

## Multilingual Standard Operating Procedures For Interpreting/Translation of Foreign Transcripts

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|------------------------|---|---|--|
| <b>Task:</b>           | Interpreting/Translation of Foreign Transcripts   |   |  |
| <b>Sub-process:</b>    | Records Review  |   |  |
| <b>Preceding Task:</b> | <ol style="list-style-type: none"> <li>1. Certified teachers review students' academic records upon receiving the daily lists of new entrants.</li> <li>2. Via a designated Google Folder, VP of Guidance and Guidance Counselors submit transcripts in need of translation to the Multilingual Division.</li> <li>3. The Division of Multilingual Education Checks the Google Folder every morning for new transcripts.</li> </ol>   |   |  |
| <b>Revision Date</b>   | 9/21/23   | <b>SOP Reference #</b>  |  |
| <b>Description:</b>    | <ol style="list-style-type: none"> <li>1. Upon completion of the registration Process and Records Review, transcripts are sent to the Division of Multilingual Education via a designated Google Folder.</li> <li>2. The Director assigns the translation to trained Certified Teachers.</li> <li>3. The Division of Multilingual Education sends the transcripts, Student Academic Forms, and the Student Placement Forms to the Counselors via email.</li> <li>4. The Director of Guidance and PHS Principal are copied on all translated transcripts.</li> </ol> |   |  |
| <b>Responsibility:</b> | The Division of Multilingual Education  |   |  |
| <b>Frequency:</b>      | Every Day As Needed   | <b>Timing:</b>  | 15-45 Minutes                                  |
| <b>Process Steps:</b>  | <b>Step 1:</b> Transcript Evaluation.   |   |  |
|                        | <b>Responsibility</b>   | <b>Action</b>   | <b>Time-frame</b>                              |
|                        | District Certified Teachers and the Division of Multilingual Education with the Director's approval.  | <ol style="list-style-type: none"> <li>1. The certified teachers use our Transcript Evaluation Manual and consults the country of origin's Educational Website to determine the USA equivalent courses.</li> <li>2. Complete the Student Academic Form.</li> <li>3. Complete the Student Placement Form.</li> </ol> | Within 48 hours after transcripts are received |
| <b>Process Steps:</b>  | <b>Step 2:</b> Student Placement  |   |  |

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|  | <b>Responsibility</b>   | <b>Action</b>  | <b>Time-frame</b>                             |
|--|---|--|---|
|  | District Certified Teachers and the Director or the designee. | <ol style="list-style-type: none"><li>1. After completing Student Academic and Placement Forms, submit the forms to the director or the designee for review.</li><li>2. The Division of Multilingual Education will send all forms mentioned above and translated transcripts to the guidance counselors, PHS Principal, and the Director of Guidance.</li></ol> | Immediately after testing has been completed. |