



Minnesota Transitions Charter School Language Access Plan

Minnesota Transitions Charter Schools (MTCS) strives to build a strong, supportive school community. MTCS welcomes all students and families, and believes that it is important to partner with families to provide the best education possible, and is committed to communicating effectively with all students and families. MTCS recognizes that all students have the right to an equitable education and all families should have the opportunity to fully engage in their child's educational experience. This plan outlines the tools, processes, and resources that MTCS offers to students and families who communicate in a language other than English.

Legal Foundations

MTCS follows and aligns all communication and language access efforts with the federal and state laws that govern the expectations of districts to ensure that procedures are in place to support families.

[Title VI of the Civil Rights Act of 1964](#)
[Equal Educational Opportunity Act](#)
[Individuals with Disabilities Education Act](#)
[Minnesota Statutes, Section 123B.32](#)
[Family Education Rights and Privacy Act](#)

Language Access Rights

Families and students enrolled in MTCS have a right to the following support and resources when it comes to communication:

- An established process for identifying language needs.
- Offer information in a language understood.
- Provide information in a format that can be accessed when a disability is present.
- Provide effective language assistance that is free of charge.
- Provide translation or interpretation from appropriate and competent individuals.

Language Identification Procedures

MTCS determines parent/guardian language needs through the following procedures:

1. **Enrollment Application:** Upon registration, parents/guardians will identify their preferred language and method of communication. This survey is translated into the following language(s), common in our community:
 - a. Spanish
 - b. Somali

Enrollment/Office staff are trained in procedures for accessing qualified interpreters to help parents complete enrollment paperwork if needed.

2. **Student Information System:** The preferred language and method of communication of parents/guardians will be visible to all staff in Qmlativ.
3. **Staff/Teacher Communication:** Staff and Teachers are encouraged to inquire about communication preferences in their own communication with families.

MTCS Staff Roles and Responsibilities

MTCS staff are trained and provided support to ensure that families have access to educational information, communication tools, and resources. Staff are trained and educated annually on language access information and how to best support families. MTCS has specialists who work more closely with multilingual families and can provide additional support or assistance when needed.

English Language Staff:

MTCS employs English Language Staff, whose primary role is to provide instruction and support to students in the school setting throughout the school day. English Language Staff also provide support to families to assist with navigating the educational system, offering resources to support continued learning at home, and support other staff in their learning of instructional strategies and support for multilingual learners.

Family and Community Liaisons:

MTCS employs Family and Community Liaisons to support our diverse school community. These individuals support students and families with engagement, inclusion, and cultural experiences. They can provide resources and community connection as well to students and families.

* The English Language Staff and Family and Community Liaisons are not licensed or trained interpreters, but are there to support staff, students and families in feeling welcomed, connected,

and engaged in educational programming through the district. In an emergency situation, these individuals may provide language support. However, there should be an effort to access a licensed and trained interpreter for continued communication and language support.

Tools and Resources to Provide Language Access

MTCS will use the following tools and resources aimed at removing language barriers for families in our school community:

Resource	Description/Procedures	When to Use
TransAct Parent Notices	<p>MTCS does utilize TransACT, which provides written forms or notices required by Every Student Succeeds Act (ESSA), translated into multiple languages.</p> <p>All Minnesota districts and charter schools can utilize the TransACT website with free access. Individuals within the district can activate their free account at: https://minnesota-doe.parentnotices.com</p>	<ul style="list-style-type: none"> Required ESSA parent/guardian notifications
Professional Document Translation	<p>Translated copies of district documents are available to students and families.</p> <p>To request document translation, contact the school's main office.</p>	<ul style="list-style-type: none"> Formal documents requiring signature from parents Frequently circulated documents such as: registration and enrollment forms, newsletters, school notifications, etc.
Professional Interpreters	<p>MTCS maintains a list of qualified (trained or certified) interpreters / services that can be contracted to provide language assistance.</p> <p>Professional Interpreters can be accessed through a variety of methods, video calling, phone calling, chat, or in-person. MTCS employees can access this resource and it will be provided free of charge.</p>	<ul style="list-style-type: none"> District-wide meetings Conferences / School event nights MTSS/Child Study/IEP meetings and communications School meetings
Multilingual Staff	<p>In an emergency situation or for minor, informal communications, multilingual staff may be asked to provide language</p>	<ul style="list-style-type: none"> Brief communications Phone calls home

Resource	Description/Procedures	When to Use
	<p>assistance if they are proficient in the language needed.</p> <p>*Note: Staff members are not considered qualified interpreters, even if they are multilingual.</p>	
Online / Artificial Intelligence (AI) Translation Tools	MTCS does allow for the use of online / AI tools to be used by employees in specific situations.	<ul style="list-style-type: none"> ● Word Usage ● Understanding text ● Reviewing simple statements or sentences

Language Access Communication and Review

This plan will be published on the district website at www.mtcs.org. MTCS will share this information with families, students, and staff through the district website and printed resources shared out through the schools, so that all members of the school community have access to the tools and resources for effective communication

The plan will be reviewed annually by the Superintendent to ensure accuracy, compliance, and application, as MTCS believes that all families and students have the right to access and use tools and resources to support communication with the school. It is essential that families and students feel included, connected, and a partnership with the school district.

For questions regarding language needs or support for specific students or families, please contact the school's main office or English Language Staff for assistance.

If you have any questions regarding the MTCS Language Access Plan, or concerns regarding access to tools or resources, please contact us contact@emailmtcs.org.