a vendor with CCSS.
 - b. After services are completed, they will send in an invoice for services. The invoice should provide very specific details of the activities that were completed.
- If the person is an employee of CCSS:
 - a. They will complete the *Contracted Services Form for Employees*.
 - b. The *Title I Interpreter/Translator Time Sheet* will be completed for all activities and will include a detailed description of each activity.
- Completion of the *Contracted Services Form* or the *Contracted Services Form for Employees* provides prior approval of the activity and assurance of allowable activities.

Expect Success

The Chattooga County School District does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs, activities, or employment practices.