



AUSTIN
Independent School District

**Translation &
Interpretation**

Interpretation Services for RDSPD/DHH students

Guide for Families and Students

To help bridge the communication gap for students enrolled in the Austin Regional Day School Program for the Deaf (RDSPD) or those receiving deaf/hard of hearing support services at their home campuses, the Austin Independent School District (AISD) Special Education Department, in collaboration with the Office of Translation and Interpretation (OTI), offers a variety of interpretation services. These services are designed to support student success in school.

Setting Up Interpretation Services

How do I set up interpretation services for my student?

Upon completing the Austin ISD registration, please *notify the campus administrator or your student's teacher* that deaf interpreter services are required.

Canceling Interpretation Services

My student is sick or will be out of school. How do I cancel the interpreters? To cancel interpreting services, please *email your student's assistant principal and teacher*.

Requesting Services for After-Hour Activities

How do I or my student request interpretation services for AISD-sponsored after-hour activities?

To request interpretation for after-hour events, *either you or your student* should contact *the staff member sponsoring the event or your student's assistant principal or teacher*.

Any Austin ISD staff member can submit a request. *We require a minimum of five days' notice* to arrange interpretation services for events outside regular school hours. While we strive to accommodate last-minute requests, we cannot guarantee availability, as interpreters often have additional commitments.

Scheduling Interpretation for School Visits

I am an immediate family member and would like to visit the school. How do I schedule

interpreting services?

Please *email the Austin ISD employee hosting the event or contact your student's assistant principal or teacher. We ask for at least five days' notice.*

For visits requiring immediate assistance or less than five day's notice, all Austin ISD schools have access to Video Remote Interpretation (VRI), providing 24/7 access to a live ASL interpreter for emergencies, small conferences, one-on-one conversations, and quick, unscheduled parent meetings.

Additional Information

For any questions related to RDSPD or DHH programming, please contact Victoria Trevino, Administrative Supervisor, at Victoria.trevino@austinisd.org

For inquiries regarding interpretation services, please email translation@austinisd.org.