

Instructions for Completing the Community Report Template in Languages Other than English

To support school districts in completing their report to the school board and the community, ODE has developed a [Community Report Template](#) that meets WCAG 2.0 accessibility criteria. In addition to English, the template is available the following six languages: Arabic, Chinese, Russian, Somali, Spanish, and Vietnamese. ODE is providing these templates to support districts in communicating about compliance with Division 22 Standards with members of the community for whom English is not their preferred language.

This document provides instructions on how to complete the Community Report Template in languages other than English. Please note that **the Arabic report reads from right to left**. The status column is still next to the Rules column, but Status is the second column from the right in the Arabic version, whereas in the English version Status is the second column from the left.

Compliance Status Column

The report templates in other languages mirror the English report template (except for Arabic – see note above). When choosing the compliance status in another language, the choices in the dropdown menu will be in the same order as the English version. The only difference is that the compliance status dropdown in languages other than English **always** includes the option “Does not apply to a K-8 district” as the last choice in the list. See the side by side comparison below:

English		Chinese	
Status	Explanation	規則#和標題	現況
<div>Choose an item. ▾ Choose an item. In compliance Out of compliance Implementing approved corrective action Does not apply to a K-8 district</div>	Choose an item.	<div>581-022-0104 (5) 做好準備, 安全學習指導 581-022-2000 文憑要求</div>	<div>選擇項目。 ▾ Choose an item. 合規 不合規 实施批准的纠正措施 不适用于K-8学区</div>

Mirroring the English template, “In compliance” has been pre-selected as the default choice for all rules, with the exception of any rules that have been waived. If the district’s status on a rule is something other than “In compliance,” the district will need to select a different choice from the status dropdown.

For rules on which the district is reporting “Out of compliance”, they will choose the second option in the dropdown menu, regardless of the language. The same holds true for “Implementing approved corrective action” which is consistently the third option in the dropdown. “Does not apply to a K-8 district” is always the fourth option in the templates in other languages than English. In the English template, this fourth option is only included on select rules.

Explanation/Evidence Column

When choosing the appropriate option for the Explanation/Evidence column in another language, the choices will be in the same order as the English version, with the standard response for compliance (“The district has met all of the requirements for this rule”) already pre-populated. Also, choices that require the district to enter their own text are indicated by brackets, both in the English version and in the translated versions. See the comparison below:

English

Choose an item.
The district has met all of the requirements for this rule.
[If out of compliance OR implementing corrective action, enter explanation by typing it here - required]
Not applicable
[If in compliance, you may enter a more detailed explanation by typing here - optional]

Russian

Choose an item.
Школьный округ выполнил все требования этого правила.
[В случае несоблюдения правила ИЛИ принятия корректирующих мер обязательно добавьте здесь пояснение.]
Неприменимо
[В случае соблюдения правила пояснение можно добавить здесь по желанию.]

If the district is out of compliance or implementing corrective action (choice 2 in the dropdown), the district will need to translate the explanation from the English report. Then when completing the form in other languages, they will need to paste the new text in the cell. The same steps would be required if the district chooses to enter a more detailed explanation for a status of “In compliance” (choice 4 in the dropdown).

Proposed Corrective Action Plan & Timeline Column

When choosing the appropriate option for the Proposed Corrective Action Plan & Timeline column in another language, the choices will be in the same order as the English version. The first choice, “Not applicable”, is pre-populated in each cell. See the comparison below:

English

Choose an item.
Not applicable
[If out of compliance, add your corrective action plan and timeline by typing here - required]
[If implementing corrective action, add a brief update including date(s) of completion by typing here - required]

Russian

Choose an item.
Неприменимо
[В случае несоблюдения правила обязательно приведите здесь план корректирующих мероприятий с указанием сроков их проведения.]
[В случае принятия корректирующих мер обязательно приведите здесь их краткое описание с указанием дат.]

If the district is out of compliance or implementing corrective action (choice 2 in the dropdown), the district will need to translate the explanation from the English report. Then when completing the form in other languages, they will need to choose the second option in the dropdown and copy in the translated explanation. The same steps would be required if the district’s status is “Implementing corrective action.” In that case, the district would translate the update from the English report and then copy it in this column by choosing option 3 in the dropdown.

For support in using the Community Report Template in languages other than English, please contact Susan Payne at (503) 580-6814.