



STATE OF SOUTH CAROLINA
DEPARTMENT OF EDUCATION

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Spoken Language Interpretation Script for IEP Team Meetings

This script defines the role of the spoken language interpreter for the Individualized Education Program (IEP) team and provides guidance for member participation in IEP team meetings where an interpreter is present.

Directions

- The script is to be **read aloud by the Local Educational Agency (LEA) representative or IEP team lead** during the welcome/introduction of team members. The interpreter interprets the script to the family in their primary language to model good interpretation from the start. The LEA representative or IEP team lead should pause after 2-3 sentences for interpretation.
- The IEP team lead or LEA representative will facilitate the meeting as usual.

Spoken Language Interpretation Script

We have with us today ____, who is a ____ language interpreter. His/her role in this IEP team meeting is to interpret everything said in the meeting and not to summarize, rephrase, or add personal commentary. He/she is not a part of the decision-making group but rather, provides interpreting services to assist IEP team members in making decisions.

(Pause for interpretation.)

Everyone, please remember to pause frequently (after every 2-3 sentences) and allow time for the interpreter to communicate what was said. Look at the person you are addressing and not the interpreter.

(Pause for interpretation.)

Please refrain from side conversations and speak one person at a time. If you have a question or need clarification, please ask the appropriate team member to explain what they mean or to rephrase.

(Pause for interpretation.)

A copy of the finalized IEP in English will be provided to the parents at the conclusion of the meeting or soon thereafter. Parents may also request a translated copy of the IEP in their primary language. The District will process such requests within a reasonable amount of time, which can vary based on the language requested and the complexity and length of the IEP.

(Pause for interpretation.)

Does anyone have any questions?