



SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

**INTERPRETATION FOR REMOTE IEP MEETINGS
GUIDE FOR CASE MANAGERS AND SERVICE PROVIDERS
2020-2021**

I. Types of Requests

Use the new form to request an interpreter for meetings or calls related to special education services/ instruction:

- 1. Interpretation for IEP meetings**
- 2. Interpretation for assessments**
- 3. Requests for language support for communication with families**

Our office is happy to assist case managers and service providers in contacting families to provide information and other support.

Fill out and return an Interpreter Request Form . Send all forms to ieprequest@sandi.net . (Make sure to use the latest version of the form available on this website: <https://www.sandiegounified.org/cms/one.aspx?portalId=27732478&pageId=28245262>.)

Please allow up to 48 hours for a response.

If you require urgent support or have any questions, please contact Mario Garcia, the SPED Interpretation/ Translation supervisor: 619-362-4430 (direct line active during Distance Learning).

II. Request Form & Scheduling

1. Fill out an Interpreter Request Form (all fields), and send it to ieprequest@sandi.net . Make sure to include: the most reliable phone number to reach the family, meeting information (a meeting room will be assigned if this is not included on the form), your personal contact information/GoogleVoice number, and any special instructions. If you are setting up the Zoom meeting, please make sure to enable the interpretation feature.

If you are unsure of when the family will be available to participate in a meeting, include your team's general availability for the month in the date/ time sections and indicate in the comments that you would like an interpreter to help you schedule the meeting.



SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

See examples below:

Example A: IEP meeting

Student Name:	<u>FirstName.LastName</u>		Student ID#:	12345677
Date(s):	8/17; 8/19 (or any Monday or Wednesday before 9/9)			
Time(s):	9:00; 11:30 or 3:30			
Conference Topic:	Triennial IEP meeting		Expected Duration:	1 hour
Number of Participants:	6		Language:	Spanish
Type of Conference: (mark one)	WEB CONFERENCE	PHONE CONFERENCE	School Where Student is Enrolled:	ABCD Middle School
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Requester Name/Role:	Case Manager/Case Manager	Requester email & phone:	casemanager@sandi.net ; 619-867-5309	
Meeting instructions & comments:	<p><i>[Family contact information: First Name Last Name, relation to student, phone number(s); Zoom/Google Meet meeting information; Special instructions and/or message]</i></p> <p>Family Contact: <u>Firstname.Lastname</u> (father) 619-222-2222</p> <p>Zoom meeting:</p> <p>Link: https://sandiegounified.zoom.us/j/5555555555</p> <p>Meeting ID: 555-5555-5555</p> <p>Password: n/a</p> <p>Early triennial requested by the family.</p>			



SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

Example B Assessment

Student Name:	FirstName-LastName		Student ID#:	78912344
Date(s):	8/18; 8/20 or any Friday after 8/21			
Time(s):	10:00; 2:00			
Conference Topic:	Assessment-Parent-interview		Expected Duration:	90-minutes
Number of Participants:	4		Language:	Vietnamese
Type of Conference: (mark one)	WEB CONFERENCE	PHONE CONFERENCE	School Where Student is Enrolled:	EFG-Elementary
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Requester Name/Role:	Sc-Psych/School-Psychologist	Requester email & phone:	casemanager@sandi.net ; 619-123-4567	
Meeting instructions & comments:	<p><i>[Family contact information: First Name-Last Name, relation to student, phone number(s); Zoom/Google Meet meeting information; Special instructions and/or message]</i></p> <p>Family Contact: <u>Firstname-Lastname</u> (aunt-legal-guardian)-619-555-4545</p> <p>Zoom meeting:</p> <p>Link: https://sandiegounified.zoom.us/j/22233334444</p> <p>Meeting ID: 22233334444</p> <p>Password: 123456</p>			



SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

Examples C Phone conference

Student-Name:	<u>FirstName-LastName</u>		Student-ID#:	78912344
Date(s):	9/1/20			
Time(s):	8:30			
Conference-Topic:	Phone-conference-for-high-school-enrollment		Expected-Duration:	90-minutes
Number-of-Participants:	3		Language:	Arabic
Type-of-Conference: (mark-one)	<i>WEB</i> CONFERENCE	<i>PHONE</i> CONFERENCE	School-Where-Student-is-Enrolled:	HIJ-High-School
	x	x		
Requester-Name/Role:	Ca-Mana/Case-manager		Requester-email-&-phone:	casemanager@sandi.net ; 619-888-9999
Meeting-instructions-&-comments:	<p><i>[Family-contact-information:First-Name-Last-Name,-relation-to-student,-phone-number(s);-Zoom/Google-Meet-meeting-information;-Special-instructions-and/-or-message]</i></p> <p>Family-Contact:<u>Firstname-Lastname</u>-(mother)-619-567-8999</p> <p>Phone-conference-to-explain-enrollment-process/-requirements-for-high-school,-please-confirm-that-the-parent-will-be-available-at-the-requested-time.</p>			



SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

Example D Phone Check-In

Student Name:	FirstName·LastName	Student ID#:	78912344
Date(s):	9/3/20		
Time(s):	Any-time		
Conference Topic:	Check-in-re:computer-access	Expected Duration:	15-minutes
Number of Participants:	2	Language:	Spanish
Type of Conference: (mark one)	WEB CONFERENCE	PHONE CONFERENCE	School Where Student is Enrolled: HIJ-High-School
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Requester Name/Role:	Ca·Mana/·Case·manager	Requester email & phone:	casemanager@sandi.net 619-888-9999
Meeting instructions & comments:	<i>[Family contact information: First Name Last Name, relation to student, phone number(s); Zoom/Google Meet meeting information; Special instructions and/or message]</i> Family Contact: <u>Firstname-Lastname-(mother)</u> -619-899-1233 Please call the family and ask if the student has picked up their laptop and if the family needs assistance with internet access. Link for weekly Zoom class meeting: Instructions for Class Dojo		

2. Our team will confirm the date(s) and time(s) for the meeting(s) with the family 24-48 hours before the appointment. We may need to follow up with you to make adjustments or include a team member on the call to answer parent questions/ provide expert information.

**** Please keep in mind that circumstances continue to change for many families and team members, meeting dates/ times may have to be adjusted to accommodate altered schedules and different responsibilities. ****

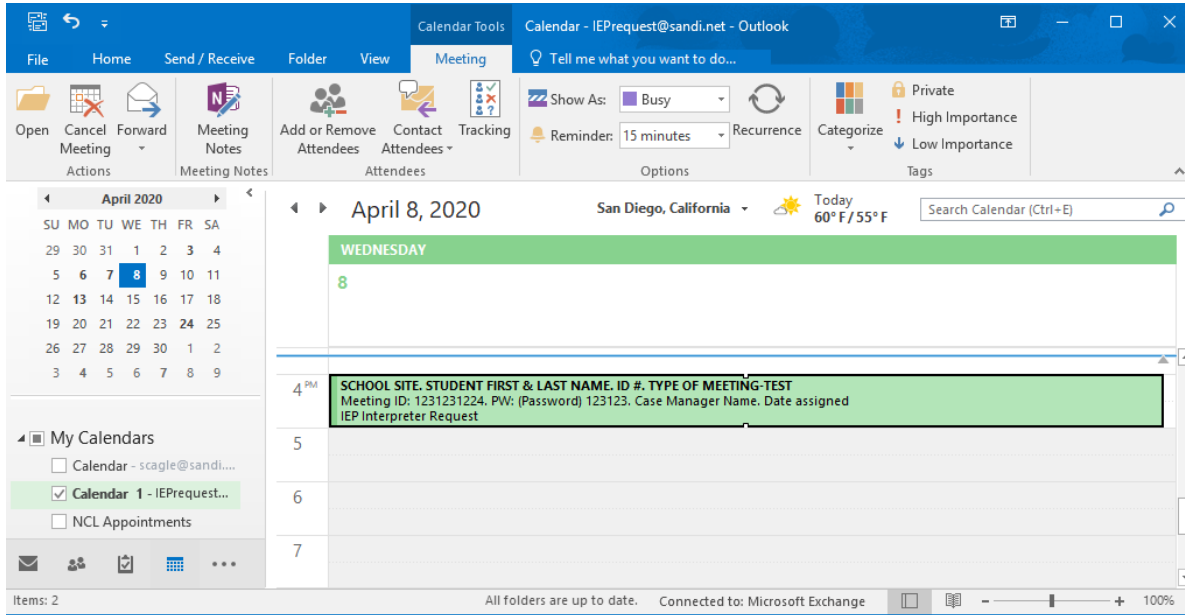
3. IEP Request will create the meeting invite. (If the team does not generate the Zoom meeting and include the information on the request form, an interpreter meeting room will be assigned.) You will receive an Outlook calendar invite with all of the information your team will need to join the meeting.



