

_____, 20____

日期

致：_____ 有關學生信息：_____

小孩姓名

紐約市學生證號

出生日期

在家使用的第一語言：_____

致相關人員：

我的小孩目前就讀貴校且正在接受特殊教育服務。作為其家長，我特寫信要求取得翻譯及口譯服務，以便可以完全理解和參與我小孩的教育。我未能一直取得此類服務。相關法律要求紐約市學校為我提供翻譯和口譯服務，以便我能有效地與你們溝通我小孩的教育情況。

從現在開始，我希望你們向我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。我特別要求你們立即為我翻譯我小孩的最新：

- 1. 個別教育計劃 (IEP)
- 2. 特殊教育評估報告
- 3. 成績單
- 4. 學生進步報告

請參閱背面，以瞭解需要以第一語言翻譯的文件。

我還要求你們在今後的所有會議上為我提供口譯服務。

此致

家長姓名

地址

城市、州、郵遞區號

****家長須知：**請保留此信函的副本作為存檔。若您在提出此要求後未收到經翻譯的文件，請致電家長參與及權益倡導辦公室 (OFEA)，電話號碼：212-374-2323，或將此信函的副本傳真給該辦公室，傳真號碼：212-374-0138。

_____, 20____
Date

TO: _____ RE: _____
Name of Child

NYC ID #

Date of Birth

Primary Language Spoken at Home: _____

To Whom It May Concern:

I am the parent of a child receiving special education services who currently attends your school. I write to request translation and interpretation services so that I can fully understand and participate in my child’s education. I have not consistently received such services. The law requires that New York City schools provide me with translation and interpretation services to allow me to communicate effectively with you about my child’s education.

I request that you provide me 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 immediately provide me with a translation of my child’s most recent:

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

Please see reverse side for documents selected in the primary language.

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

Sincerely,

Parent’s Name

Address

City, State, Zip

****Note to Parent:** Please keep a copy of this letter for your records. If you do not receive translated documents as a result of this request, please call the Office for Family Engagement and Advocacy at 212-374-2323 or fax a copy of this letter to them at 212-374-0138.