

HOW TO MAKE A SPECIAL EDUCATION MEETING WITH AN INTERPRETER SUCCESSFUL

Tips, information, and resources:
prepared by the Multilingual Family Support Unit of
the Office of Family and Community Engagement

Not all bilingual people are interpreters.

Interpreters have a Code of Ethics.

The only ones talking all the time are the interpreters.

For virtual meetings: Zoom is the best! Google Meet is an option.

PLAN AHEAD!

Request an interpreter at least a week in advance. Go to the following link to make a request for an in-person (virtual or not) interpreter: philasd.org/face/multilingual/interpretation-services/

How to set-up Zoom for a meeting:

<https://www.youtube.com/watch?v=byus8pZJYdA>

ATTACH THE DOCUMENTS IN YOUR REQUEST

A successful meeting is the one for which you prepared; the same goes for the interpreter. An interpretation session is like taking a test. The chances of getting an A are higher if the student prepares for the test!

CONFIRM ATTENDANCE

Call the family to invite or confirm their attendance, by using Language Line. If you do not know how to use that service or your school's access code, send a message to: translation@philasd.org, and we will send it to you.

INTERPRETER WILL DO A PRE-SESSION

The interpreter will say his/her (or preferred pronoun) name; that interpreter will interpret all that is said; that interpreter does not advise, enhance, nor edit; and that the interpreter's notes will be destroyed.

SPEAK LOUDLY & AT A SLOWER PACE

Interpreting is a complex process: listening, analyzing, converting meaning into a target language, considering register, cultural differences, and then saying it in the target language.

AVOID SIDE CONVERSATIONS

Side conversations are always a distraction and compromise the trust of the family who does not speak English. And remember: the interpreter will repeat all that is said!

INTERPRETERS TAKE NOTES

Interpreters take notes while they listen, in order to do their job. They are not taking minutes, hence, do not ask an interpreter to share the notes with you. Every interpreter has an unique way of taking notes.

Example: D gi w sk, + ? 4 h!

(The girl was sick, so she asked for help.)