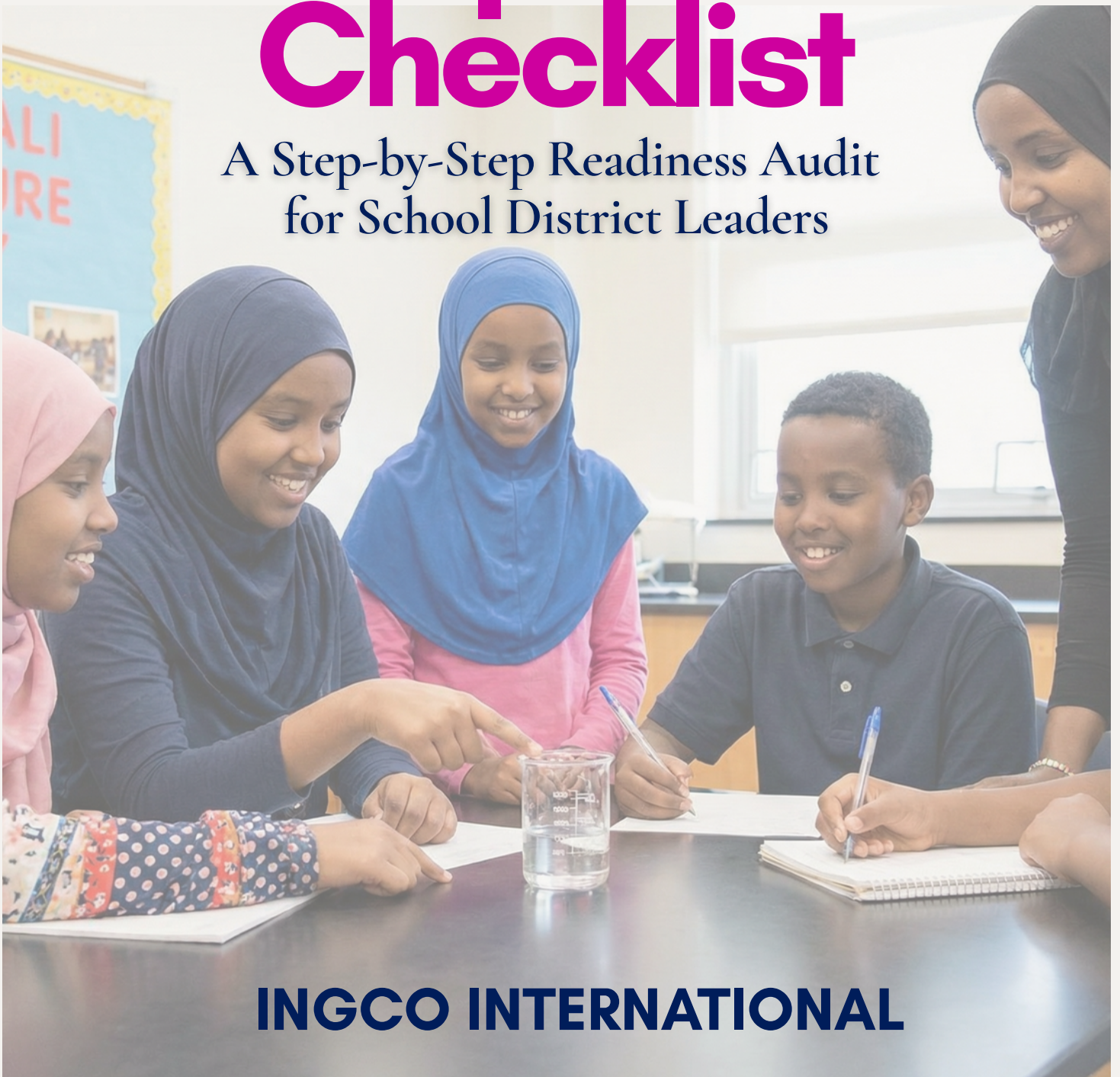


K-12 Language Access & Title VI Compliance Checklist

A Step-by-Step Readiness Audit
for School District Leaders



INGCO INTERNATIONAL

True educational
equity begins
when every
family can *speak*,
listen, and *engage*
in their child's
learning with
dignity. Language
should never
determine a
student's *potential*
or a *parent's seat at*
the table.

