

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.***

## **Translations Library**

The translations library is now open. You can access the library on the [ELD Portal](#).

At the moment, some forms are available in fillable PDFs, in which the target language form is automatically populated when the English form is completed. Some forms, however, are only available in Word form. In those cases, the target language forms must be completed manually. We are working to convert all forms to fillable PDFs as quickly as possible.

Also, in order to access some forms, users will be required to enter an e-mail address and will automatically receive links to the forms. This will be updated soon, and users will be able to download the forms directly.

Some forms are still being processed and will be made available as soon as they are ready.

Our goal is to make all forms available for direct download and in fillable PDF format as soon as possible. We will also be adding new forms and additional languages to existing forms as needs arise and the budget allows. Please direct any inquiries to [translationslibrary@csc.csiu.org](mailto:translationslibrary@csc.csiu.org).

We are doing everything possible to provide as many required documents to districts as possible, and we appreciate your patience as we work through this process.

## **Personnel Changes**

Dr. Allison Kreitzer will be leaving the Center for Schools and Communities (CSC) in the next two weeks. Allison has been involved in almost all aspects of professional learning activities undertaken by PDE in partnership with the CSC. Her contributions have been instrumental during her time with us. We greatly appreciate all of her hard work and wish her all the best in her future endeavors.

Dr. Kreitzer's departure coupled with the recent departure of Dr. Andrea Kolb will present some headwinds for our activities at the CSC for the immediate time being. We appreciate your patience as we work to fill these positions. In the meantime, the CSC has developed plans for ensuring that there will be no disruption to any scheduled activities or provided services.

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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](mailto:romeasel@pa.gov)) or Julia Hutton ([juhutton@pa.gov](mailto:juhutton@pa.gov)).

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

For questions related specifically to the translation library or translated documents, please e-mail [translationslibrary@csc.csiu.org](mailto:translationslibrary@csc.csiu.org).

Best,

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