

From: Measel, Robert
Sent: Wednesday, May 25, 2022 1:05 PM
Subject: Translation

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.***

New translated documents page

As responsible stewards of taxpayer funds, the Department has an obligation to seek ways to reduce ongoing costs wherever it is possible to do so without jeopardizing the level of support provided to the field. In keeping with this charge, the EL program area, in partnership with our colleagues at the Center for Schools and Communities, has recently made arrangements to terminate its contract with TransAct Parent Notices effective June 30th and to replace it with a new catalog of translated documents for LEAs.

The new documents will be contained on the [ELD Portal](#) in a simple file structure broken down by group (e.g. special education, general education, English learner specific, etc.), form, and language. There will be no login or password required. It will contain all of the documents previously available on TransAct, and the documents will all be available in the current top 12 languages in PA. The new documents catalog will become available on June 1, 2022, so there will be 30 days of overlap between the new platform and the close of the TransAct contract to help with a seamless transition.

Please note that the Department is NOT offering a translation service for LEAs. It is providing as many universally required documents and notices available as possible in as many languages as can be accommodated with the current budget. LEAs are still required to provide all necessary communication with parents in a language and mode of communication that they understand and prefer. If a document is not available through the Portal, then the LEA is responsible for the translation/interpretation.

The Department will be maintaining an ongoing budget for adding new documents and/or languages as future needs arise. LEAs will be able to contact the CSC to request review of new documents for translation and inclusion in the catalog through the translation homepage on the ELD Portal once it is fully operational. Only documents or forms that are applicable for all districts in the Commonwealth can be considered. LEA-specific information or documents cannot be translated by the Department under this contract.

We strongly encourage personnel in all LEAs to visit the new site between June 1 and June 30 to familiarize themselves with the content and layout. Also, we would appreciate input to ensure that all documents are present. If someone has previously used a document from the TransAct site and they do not find an equivalent document on the new site, then we ask that they please notify us through the

Portal. We will be doing our best over the coming months to ensure that any previously available documents that might have been missed are made available quickly.

Districts may not save and continue to use any TransAct documents after June 30, 2022.

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, please contact Andrea Kolb (akolb@csc.csiu.org).

Bob Measel | ESL Bilingual Education Advisor II / Title III Director
Division of Instructional Quality
Department of Education | Bureau of Curriculum, Assessment, and Instruction
333 Market Street | Harrisburg PA 17126-0333
Phone: 717.783.6595 | Fax: 717.783.6642
www.education.pa.gov