



BEDFORD PUBLIC SCHOOLS

Philip Conrad, Superintendent of Schools
Dr. Tricia Clifford, Assistant Superintendent

97 McMahon Road
Bedford, MA 01730
Tel: 781-275-7588
Fax: 781-275-0885
www.bedfordps.org

Date:

Parent(s)/Guardian(s) Name
Address
Bedford, MA 01730

Re: Insert Student's Name(s)

Dear

When you registered your child with Bedford Public Schools you completed the Home Language Survey and you indicated that, at home, you speak a language other than English.

I am writing to make you aware that you are entitled to have school documents translated where practicable into your primary/home language. You are also entitled to have oral interpretation services at meetings and of documents, if needed.

Please choose from the following options:

- ☐ Yes, I do need documents translated into my home language.
☐ Yes, I will need oral interpretation into my home language at meetings with school staff.

Please indicate the language and dialect necessary for your understanding: _____

- ☐ No, I **do not** need documents translated into my home language.
☐ No, I **do not** need oral interpretation services.

Parent(s)/Guardian(s) Signature

Date

Please return this letter to your child's school principal.

If you have any questions please feel free to contact me at _____

Sincerely,

Carrie Powers
K-12 ELL Director
Lt. Job Lane Elementary School
66 Sweetwater Ave
Bedford, MA 01730
(781) 275-7606