Executive Summary



Pillar 1: Identification & Registraton Protocols

Pillar 2: Vital Document Translation

Pillar 3: Special Education & IEP Compliance

Pillar 4: Digital Accessibility & Emergency Communications

Pillar 5: Staff Training & Vendor Management

Pillar 6: Scoring and action plan

Identification & Registration Portals

- ☐ **Home Language Survey (HLS) Integration:** Is a standardized Home Language Survey administered to 100% of newly enrolled students during registration?
- ☐ **Primary Language Logging:** Is the preferred language of communication for every parent/guardian systematically logged in your Student Information System (SIS)?
- ☐ **Front-Office Immediate Access:** Do front-office staff have quick-dial access to Over-the-Phone (OPI) or Video Remote Interpreting (VRI) for walk-in enrollments?
- ☐ **Language Identification Displays:** Are "I Speak" language identification cards or posters displayed prominently in registration areas and school front offices?



Vital *Document Translation*

- ☐ **Core Administrative Documentation:** Are essential documents translated into all major languages spoken within the district community?
 - Registration forms, Student Code of Conduct, Parent-Student Handbooks, Attendance policies, and Health notices.
- ☐ **Free & Reduced Lunch Applications:** Are federal meal program forms available in the native languages of your student population?
- ☐ **Right to Free Language Services Notice:** Do all major district publications include a "Notice of Non-Discrimination and Availability of Language Assistance Services" in top district languages?
- ☐ **Human Translation Standard:** Are vital documents translated by qualified human linguists rather than relying on unverified machine translation?



Special Education & IEP Compliance

- ☐ **Qualified IEP Interpreters:**
Are interpreters used in IEP, 504, and ARD meetings trained specifically in Special Education, clinical, and pedagogical terminology?
- ☐ **Prior Written Notice (PWN)**
Translation: Are PWN notices, evaluation reports, and finalized IEP documents translated into the parent's primary language within legally mandated timelines?
- ☐ **No Student/Family Interpreters Policy:** Is there a strict district policy prohibiting minors, siblings, or untrained family members from interpreting during Special Education meetings?
- ☐ **Informed Consent**
Verification: Can the district demonstrate that non-English-speaking parents fully understood the proposed evaluations or placements before signing consent forms?



Digital Accessibility & Emergency Communications

- ☐ **Parent Portal Localization:** Is the district's parent portal/LMS accessible in the primary languages of enrolled families, rather than relying solely on browser auto-translate?
- ☐ **Emergency Notification Templates:** Are pre-translated message templates prepared in advance for emergency alerts, weather closures, and safety lockdowns?
- ☐ **ADA/WCAG Digital Compliance:** Does the district website comply with federal accessibility standards (WCAG 2.1 Level AA) for screen readers and multilingual navigation?
- ☐ **Multilingual Board Meetings:** Are simultaneous interpreting options available for public school board meetings and district-wide town halls?



Staff Training & *Vendor Management*

- ☐ **Staff Training on Language Access:** Are school principals, counselors, and administrative assistants trained annually on how to request qualified interpreters and translators?
- ☐ **Vetted Vendor Network:** Does the district maintain an active contract with a professional language service provider capable of supporting both scheduled and on-demand needs across 200+ languages?
- ☐ **Quality Assurance Protocols:** Does your language service provider use specialized linguists who adhere to professional codes of ethics and confidentiality (FERPA compliant)?



Scoring & *Action Plan*

Next Steps for District Leaders

Achieving full Title VI and IDEA compliance is an ongoing operational commitment. Count your total checked items across Pillars 1 through 5 (out of 20 total) to evaluate your current risk level.

If your district has unmanaged compliance gaps—particularly in Special Education, vital document translation, or front-office access—our team of specialized **Wordologists™** is here to help you seal those gaps before the school year begins.

Items Checked	Readiness Level	Recommended Action
18 - 20	Fully Prepared	Maintain current protocols and conduct annual audits.
13 - 17	Moderate Exposure	Address gaps in Special Education documentation or digital access before peak enrollment.
Below 13	High Compliance Risk	Schedule an immediate language access consultation to mitigate legal exposure and service delays.



When schools value the native language of every family, they send a clear message: you belong here, your voice matters, and your child's future is our shared priority.

Partner With *INGCO International*



Navigating K-12 language compliance doesn't have to be overwhelming. At **INGCO International**, our specialized team of professional **Wordologists™** partners with school districts to deliver accurate, FERPA-compliant, and culturally dignified language solutions.

