



TIPS FOR SCHOOL PERSONNEL WHEN WORKING WITH AN INTERPRETER

- School Personnel should introduce staff to the interpreter and inform about the topic of the meeting
- The school personnel should speak directly to the parents, not to the interpreter
- Please speak slowly and clearly
- Only one person speaks at the same time
- Try to avoid using acronyms and if used, please define what the acronym means
- Please explain technical terminology
- Avoid side conversations
- Interpreter should sign the IEP meeting report on the signature line, as the interpreter at the end of the meeting
- Be aware that interpreter may ask for a break if needed
- Interpreter should speak in the first person and should refrain from adding phrases like “teacher said, parent said, etc.”
- Interpreter should not omit, nor embellish or summarize
- Interpreter should interpret everything that the interpreter hears and not alter the register (Foul language, repetitive wording, side conversations, etc.)
- Interpreter should correct errors of interpretation as soon as becoming aware of them
- Interpreter should follow the school or district’s confidentiality policy and guidelines
- Interpreter should alert parties of any cultural misunderstandings
- Interpreter should offer insight about culturally unique situations
- When needed, the interpreter may ask for clarification of the source message from the parent, school personnel, or other team members
- Interpreter should not offer advice to school personnel, parent, student, or other individuals in attendance



TIPS FOR INTERPRETERS WHEN WORKING WITH SCHOOL PERSONNEL

- Introduce yourself in a professional manner
- Please speak slowly and clearly
- Avoid side conversations
- Interpreter should sign the IEP meeting report on the signature line, as the interpreter at the end of the meeting
- Ask for a break when needed
- Interpreter should not omit, nor embellish or summarize
- Interpreter should interpret everything that the interpreter hears and not alter the register (Foul language, repetitive wording, side conversations, etc.)
- Interpreter should follow the school or district's confidentiality policy and guidelines.
- Interpreter should alert parties of any cultural misunderstandings
- Interpreter should offer insight about culturally unique situations
- Interpreter should be aware of slang or words that carry different meanings depending on country, region, or even between generations.
- When needed, the interpreter may ask school personnel for clarification
- Check frequently with meeting participants for understanding
- Do not offer advice to school personnel, parent, student, or other individuals in attendance