

**GOAL: Improve frequent and effective communication among, students, parents, teachers, through: Broad Reach; New Media; Accurate and Timely Information & Collaboration**

**STRATEGY: (3) By September 2014, all Reporting Forms, i.e. report cards, IEPs, will be fully translated into Spanish**

Major Activities	Staff	Resources	Timelines	Indicators of Success
Identify what forms need to be translated.	Mr. Hallman; Teachers	Time	Beginning 2012-13 SY	Identify all forms that need to be translated.
Coordinate with Tech Staff as to how to get forms translated.	Mr. Hallman Tech Staff	Time Research	January, 2013- December, 2013	Tech staff conducts research into appropriate software
Tech staff presents options to administration	Mr. Hallman Tech Staff	Time Research	January, 2014	Appropriate software identified
Mr. Hallman presents to BOE for approval of necessary funding	Mr. Hallman Tech Staff BOE	Time Funds	February, 2014	Mr. Hallman presents software options to BOE at February, 2014 BOE meeting
Software selected and approved	Mr. Hallman BOE	Time Funds	NLT May, 2014 BOE Meeting	Software selected and approved
Translation software purchased and implemented	Tech Staff; Teachers	Funds from Budget	NLT August, 2014	Software implemented and used beginning in 2014-2015 School Year.

