



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MOLLY M. SPEARMAN
STATE SUPERINTENDENT OF EDUCATION

MEMORANDUM

TO: Special Education Directors/Coordinators, English Learners Coordinators

FROM: Rebecca C. Davis
Director, Office of Special Education Services

DATE: August 9, 2019

RE: Guidance for Spoken Language Interpretation in IEP Team Meetings

The purpose of this memorandum is to provide guidance and resources for spoken language interpretation at Individualized Education Program (IEP) team meetings. The Individuals with Disabilities Act (IDEA) and regulations promulgated under the IDEA mandate that districts ensure parental participation in the IEP process, which includes providing information in the parents' native language when necessary. See [34 C.F.R. § 300.322\(e\)](#) and [§ 300.503\(c\)](#), [20 U.S.C. § 1415\(b\)\(4\)](#), and [20 U.S.C. § 1415\(d\)\(2\)](#).

In an effort to improve practices relating to spoken language interpretation at IEP team meetings in South Carolina, the Office of Special Education Services (OSES) has worked with other offices, and IEP stakeholders to develop guidance materials for Local Education Agency (LEA) representatives and Special Education Team Leads/Case Managers. The guidance includes a document that summarizes the role of the interpreter and outlines steps that need to be taken before, during, and after IEP team meetings to ensure effective communication with students and their families throughout the IEP process. The guidance also includes a script that is to be read by the LEA representative or Special Education Team Lead/Case Manager at the beginning of IEP meetings where an interpreter is present. It describes the role of the interpreter to the IEP team and establishes group norms for the meeting. Both of these guidance documents are included with this memorandum. It is the expectation of the OSES that districts will begin to utilize the guidance materials for IEP team meetings where there is spoken language interpretation during the 2019-2020 school year.

For additional information about spoken language interpretation for IEP team meetings, please contact Sara Garrett at 803-734-1269 / sgarrett@ed.sc.gov or Jenny Dillon at 803-734-1294 / jdillon@ed.sc.gov in the Office of Special Education Services.