**Translation Procedure**

In an effort to increase parental and family engagement and support two-way communication, Morgan Mill ISD will provide, to the extent practicable, the Campus Improvement Plan, the Parent and Family Engagement Policy, and any other pertinent information in a language and format understood by parents and the public.

These documents may be accessed in English:

* On district website
* In campus office
* Hardcopy available upon request

Should there be families who speak languages other than English, as evidenced by the Home Language Survey, Morgan Mill ISD can provide translations orally and in written format. Parents may request translated documents by contacting the superintendent.

**Who to contact:**

Wendy Sanders

[wsanders@mmisd.us](mailto:wsanders@mmisd.us)

254-968-4921