



Using Translator for Limited English Proficient Families

All staff will have access to obtain a translator for an identified limited English proficient family by following the below steps.

How to use a translator for LEP families.

\*\*CPOA, CODCA, and PPOS make every effort to identify LEP parents who may need language assistance. Identification can occur through the home language survey response, enrollment portal questions, welcome phone calls and other school events. Schools must provide communication when requested by a LEP family in a language they understand.

A parent does not have to be of limited English proficiency in speaking, reading, writing, AND comprehending English in order to be considered LEP; rather, a parent only needs assistance in one of the above areas.

1. The ELL Coordinator will house a master list of identified LEP families.
2. If a staff member needs a translator to communicate with an identified LEP family he/she will email the ELL Coordinator to receive prior approval.
3. Follow the below steps to initiate translator service.
4. Once contact is made please communicate with ELL coordinator so that the service provided is logged on the LEP Service Log.

\*\*Questions – Please contact ELL Coordinator, Sarah Sisneros – [ssisneros@k12.com](mailto:ssisneros@k12.com)

1. Call Certified Languages International at 1-800-225-5254.
2. Give them the following code: 92534 for K12 Colorado Schools.
3. You will need to give them your full name as well as the student's name.
4. You will need to tell the operator that you would like a 'dial out' to the family and will need

to provide the parent's phone number and call.

1. At this time they will connect you to the translator and the family.

