

Oral interpreters are available to assist ACPS families when meeting at your child's school or attending an ACPS activity.

To request this service please notify your child's school more than 5 schools days in advance to ensure availability.

Interpreters can be provided for a variety of meetings such as Parent Teacher conferences, Child Study meetings, Special Education Eligibility meetings, and IEP meetings. Interpreters can also assist during school activities such as Back-to-school nights, PTA Meetings, workshops and more!



ACPS translates division-wide documents to support school-parent communications. These documents include but are not limited to: division and school policies, emergency information, registration and enrollment forms, health and safety information, student permission forms, disciplinary letters, parent handbooks and fact sheets, academic options and planning, information regarding access to functions or co-curricular activities, report cards, and program-specific information.

Please let school staff know if there is a document that you need help to understand.

Contact Us:

Office of EL Services
Translation and
Interpretation services

ACPS Central Office
1340 Braddock Place
703-619-8347
www.acps.k12.va.us/translation

FACE Center

ACPS Central Office
1340 Braddock Place
703-619-8055
www.acps.k12.va.us/face



**Have questions or concerns?
Need support?**

If you have any questions or would like to request an interpreter or translator, please ask an ACPS staff member for assistance.



Translation and Interpretation Services

Available to
ACPS Families



Translation and Interpretation Services

Translation and Interpretation Services Overview

Over 50% of students in Alexandria City Public Schools speak a language other than English at home. The most frequently spoken languages among ACPS students are Spanish, Amharic and Arabic.



In order to support communication between schools, students and families, ACPS's language access services include: telephone interpretation (through the Language Line), face-to-face interpretation, and written translation services.

Communicating regularly with your child's school is an important way to support your child's learning.

Accessing Services

There are different ways you can tell ACPS staff that you are in the need of Translation and Interpretation Services:

- When you register your child at ACPS, please let the staff member (Registrar) know your **preferred language of communication**.
- If you are at an ACPS school or office, look for the "Interpretation Services Available" poster. Then, point to your language and an ACPS staff member will contact an interpreter over the phone.



Interpretation Services through The Language Line

Language Line is an over-the-phone service that allows multilingual families to communicate with their child's school in a culturally sensitive manner using their native language.

Through the use of Language Line, your child's school can call an interpreter on the telephone. The school staff will dial the Language Line number and will ask for the language required. You will then have to wait on hold until the interpreter is connected, usually 1-2 minutes.

ACPS Alexandria City Public Schools Interpretation Services Available			
Language	Interpretation Services Available	Language	Interpretation Services Available
Albanian	Albanian	Portuguese	Portuguese
Amharic	Amharic	Romanian	Romanian
Arabic	Arabic	Spanish	Spanish
Bengali	Bengali	Tagalog	Tagalog
Chinese	Chinese	Tamil	Tamil
English	English	Urdu	Urdu
French	French	Vietnamese	Vietnamese
German	German	Yiddish	Yiddish
Greek	Greek		
Haitian	Haitian		
Hindi	Hindi		
Italian	Italian		
Japanese	Japanese		
Korean	Korean		
Laotian	Laotian		
Malay	Malay		
Marathi	Marathi		
Nepali	Nepali		
Pashto	Pashto		
Persian	Persian		
Punjabi	Punjabi		
Russian	Russian		
Serbian	Serbian		
Slovak	Slovak		
Slovenian	Slovenian		
Swedish	Swedish		
Tamil	Tamil		
Thai	Thai		
Ukrainian	Ukrainian		
Urdu	Urdu		
Vietnamese	Vietnamese		
Yiddish	Yiddish		

- If your language is not on the poster, please ask for a "Language Identification Guide," which contains more than 100 languages.