

_____, 20____
Date

TO: _____

RE: _____
Name of Child

NYC ID #

Date of Birth

Dear _____:

I write on behalf of _____, parent/guardian of _____, a student receiving special education services at your school. Your school has failed to consistently provide _____ with appropriate language services in order for him/her to participate in his/her child's education.

Federal, state, and local laws require that New York City schools provide translation and interpretation to a parent whose primary language is not English.

I request that you provide _____ with a translation of the procedural safeguards notice, as well as all documents and notices (including meeting notices, final notices of recommendation, and notices of consent for evaluation) from this point forward. I specifically request that you translate the most recent:

- 1. Individualized Education Program (IEP)
- 2. Special education evaluation reports
- 3. Report card
- 4. Student progress reports

I also request that you provide _____ with interpretation services at all future meetings.

Please update your records to indicate that _____'s primary language is _____.

Please contact me at _____ should you require additional information or to discuss this matter.

Sincerely,

cc: Office of Family Engagement and Advocacy
Phone: 212-374-2323/Fax: (212) 374-0138
CSE ____

[日期]

[地址]

有關學生： [小孩姓名]
[紐約市學生證號]
[出生日期]

致[家長專員或學校管理人員]：

我謹此代表正在貴校接受特殊教育服務的學生____[小孩姓名]____之家長/監護人____[家長姓名]____致信。貴校未能一直向____[家長姓名]____提供合適的語言服務以使其參與小孩的教育。

聯邦、州和地方法律要求紐約市學校為第一語言不是英語的家長提供翻譯和口譯服務。

從現在開始，我希望你們向____[家長姓名]____提供程序性保障措施通知以及所有文件和通知（包括會議通知、最終建議通知以及同意評估通知書）的翻譯。我特別要求你們翻譯最新的：

- | | |
|--|------------------------------------|
| <input type="checkbox"/> 1. 個別教育計劃 (IEP) | <input type="checkbox"/> 3. 成績單 |
| <input type="checkbox"/> 2. 特殊教育評估報告 | <input type="checkbox"/> 4. 學生進步報告 |

我還要求你們在今後的所有會議上為____[家長姓名]____提供口譯服務。

請更新你們的記錄，以指明____[家長姓名]____的第一語言為____[中文]____。

若你們需要其他資訊或要與我討論此事，請透過 [] 與我聯絡。

此致

[權益倡導專員]

抄送： 家長參與及權益倡導辦公室 (OFEA)

電話：212-374-2323/傳真：(212) 374-0138

特殊教育委員會 (CSE)____