## Standard Operating Procedures for Document Translations for Nazareth ISD:

Whenever possible, important documents are made available in English and Spanish (using Google Translate). Or a parent can request a document to be translated.

Document can also be translated to Spanish orally by request. Our ESL teacher can be contacted for this service: Kristie Vickers to request a translation at kristie.vickers@nazarethisd.net or 806-945-2231.

A parent who is an individual with a disability as defined by the ADA may request the document in an alternative format by contacting our Special Education Co-op Director. Please contact Keely Williams to make such a request at keely.williams@nazarethisd.net or 806-945-2231.