



SPECIAL EDUCATION DIVISION  
TRANSLATION/ INTERPRETATION DEPARTMENT

**INTERPRETATION FOR REMOTE IEP MEETINGS  
GUIDE FOR CASE MANAGERS AND SERVICE PROVIDERS**

## **II. Meeting Logistics**

### **1. Beginning the meeting**

- The interpreter will sign in to the meeting 15-20 minutes before the designated start-time. The case manager or other team members can brief the interpreter on any background information or goals for the meeting at this time.
- Video and Audio will be turned off for participants as they enter the meeting, when you are ready please turn on your Microphone and Video.
- Please ask team members to introduce themselves to the interpreter as they arrive.
- If you would like, team members can add their name and role on their “name tag” for the Zoom meeting by opening the “Participants” window, clicking on the blue “More” button, clicking on “Rename” and typing their desired name/ title.
- When the case manager indicates to the interpreter that a quorum of team members has arrived and they are ready to start the meeting, the interpreter will open the audio channel with the parent.
- Depending on the parent’s access to technology and preferences, they may participate in the following ways:
  - communicating with the interpreter/ team over the phone (simultaneous interpretation).
  - signing in to the video conference on their computer and using their phone for the audio channel with the interpreter (simultaneous interpretation).
  - signing in to the video conference and working with the interpreter using consecutive interpretation (this option will make the meeting run longer and requires speakers to present information in short chunks with pauses for the interpreter to relay what they have said).
- The case manager will lead team introductions for the parent and then let the interpreter know when they are ready to begin with the meeting agenda.



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## 2. Meeting Agenda

- Case managers and teams will determine the meeting agenda.
- Please try to keep agendas and comments concise. Due to the demands of remote interpreting, we recommend each session be scheduled for approximately 1 to 1.5 hours (not including preparation time before the meeting). The team can opt to schedule multiple sessions if necessary.
- Interpreters will have SDUSD scripts for presenting the summary of Procedural Safeguards and the Medi-Cal Release of Information, as well as the signature page. Our interpreters will follow guidelines determined by SDUSD for presenting the signature/ consent portion of the meeting under the guidance of case managers.
- If the team needs to schedule a follow-up session with the family, please take a few minutes as you are ending the meeting to use the interpreter to communicate with the family to determine their availability and agree on a new date/ time.
- Case managers will send in a new Interpreter Request Form for each follow-up appointment.
- If the team is able to schedule a series of appointments with a family those can all be included on 1 form.

Please contact Mario Garcia, the SPED Interpretation/ Translation supervisor, if you have any questions or require urgent support: 619-362-4430.