



STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

October 4, 2018

**Action Required**

TO: Principals (All)

FROM: Dr. Christina M. Kishimoto  
Superintendent

A handwritten signature in blue ink, appearing to be "CK", written over the name of the Superintendent.

SUBJECT: **Notice of Language Assistance**

In order to comply with certain Federal and State Civil Rights laws, rules, regulations, and/or guidelines, the Hawaii State Department of Education must take affirmative steps to: (1) ensure that limited english proficient (LEP) students, also referred to as english language learners, can meaningfully participate in educational programs and services; and (2) communicate information to LEP parents in a language they can understand.

In order to satisfy the above requirements, the Civil Rights Compliance Branch developed a Notice of Language Assistance (Notice), which states "If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information." Please see the attachment.

The Notice has been translated into the following 14 languages: Ilokano, Tagalog, Japanese, Chinese – Mandarin, Chinese – Cantonese, Korean, Marshallese, Spanish, Vietnamese, Hawaiian, Tongan, Visayan (Cebuano), Chuukese, and Samoan.

Please immediately post the Notice and its translations in your school's front office, on your school's website, and in a location where advising/counseling is provided by counselors, faculty, or staff. If your school offers courses in Career and Technical Education (CTE), the Notice must also be included in all CTE specific promotional and recruitment materials. In addition, please include a copy of the Notice in your course registration materials for the upcoming 2019-2020 school year for all diploma-track students.

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Schools must respond to a parent's request for language assistance and provide translation or interpretation from appropriate and competent individuals. Schools should not rely on or ask students, siblings, friends, or school staff to translate or interpret for parents. A list of resources for interpretation and translation services is also attached.

If there are any questions regarding the Notice or need assistance in finding a translator or interpreter, please contact the Civil Rights Compliance Branch at (808) 586-3322.

CMK:amp  
Attachments

c: Deputy Superintendent  
Complex Area Superintendents  
Civil Rights Compliance Branch

## Notice of Language Assistance

If you have difficulty understanding English, you have the right to receive language assistance at no cost to you. Please contact your school's principal for more information.

(Traditional Chinese / 繁體中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Simplified Chinese / 简体中文) 如果您理解英語有困難，您有權得到免費的語言幫助。請聯繫您的學校校長以獲得更多信息。

(Japanese / 日本語) 英語の理解に困難を覚える方は、無料で言語支援を受ける権利があります。詳細につきましては学校長にお問合わせください。

(Hawaiian / 'Ōlelo Hawai'i) Ina pilikia oe i ka hoomaopopo i ka olelo Pelekania, he kuleana no kou e lawelaweia oe i ke kokua olelo me ka uku ole. E hui kuka me ke poo kumu o kou kula no kekahi ike hou aku.

(Korean / 한국어) 영어를 이해하는데 어려움이 있는 경우, 무료로 통역 지원을 받을 권리가 있습니다. 더 자세한 정보는 학교장에게 연락하십시오.

(Chuukese / Kapasen Chuuk) Ika epwe weires ngonuk omw weweiti fóós un Merika, mi wor omw pwúúng omw kopwe angei aninnisin aweween fóós esapw kame. Kose mochen kékkééri ewe meinapen ewe sukkun (Principal) ren tichikin pworausau.

(Ilokano / Ilokano) Nu narigat mo a maawatan ti Ingles, karbengam nga umawat ti tulong ti lenggwahe ket awan bayad na dayta a serbisyo. Para ti kanayonan nga impormasyon, mabalin a kontakem ti prinsipal ti eskwelaan yo maipanggep iti dayta a serbisyo.

(Samoan / Gagana Samoa) Afai e faigatā ona ē malamalama i le Igilisi, e i ai lau aiā e maua ai le fesoasoani tau gagana e aunoa ma se tupe e te totoi ina. Fa'amolemole fa'afeso'ota'i le pule o lau aoga mo nisi fa'amatalaga.

(Tongan / Lea faka-Tonga) Kapau 'oku faingata'a ke mahino kiate koe 'a e lea faka-Papalangi, 'oku 'i ai ho'o totonu ke ke ma'u ha tokoni fakatonulea 'ikai totongi. Kataki 'o fetu'utaki ki he puleako ki ha toe fakaikiiki ange.

(Tagalog / Tagalog) Kung nahihirapan kang intindihin ang Ingles, karapatan mong makatanggap ng tulong para sa lenggwahe at libre ang serbisyong ito. Para sa karagdagang impormasyon, maari mong kontakin ang prinsipal ng iyong paaralan tungkol sa serbisyong ito.

(Cebuano / Sugboanon) Kon kamo adunay kalisud sa pagsabut sa Iningles, naa moy katungod sa pagdawat sa tabang sa pinulongan nga walay gasto kaninyo. Palihog kontakang ang prinsipal sa inyong eskwelahan alang sa dugang nga impormasyon.

(Vietnamese / Tiếng Việt) Nếu quý vị thấy khó khăn trong việc hiểu tiếng Anh, quý vị có quyền nhận được sự hỗ trợ ngôn ngữ miễn phí. Vui lòng liên hệ hiệu trưởng của trường quý vị để biết thêm thông tin.

(Spanish / Español) Si tiene dificultad para entender Inglés, tiene derecho a recibir asistencia lingüística sin costo alguno para usted. Comuníquese con el director de su escuela para obtener más información.

(Marshallese / Kajin Majôl) Elaññe ejabwe am melele kajin Päille, ewōr am jimwe ñan jibañi ko ikijien ukok ilo ejelok wōnen. Jouj im kōjjelāik lok principle eo an jikuul eo am ñan melele ko relap lok.

## INTERPRETATION AND TRANSLATION SERVICES

### **Interpreter (In-person)**

Contact vendor for availability & cost

- Hawaii Judiciary Roster: <http://www.courts.state.hi.us/wp-content/uploads/2017/01/interpreters.pdf>
- OLA Roster: <http://health.hawaii.gov/ola/>
- Pacific Gateway Center: <http://www.pacificgatewaycenter.org/hawaii-language-bank>
- Language Services Hawaii: <http://www.languageserviceshawaii.com/>
- Helping Hands Hawaii: <http://helpinghandshawaii.org/programs/bilingual-access-line/>
- Isle Interpret: <https://www.isleinterpret.com/>
- Interpreting Hawaii: <https://www.interpretinghawaii.com/>

### **Telephonic Interpreter**

Call or visit website to setup account

- SPO Pricelist: <http://spo.hawaii.gov/>
- Language Line: <https://www.language.com/>

### **Tips to using interpreters**

- Pause after statement to allow interpreter time to repeat statement to LEP individual
- Speak in "First Person" as you would in normal conversation
- Interpreter is expected to interpret exactly as you state it
- Speak to the LEP individual, not to the interpreter
- Speak slowly, take your time