

TRANSLATE for EL Parents!

Many of the parents of our EL students have difficulty understanding school notices. You can help them to access the information by using one or more of the ideas below.

Sample Notice:

OPEN HOUSE

Parents and guardians are invited to attend an Open House at the school on Tuesday night from 6:30-8. This is an opportunity to meet your child's teachers and hear about class expectations and curriculum for the semester. You will follow your child's schedule and attend each class for 15 minutes. Please see attached schedule and arrive promptly at 6:30.



Options to Support EL parents:

1. Simplified Sticky Note Version

Attach a sticky note with just the facts to the notice, such as:

Please come to school
Tuesday 6:30-8
-Meet teachers and learn
about classes.
-Use schedule on back

2. Google Translate

Google Translate isn't perfect, but parents have claimed it is better to have an incorrect translation than nothing at all! If you can, try to simplify the text first: reduce it to just the facts (like on the sticky note above) or remove idioms and figurative language (which don't translate well).

3. Use the Microsoft Office Translate Function or an Online Document Translator

Again, it won't be perfect, but translating your whole document will help parents to understand while keeping your format and layout intact. You can click "Review"/ "Translate" in any Office software or can upload your document to such as www.onlinedoctranslator.com/translationform. Use a font like "Arial Unicode MS" or "Times New Roman" in your original document as these fonts have the extensive characters needed to translate into languages with different alphabets. Also, leave extra blank space in tables to allow for translations that may be longer than your original text. You may find that a pdf document retains the formatting better.

4. Explain Face-to-Face

Parents may understand spoken English, but have difficulties with written English. Hand them the note in person and explain what it is about.

5. EL as Advocate

Go over the notice with the EL and ask that he/she explain key facts to their parents. Ensure your student can manage this task- summarizing and translating are challenging skills!