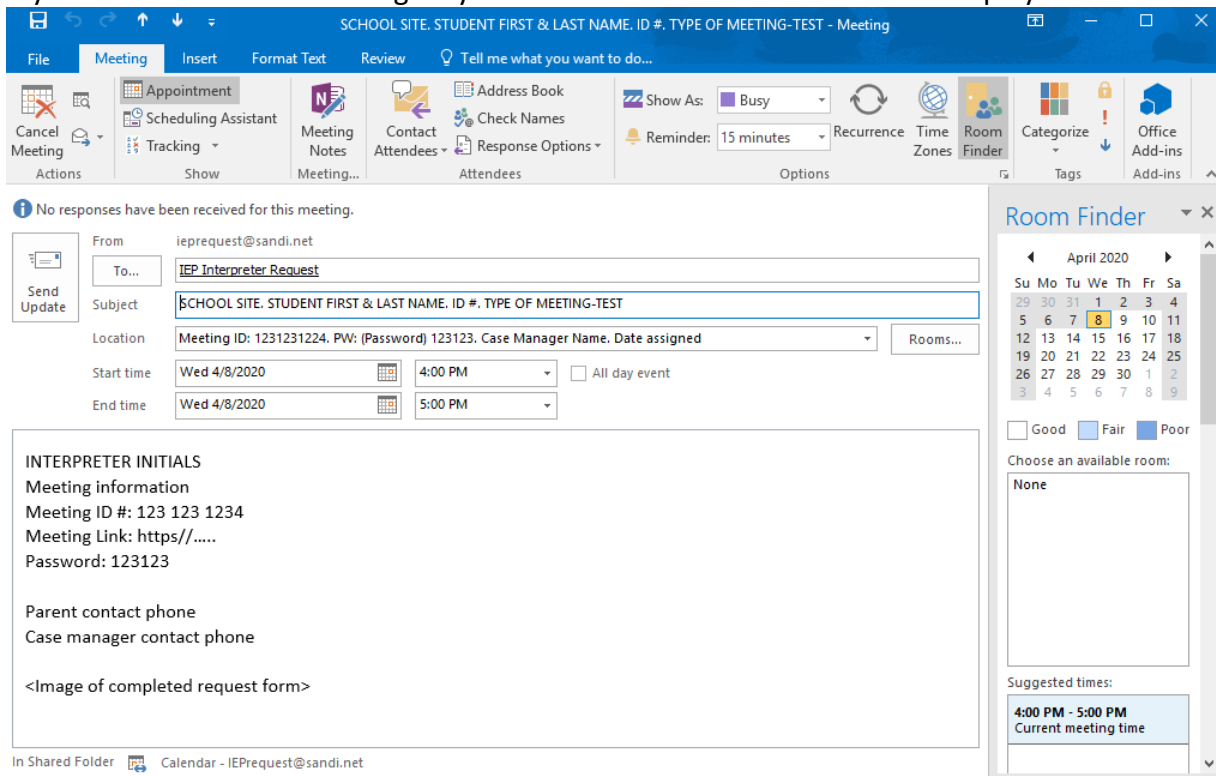
SPECIAL EDUCATION DIVISION

TRANSLATION/ INTERPRETATION DEPARTMENT

The invite will look like this on your Outlook calendar:



If you double-click the meeting on your calendar the information will be displayed like this:





SPECIAL EDUCATION DIVISION
TRANSLATION/ INTERPRETATION DEPARTMENT

Additionally, case managers will receive a confirmation email with all the meeting information. You can forward the Outlook calendar invite or the confirmation email to the other members of your team so that they have all the information they need to join at the appropriate date and time.

Please contact Mario Garcia, the SPED Interpretation/ Translation supervisor, if you have any questions or require urgent support: 619-362-4430.