

FPS Guidelines for Documents to be Translated

Four tiers of translations:

- I) **District Wide/Central Office:** communications in general, documents/materials to be posted on the district website.

- II) **School-based:** student handbooks, principals 'communications with parents, newsletters, announcements, events to be publicized, field trips, and invitations.

- III) **Classroom-based:** Open House documents, parent letters, and communications with families in general.
Note: Bilingual /Two Way teachers should handle their own classroom translation needs.

- IV) **Individual Students:** report cards comments, disciplinary notices
Notes: - There are translated comments both in Portuguese and in Spanish available through X2
- Bilingual /Two Way teachers should handle their own classroom translation needs.

When requesting **updates** on documents previously translated; for example, student handbooks, the request must include the last translated version and the updated English version with the changes highlighted.

Please note that you can access FPS translations database in the ALLSHARE folder by school year and department or school.

Please send any questions or comments to translationcoordinator@framingham.k12.ma.us