

Guidelines for School Teams and Interpreters for IEP Meetings

School Team Expectations	Interpreter Expectations
Brief interpreter ahead of meeting regarding purpose, agenda, technical terms that may be used.	Interpreters must adhere to standards of confidential communication. Information discussed during the meeting is not to be discussed with anyone outside of the meeting.
Introduce interpreter and explain that everything that is said is confidential, but that the interpreter will interpret everything that is said	Everything that is said during a meeting must be interpreted.
Explain that the interpreter's role is to facilitate communication; not to give advice or opinions.	Interpreter must interpret the messages accurately, faithfully and refrain from providing council, advice or personal opinions.
Explain that the interpreter will ask for rephrasing or clarification when necessary, either for the interpreter or parent.	The interpreter will facilitate communication and support the full participation of the parent(s)/guardian(s)
Encourage the parents to ask questions whenever they like. Ask for questions several times during the meeting.	If expansion of a message is necessary to help the parent more clearly understand the information presented, that expansion would be translated based on additional information provided by school representatives.
Team members should face the family and direct their words to them.	Interpreter will ensure parents have ample opportunity to contribute their own thoughts, concerns, questions, feedback, etc.
Use first person language: Talk the way you would to any family	
Ask participants to avoid side conversations, unnecessary jargon, and to pause every few sentences. Also, speak one at a time: the interpreter can't do his/her job if several people talk at once.	
Allow extra time for the meeting since all things will be stated twice.	