



# The University of Texas at Tyler **UNIVERSITY ACADEMY™**

## **UTTUA Translation & Interpretation Procedures**

As part of Title I, Part A schoolwide program requirements, UT Tyler University Academy UTTUA students. Families of UT Tyler University Academy students speak 15 different home languages as determined by original home language surveys collected when a student first enrolls in a Texas public school: Arabic (1), Chinese (2), English (947), French (1), Gujarati (3), Korean (1), Mandarin (1), Pashto (2), Pilipino (1), Russian (2), Spanish (39), Swedish (1), Thai (1), Urdu (4), and Vietnamese (13).

### **District Level**

- The District employs staff who can translate and interpret for parents or families that speak Spanish as a first language. In the event that a parent or family needs to have items translated or interpreted, contact the campus office to schedule a time for interpretation or for items to be translated.
- All paper based parent notices, invitations, notes, and reports to families originating from the district level can be translated to Spanish upon request.
- The UT Tyler University Academy District Improvement Plan will be available in English and Spanish on the district website. Hard copies are available at each campus office upon request.
- The UT Tyler University Academy Parent and Family Engagement Plan will be available in English and Spanish on the District website. Hard copies are available at the school offices upon request.

### **Campus Level**

- The District teacher/translator is available for each campus to translate or interpret as needed for parents or families that speak Spanish as a first language.
- Translation and interpretation services in Spanish will be made available at campus level parent events and meetings as needed.
- Notes and other “hard copy” communications can be translated to Spanish upon request.