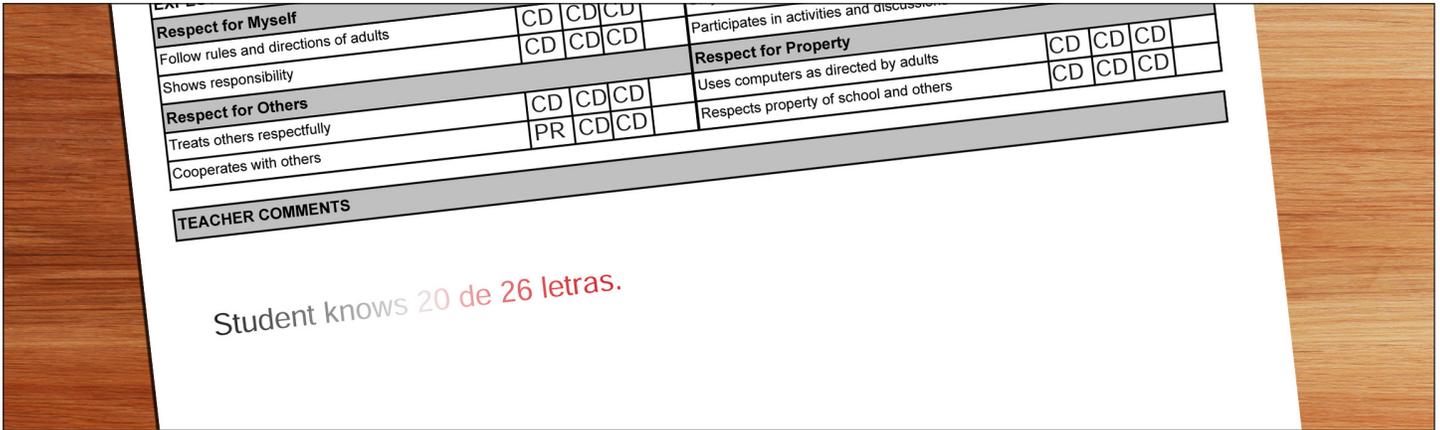


Translating Report Card Comments—Guidelines for Elementary Teachers



Bilingual facilitators are responsible for providing interpretation and translation services for parents at the school level, and this includes report card comments.

Each bilingual facilitator serves multiple schools, so the following guidelines are suggested in order to accommodate all the needs.

Any subject comments—available through the dropdown menu on Power Teacher Gradebook—are **automatically translated when a Spanish Report Card is printed.**

Please email any narrative (personalized) comments you need translated to your bilingual facilitator at least 10 days in advance. Please put all comments together on a single Word document with each child listed separately. Comments will be returned to you with the translation for each comment below the English comment.

Administrators may wish to create standard narrative comments, by grade, which bilingual facilitators can translate.

For example...

“Your child knows ___ of 26 letters”
 (“Su estudiante sabe ___ de 26 letras”).

Teachers would then just need to fill in the blank.

It is helpful to the bilingual facilitators to limit the number of unique sentences per child to no more than two.

Most importantly, use parent-teacher conferences as your opportunity to provide unique, detailed information about each student. In many cases, the bilingual facilitators are being asked to translate lengthy report card comments and then these comments are simply read (through an interpreter)

at parent-teacher conferences. It is preferable that there is less emphasis placed on report card comments and more emphasis placed on the conversations at conferences. This helps with bilingual facilitator workloads as well as with building relationships with international families.

If a parent doesn’t attend their child’s conference, the teacher may request further detailed comments be translated and sent home.

Please know that bilingual facilitators do not typically translate IEP-related progress notes regarding goals, objectives, and related services.

Overall Advice

Don’t panic if a translation is not able to be completed. Remember, your student’s progress is reviewed orally during conferences.

Remember to meet parents at their comfort level. Be specific, but keep the information simple and at a level that is useful to that student’s parents.

Anne Arundel County Public Schools is required, by federal law, to provide all Limited English Proficient (LEP) parents with interpretation and translation services, if needed. For more information see the following FAQ sheet:

www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-lep-parents-201501.pdf



Who is your bilingual facilitator?

Find the name of your bilingual facilitator at www.aacps.org/elloutreach.