Translation and Interpretation

1. What translation resources are available to you at your school site?
   a. Office or teaching staff who are bilingual?
   b. Parents, (much) older siblings, or other family members willing to translate?
   c. Who is the linguistic broker for the family with other institutions?

2. What translations services are available in your school district?
   a. Does your district have a multilingual department/contract?
   b. Does your district/school have a contract with the AT&T language line?

3. What resources do you have in your community?
   a. What non-profit, local social service agencies or faith based groups are in your community that offer translations services for free or reduced charges?
   b. Does the outreach in the HVP meet with any of these community organizations’ funded goals so that they could provide translations at no charge?

Tips for Translation and/or Interpretation

1. Find out the style of your translator prior to the visit. Is their style of translation a literal word for word, or do they like to hear a portion and then summarize? Pace yourself to match the style of your translator.

2. We recommend training of translators before going out on home visits. Understanding the purpose of the visits and respecting confidentiality is vital.

3. Try the following to begin to establish your relationship with the parent.
   a. Introduce yourself before turning call or visit over to the translator.
   b. Maintain eye contact with the parent/family member so they know you are the one interested in building a connection.
   c. Remember, language fluency does not equal cultural fluency.
   d. Check for understanding (clarify and confirm).
   e. Avoid yes/no questions and slang, and speak clearly.