

Dear colleagues,

*This field memo contains important and timely updates regarding policies and procedures related to the education of English learners (ELs). You are receiving this e-mail because your district has identified you in PIMS as a point of contact for the language instruction educational program (LIEP) in your district. **If you are not the appropriate person to receive this information, please do not respond to this e-mail, but rather pass this along to the appropriate person and contact your administration to correct the point of contact in PIMS.***

Translation Library Updates

The new [translation library](#) on the ELD Portal has been operational since June 1. As a reminder, this library of translated forms and informational documents for use in communicating with parents is replacing the service provided under the state contract with TransAct, which will end on June 30th.

IMPORTANT – You may not continue to use any TransAct forms after June 30th. This includes forms that you downloaded and saved locally prior to June 30th. If a form contains a TransAct copyright notice, it is the property of TransAct and may not be used without permission.

The following are some additional important updates regarding the new resource and the transition from TransAct.

- The CSC and PDE are working to ensure that all documents that were previously available in TransAct are represented in the new library. If you notice that a document that was previously available in TransAct is not represented by an equivalent document in the new library, please inform us through the link in the library. Do not respond to this e-mail.
- Some documents that were previously available in TransAct were redundant, outdated, or not state specific. In these cases, we have removed, combined, or revised them as needed. Therefore, you may not find the form you need exactly as it appeared in TransAct. All forms in the new library have been reviewed and approved by PDE.
- The CSC is working to ensure that when users complete fields in the English forms, the translated forms will automatically be populated. This was not a feature of the first round of documents translated and this functionality is being added to existing forms manually. Some forms may not be updated before June 30th. If that is the case, then the translated forms will have to be completed manually by comparing them to the English form and entering any information in the correct field based on that comparison. We understand that this presents additional effort for the field, and we are working as quickly as possible to complete the updates.
- The input fields in each form are NOT translated by the platform when populating the translated forms. This was never a feature in the TransAct platform and it is not a feature in the new platform. If districts are going to provide any narrative information in these forms, then they must ensure that it is provided to parents in a way that they understand either through written translation of the information or oral interpretation. Please see the [BEC](#) for more information about districts' responsibilities for communicating with parents.
- Over the coming months, PDE will be focusing on ensuring that all needed documents are present in the new library. Any funds available in the current fiscal year budget will be dedicated to that. However, once we are reasonably satisfied that all forms previously available on TransAct and any new forms that can be provided by the state have been created, we will begin

adding new languages to existing forms as the budget allows. We must add languages in the order of prevalence in the state as indicated by state data. Therefore, districts may not request the addition of specific languages.

- The Department encourages LEAs to share PDE-approved forms that they have translated locally with us so that we can make them available to all LEAs in the new library. If you have translated a form as it exists in the library (without alteration of the content), then we may add it immediately. If you have altered the content of the original form, then you may still share it with the Department, but it will require a review. Please indicate this when you submit the form through the translation library. *Always submit the English form along with the translation.*
- If you have created a form that is not included in the library, and you believe that it can be utilized statewide, then you may submit the new form through the library for review. If it is approved, it will be placed in the translation que and added to the library according to its priority.

Previous field memos can be accessed on the [ELD Portal](#).

For any questions related to policies or guidance, please feel free to contact a member of the EL team at PDE – Bob Measel (romeasel@pa.gov) or Julia Hutton (juhutton@pa.gov).

For questions related to professional learning or the ELD Portal, please contact Andrea Kolb at the Center for Schools and Communities (akolb@csc.csiu.org).

For questions related to ELs with disabilities, please contact Maria Ronneburger at PaTTAN (mronneburger@pattan.net)

For questions related specifically to the translation library or translated documents, please e-mail translationslibrary@csc.csiu.org.

Best,

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