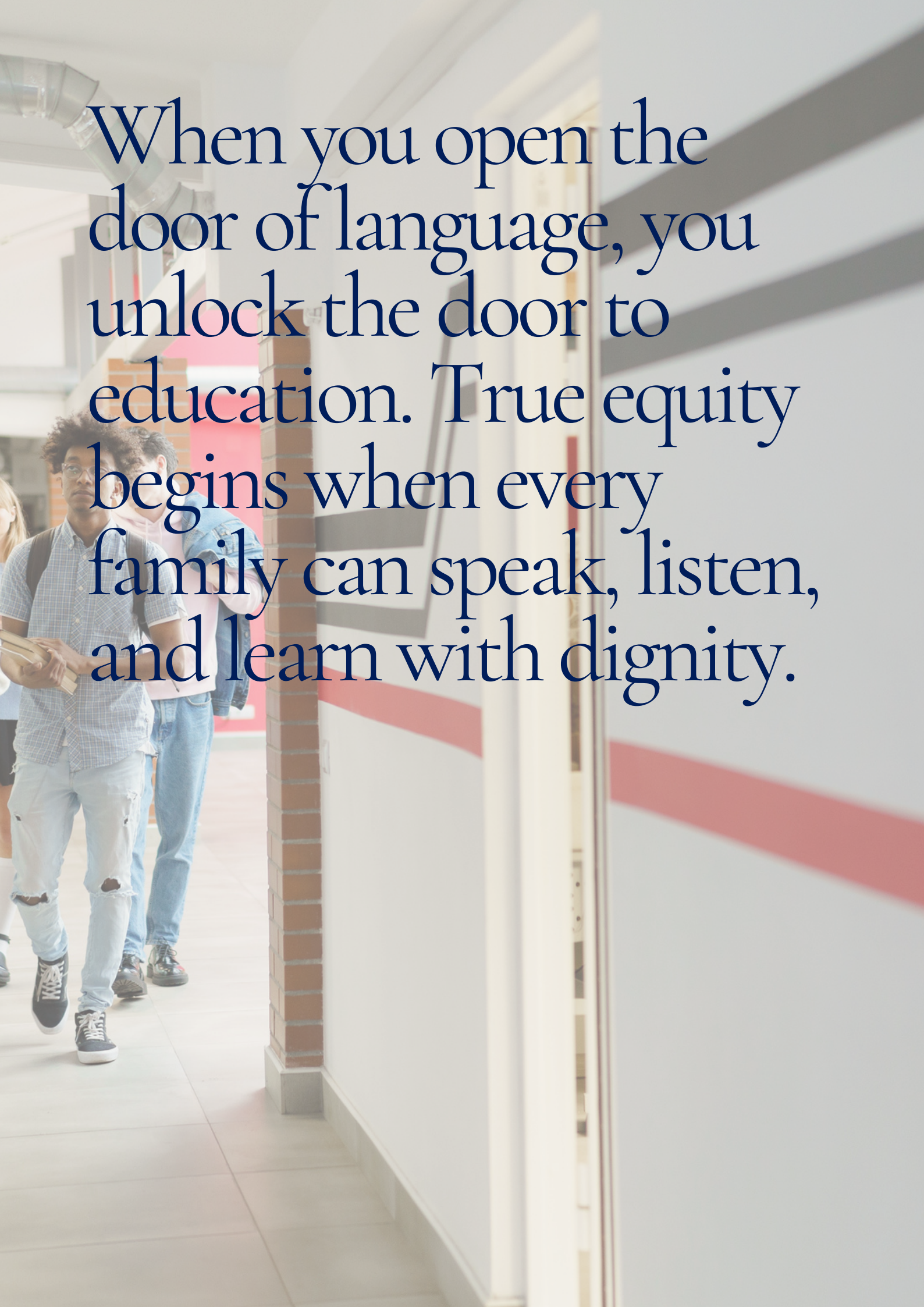
- **24/7 On-Demand VRI & OPI:** Connect to an interpreter in under 60 seconds.
- **Special Education Expertise:** Certified linguists for high-stakes IEP & 504 meetings.
- **Document Localization:** Fast turnaround on handbooks, health notices, and district portals.

Ready to seal your compliance gaps before school starts?

✉ **Contact us:** info@ingcointernational.com

🌐 **Visit:** ingcointernational.com

📞 **Call:** 612-605-8006



When you open the door of language, you unlock the door to education. True equity begins when every family can speak, listen, and learn with dignity.