



## Springtown Independent School District ESSER Documents Translation Procedure 2021-2022

### **Requirement:**

The Elementary and Secondary School Emergency Relief grant programs (ESSER I, ESSER II, and ARP ESSER III) requires Local Education Agencies to develop a *Uses of Funds* plan and *Return to In-Person Instruction and Continuity of Services (RIPICS)* plan. In addition, the LEA must review its RIPICS plan every six months.

### **Documents to be Translated:**

The ESSER documents to be translated include:

- District Uses of Funds Plan
- District Return to In-Person Instruction and Continuity of Services Plan

The documents translated under this procedure will be posted to the district's website within 30 days of receiving Notice of Grant Award. If the district revises its RIPICS plan at the six-month required review period, then the revised RIPICS plan will also be translated and posted to the district's website within 30 days of revision.

### **Types of Translation Available:**

The available translation types include:

- Written translated documents in an understandable and uniform format in a language that parents can understand or, if not practicable, orally translated by district staff
- Upon request by a parent who is an individual with a disability, provide documents in an alternative format accessible to that parent

### **Data Used to Determine Translation Needs:**

Springtown ISD will determine the language needs for communicating with parents/guardians about the Elementary and Secondary School Emergency Relief grant program documents (ESSER I, ESSER II, and ARP ESSER III) through a review of the Home Language survey data in May/June 2021. Subsequent reviews of the Home Language survey data will be completed if the district revises its RIPICS plan at any six-month required review period.

### **Determining Translations:**

For each language group that constitutes at least ten percent ( $\geq 10\%$ ) of the enrolled students in the district and/or at a campus who have a "Home Language" other than English, the district will provide a written notice translated into the identified target language on the cover of the District's ESSER Plans informing stakeholders who to contact to have the plan explained orally in the home language.

If more than forty percent ( $> 40\%$ ) of the enrolled students in the district and/or at a campus have a "Home Language" other than English, then the district will provide a written translation of the ESSER plans into the identified target language.



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**Procedure for Requesting Translation:**

Written or verbal requests for ESSER translations should be made directly to a district or campus administrator. Translation requests will be promptly provided to the requestor within a reasonable amount of time.

**For More Information:**

Please contact Tiffany Cano at 817-220-1700.