



Dear Parents and Families,

DeKalb County School District (DCSD) values clear and accessible communication between home and school and is committed to ensuring all families have access to important information. We want to inform you of the interpretation services available to you at your child's school.

The following language services are available:

Interpretation Services Provided by DeKalb County School District	
<b>Interpretation Services for Meetings</b>	DCSD provides interpreters for meetings. To request an interpreter for a scheduled meeting, please contact your child's school before the meeting to request interpretation.
<b>DCSD Help Line Phone Interpretation</b>	School staff has access to the DCSD Help Line (located at the International Student Screening Center) for brief, unscheduled, or emergency calls.
<b>Over-the-Phone Interpretation</b>	DCSD utilizes the ELSA Lite App, ELSA Landline, and Language Line Solutions to provide over-the-phone access to a live interpreter in over 240 languages.
<b>One-Way Interpretation/ Phone Calls</b>	If a teacher or school staff member needs to contact you to relay brief or unscheduled information, they can request an interpreter to assist with the phone call home.
<b>Communication with Teacher</b>	Teachers utilize various applications that provide daily communication with parents and families. Many of these applications provide the ability to give translated messages. Please contact your child's teacher for more information.

We believe that effective communication is key to your child's success and encourage you to utilize these services to ensure you are fully informed of your child's education.

If you require further assistance/guidance beyond the school, please contact the English Learners Department at **(678) 676-6602**.

***Please cut out the card below and bring it to your child's school to request an interpreter:***

 <p style="font-size: 24px; font-weight: bold; margin: 0;">LANGUAGE ASSISTANCE NEEDED</p> <p style="background-color: yellow; padding: 5px; font-weight: bold; margin: 0;">English Learners Department</p>	<p><b>HELLO!</b> I am a parent/guardian of a DeKalb County School District student and I speak _____.</p> <p>I need assistance in my native language.</p> <p><b>PARENTS OR STAFF:</b> If you have any questions, please call the Interpretation and Translation Unit at <b>678-676-6602</b>.</p>
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