



PORTLAND PUBLIC SCHOOLS INTEGRATED STUDENT SUPPORT

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Jennifer Jackson, Interim Director

Disability Information for LEP Parents

PPS policies and procedures and federal law require that PPS provide limited-English proficiency (LEP) parents with special education and Section 504 procedural safeguards information in a language they understand. District policy 6.10.045-P and Administrative Directive 6.10.046-AD apply to limited-English proficiency parents of students with disabilities and to parents of all students.

Procedural safeguards notices and forms are available in the five most common languages of LEP parents in PPS: Spanish, Vietnamese, Chinese, Russian and Somali. These notices and forms are available on the PPS website and special education forms and notices are also available from the special education records clerks.

All translated special education notices and forms are available at this link:
<http://www.pps.k12.or.us/departments/integrated-student-support/2410.htm> (scroll down to “ODE Special Education Forms”).

All translated Section 504 Notices & Forms are available at this link:
<http://www.pps.k12.or.us/departments/section-504/2525.htm> (scroll down to “Translated Materials”).

When limited English proficient parents need translation or interpretation services to obtain procedural safeguards notices and other disability related notices in a language they understand, staff requests for translation and interpretation service may be made through the Interpretation and Translation Services (ITS) portal on the PPS website:
<http://www.pps.k12.or.us/departments/interpretation-translation/4672.htm>.

District Policy 6.10.045-P is at http://www.pps.k12.or.us/files/board/6_10_045_P.pdf .

Administrative Directive 6.10.046-AD is at
http://www.pps.k12.or.us/files/board/6_10_046_AD.pdf .

Please direct questions regarding these requirements to: Suzy Harris, Program Manager, ext. 74214, sharris@pps.k12.or.us