

## A Resource for Local Educational Agencies

- Are you interested in an online resource to help schools communicate with parents in their primary language?
- Are you interested in finding resources that can support your district's efforts to meet the translation requirements in state and federal laws?
- Do you want help in easing your translation workload or expanding your assortment of available translations?



The Clearinghouse for Multilingual Documents (CMD) has answers to these questions.

### What Is the Purpose of the Clearinghouse?

The CMD serves California educators responsible for communicating with the parents of schoolchildren. Through the Clearinghouse, local educational agencies (LEAs) can locate, access, and share parental notification documents that have been translated into languages other than English. (LEAs include school districts, county offices of education, and charter schools.)

### What Can the Clearinghouse Do for You?

The CMD can, without charge, help you to:

- Gain access, through its database, to translations that other agencies are willing to share.
- Reduce your workload. You can access documents in English and their translations, review them, and revise them to suit your needs. So you can direct your efforts to adapting existing translations instead of translating from scratch.
- Comply with the California *Education Code* Section 48985. Schools are monitored for compliance with this law, which places specific translation responsibilities on schools and districts in light of a school's enrollment figures. For additional information, refer to: <http://www.cde.ca.gov/ls/pf/cm/edcode48985.asp>.

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**CALIFORNIA DEPARTMENT OF EDUCATION**  
**Clearinghouse for Specialized Media and Translations**  
**1430 N Street, Suite 3207 • Sacramento, CA 95814-5901**

Contributors to the CMD are the California Department of Education and LEAs that voluntarily provide information for the translations they make available through the Clearinghouse. The information includes:

- The links to translations by CMD contributors
- The language in which each translation is available
- The program served by a translation
- The type of translator who provided a particular translation
- Information on the format for each translation
- Information on the contributor of the translation



## How Can You Register with the Clearinghouse?

All LEAs (specifically, school districts, county offices of education, and direct-funded charter schools) may register with the CMD to use its database. By doing so, you can get information on translations that will help you inform parents. *Note:* Check to find whether your agency has already been registered. Refer to the link titled “List of Registered Educational Agencies” on the CMD home page: <http://www.cde.ca.gov/ls/pf/cm>.

You may register with the CMD as follows:

1. Your agency assigns a coordinator who will contact the CMD at [cmd@cde.ca.gov](mailto:cmd@cde.ca.gov) to obtain access codes for your agency. The CMD responds by providing access codes and other necessary information.
2. The coordinator registers at the CMD home site: <http://www.cde.ca.gov/ls/pf/cm>. The coordinator may also share access codes with as many other staff members as the local organization requires.
3. Once registered, staff members may log in at the CMD home page to access the database and translations.

*Note:* If your agency has useful translations of parental notifications, please share them with other agencies. Contributors tell us that entering the needed information for the translations takes only about five minutes per document.

## Additional Information



For more information on the CMD, visit <http://www.cde.ca.gov/ls/pf/cm>. There you will find answers to frequently asked questions and instructions on how to use what the CMD has to offer. You will also find lists of available translations, valuable reference material, and data reports on language groups in schools and school districts throughout California. That information should help you to meet the requirements of California *Education Code* Section 48985. You may contact the CMD at (916) 445-6109 or by e-mail at [cmd@cde.ca.gov](mailto:cmd@cde.ca.gov) for answers to your other questions.