



# URGE YOUR SCHOOL TO MAKE A LANGUAGE ACCESS PLAN

USE THIS RESOURCE TO

TALK TO YOUR SCHOOL  
ABOUT PUTTING TOGETHER A  
LANGUAGE ACCESS PLAN

## QUESTIONS TO ANSWER WHEN TALKING TO ADMINISTRATORS ABOUT CREATING AN LAP:

1. Who will oversee the implementation of this LAP?
2. If your school has a group dedicated to this, how often will the group meet each year?
3. Which languages are spoken most at your institution?
4. Who should staff reach out to when they need to use translation services?
5. How will you ensure that students and staff know about language access services?

## WHY IS THIS IMPORTANT?

The federal government requires all institutions receiving federal funding to provide “meaningful access” to people with limited English proficiency.

Translation services must be provided to everyone with a need, and students should be made aware of their rights to language access.

The best way to do this is to develop a Language Access Plan (LAP), a policy that outlines how language access is provided at your school.

## TO PREPARE FOR A MEETING WITH ADMINISTRATORS

- Make a list of the processes and resources that currently exist on campus, if any, for someone who needs language access.
- Think of ways to train staff on ways to best provide language access. If your school has a high amount of non-English speakers, it is helpful to hire staff that are bilingual.
- Outline your institution’s dedication to providing language access by clearly stating it in your campus standards and principles.
- Example of standard language: “This institution will review and update this Language Access Plan on a biannual basis to ensure community response and compliance.”
- Develop guidelines on when staff and faculty are required to provide documents in certain languages or to contact a translation service.
- For example, “if a student asks for one assignment at the beginning of the semester to be translated, all materials from then on should also be provided in that language.”
- Conduct a campus climate survey to determine which languages you should provide resources in most often. It is helpful to provide resources in the languages needed most on your campus even before students ask for them to be translated.