



April 19, 2017

Via email and U.S. Mail

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Will McCoy, Superintendent
Sausalito Marin City School District
200 Phillips Drive
Sausalito, CA 94965
wmccoy@smcsd.org

Re: Public Records Act Request – Language Access/Translation

Dear Superintendent McCoy:

The Lawyers' Committee for Civil Rights (LCCR) is conducting an assessment concerning to what degree school districts in the nine Bay Area counties adequately address language access/translation issues with respect to parents who are limited English proficient. The Bay Area counties include the following: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.), LCCR requests the following public records from the Sausalito Marin City School District (District).

Definitions Used in this Request

For purposes of this request, the term "records" include, but are not limited to, all reports, data, evaluations, memoranda, correspondence, electronic information, charts, graphs, flyers, brochures, handbooks, notices, meeting agendas and minutes, diagrams, forms, DVD/CDs, audio or video recordings, notes or other similar materials.

Records Requested

Unless otherwise specified, please provide the following records for academic years 2015-2016 and 2016-2017:

- 1) Any policies or procedures adopted by the District concerning the translation of notices and forms and interpretation services available in languages other than English;
- 2) Any templates, notices and/or forms translated into languages other than English that are related to the following school site or district programs or services:
 - a. Parental notices related to English Learner programs, including, but not limited to: home language surveys, reclassification, English Learner testing and program placement;

- b. Special education and related services, including Individualized Education Programs (IEP) meetings;
 - c. All Uniform Complaint Procedures;
 - d. Notices of nondiscrimination;
 - e. Student discipline, including suspensions and expulsions;
 - f. Registration, residency, enrollment and immunization requirements;
 - g. Report cards, progress reports;
 - h. Requests for parent permission for student participation in district or school activities, including field trips;
 - i. Parent-teacher conferences;
 - j. Student and/or parent handbooks;
 - k. Gifted and talented program;
 - l. Alternative school placements – both voluntary and involuntary;
 - m. Any other school and program choice options;
 - n. Medical forms and policies and emergency cards;
 - o. Homework assignments;
 - p. School climate surveys;
- 3) The District's most recent Local Control and Accountability Plan (LCAP) translated into languages other than English (You do not need to send the English version);
 - 4) Any LCAP-related surveys in English and translated into any other language;
 - 5) Any LCAP-related notices in English and translated into any other language;
 - 6) Any LCAP-related training materials in English and translated into any other language;
 - 7) Any LCAP-related meeting or hearing notices directed to parents or community stakeholders in English and translated into any other language;
 - 8) All agendas and minutes of meetings held by the District English Learner Advisory Committee (DELAC);
 - 9) Any LCAP-related materials provided to the DELAC, including training materials or summaries or drafts of the LCAP, in English and translated into any other languages;
 - 10) Any written responses drafted by the Superintendent to comments received from any parent or community advisory committee concerning the LCAP in English and translated into any other languages;

- 11) All School Accountability Report Cards (SARC) translated into languages other than English (You do not need to send the English version);
- 12) The annual parent notice required pursuant to Educ. Code § 48980, in English and translated into any other language;
- 13) Any policy or procedure on how the District determines an individual's need for interpretation or translation services;
- 14) Copies of any policy or procedure, including training materials, the District and school sites use to respond to the needs of parents and students who speak languages other than English
 - a. Copies of any language posters used at the District or site level;
 - b. Procedure for providing interpretation either through trained interpreters (not merely bilingual staff) or language line-type services.

Please send a response within 10 days, as required by Gov. Code § 6253(c), to my attention at the Lawyers' Committee for Civil Rights located at 131 Steuart Street, Suite 400, San Francisco, CA 94105. We are a not-for-profit legal services organization and do not charge our clients for our services. We therefore kindly request a waiver of copying charges. To the extent that you can produce documents electronically either via email or on flash drive, we request that you please do so. If the record or document requested is available on the District or school site website, it is sufficient to send a link to the document.

Should any of the requested documents include identifying information for individual students, we request that responsive documents be redacted to replace student names and Statewide Student Identifier (SSID) numbers with pseudo-identifiers consisting of random sequences of numbers and letters.

If you have any questions or concerns regarding this request, please do not hesitate to contact me at (415) 543-9444, ext. 201 or by email at descobedo@lccr.com. I thank you in advance for your prompt attention to this request.

Sincerely,



Deborah Escobedo
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Email: descobedo@lccr.com