

The AAITE Best Practices for Successful Interpreted Sessions are designed to help staff comply with language access requirements and meet their obligations to ELL students, as well as LEP parents and guardians. They offer guidance on the protocols to follow before, during, and after an interpreted session.

While not all elements may be required for every session, this list outlines the essential tasks and behaviors necessary for a successful interpreted session.

**All parties must respect privacy laws and maintain the confidentiality of the interpreted session**



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# BEST PRACTICES FOR SUCCESSFUL INTERPRETED SESSIONS

**RECOMMENDATIONS FOR STAFF MEMBERS**

By the AAITE Best Practices Committee

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## BEFORE THE SESSION



Schedule qualified interpreters as soon as the session date is set.



Schedule two interpreters for sessions requiring simultaneous interpreting.



Schedule an in-person interpreter whenever possible.



Provide the interpreter(s) or agency with all relevant session details: LEP client's name, staff contact name, date, time, duration, type of session, subject matter, relevant materials, and any additional information (such as recording consent or whether legal counsel is present).



Use appropriate communication methods and document transfer with the interpreter(s).



Brief the interpreter(s) on potential issues and give them the opportunity to ask questions.



Ensure all equipment is in good working condition, if needed.

## DURING THE SESSION

Speak clearly and at a moderate pace.

Allow time for the interpreter(s) to go over protocols and guidelines with everyone present (professional introduction).

Permit the interpreter(s) to position themselves in a way that best promotes direct communication between the parties.

Direct the conversation to the other participants, not the interpreter.

Give the interpreter(s) sufficient time to review documents when sight translation is required.

Refrain from side conversations, as interpreters must render everything said during the session.

Use plain (clear and simple) language for clarity, especially to benefit LEP participants.

Spell out abbreviations and acronyms when first used.

Refrain from asking the interpreter to summarize, explain, or convey only part of a message.

## AFTER THE SESSION



Debrief with the interpreter(s) to evaluate the session, if necessary.

