



Dear Parents,

The Tolleson Union High School District ("TUHSD") wishes to advise all parents about our policies and procedures for communicating effectively with our Limited English Proficiency (LEP) parents. Each school has a designated person on staff to assist with language interpretation support. The site receptionist can assist parents/guardians in locating this staff. Please ask for these supports if you need them before or on arrival.

All interpreters, translators and/or other aids shall always be provided without cost to parents. Language assistance will be provided through use of competent bilingual staff, staff interpreters, contracts or arrangements with local organizations providing interpretation or translation services, or technology and telephonic interpretation services.

The TUHSD strives to ensure that applicants, students, and parents/guardians with LEP have meaningful access and an equal opportunity to participate in the educational programs, services, activities, and other benefits offered by the District. TUHSD will make interpreters available to provide oral interpreting and/or written translation of documents as provided in its Policy, AC – *Nondiscrimination/Equal Opportunity*. You may access and review the Policy through the District's website at the following link: <https://policy.azsba.org/asba/browse/tollesonhigh/tollesonhigh/AC>.

TUHSD conducts periodic review of the language access needs of its student and parent/guardian population. The district also updates and monitors the implementation of District Policy and related procedures. If you should need to: 1) obtain the Policy in a language other than English, 2) have questions regarding the District's approach for ensuring effective communication, 3) need assistance in requesting and accessing interpreter services, or 4) obtain translated documents, please contact the site designee at your campus or the English Acquisition Program Coordinator at (623) 478-4016 or email at [fernando.hurtado@tuhsd.org](mailto:fernando.hurtado@tuhsd.org).