



INTERPRETATION GUIDELINES

We respectfully request that you follow these guidelines in order to provide for an accurate interpretation of the information you wish to convey to the parent/guardian. Thank you.

1. All information disclosed at the meeting is kept **confidential**.
2. Pause after each sentence to allow for an **accurate interpretation**.
If a speaker makes long statements, the interpreter will signal for a pause.
3. The speaker should look directly at the parent, not at the interpreter.
Please avoid eye contact with the interpreter who sits next to, and a bit behind, the parent.
4. The interpretation occurs in the first person since the interpreter serves as a “voice” for the parent. The interpreter does not participate in the meeting.
5. Please refrain from side conversations while the interpreter is speaking.
Speak one at a time because the interpreter must interpret all comments to the parent.
6. Provide time for the parent to ask questions and to respond to the information he/she hears.

Some culture groups place great value on persons in authority.

To ask questions of the authority figures is considered disrespectful.

Repeatedly checking to find out if the parent has questions can empower him/her to speak up without fear of showing disrespect.

A copy of these guidelines will be provided to school staff at every meeting served by an interpreter. When these procedures are followed, home/school communications are strengthened and our international parents gain a better understanding of our educational system.

Your cooperation is greatly appreciated!