

Ms. Lucia Baez-Geller, Board Member

**SUBJECT: EXPLORE THE FEASIBILITY OF EXPANDING TRANSLATION SERVICES FOR TRANSCRIPTS AND CERTIFICATIONS ACROSS MIAMI-DADE COUNTY PUBLIC SCHOOLS**

**COMMITTEE: PERSONNEL, SCHOOL, STUDENT, & COMMUNITY SUPPORT**

**LINK TO STRATEGIC PLAN: SAFE, HEALTHY, & SUPPORTIVE LEARNING ENVIRONMENTS**

Our county is experiencing an influx of new residents from other countries, and Miami-Dade County Public Schools (M-DCPS) is not only seeing the increase in student population, but in employment as well. Currently, M-DCPS is devising new and innovative ways to ensure recruitment and retention of employees, especially teachers. The increase of immigrants coming to Miami-Dade County and seeking employment with M-DCPS presents a prime opportunity, but it comes with its set of challenges. When employees send transcripts and certifications over from another country, their employment becomes stalled, since there are not many offices that are able to translate these documents. Therefore, our district needs a streamlined, reliable, and efficient process for the translation and verification of these international documents

If we work to train other departments within the school district, such as having our Adult Education Centers available for these purposes, all translation and verification services for academic transcripts and certifications required for international employees would go through these departments. These professionals would be qualified to accurately translate and verify international documents and would be responsible for establishing and maintaining standardized procedures for requesting, processing, and delivering translated and verified transcripts and certifications. The office identified for this purpose shall ensure that translation and verification services are available in multiple languages to accommodate the diverse needs of international employees and efforts would be made to hire or contract with professionals proficient in the relevant languages to ensure accurate translations. In addition, we should have staff available to communicate with international employees, providing guidance and support throughout the translation and verification process, and ensuring that information on how to request and receive these services is readily accessible.

This item seeks to explore the feasibility of expanding translation and verification services for academic transcripts and certifications to support international employees, ensuring accessibility, accuracy, and efficiency.

**Revised  
H-11**

This item has been reviewed and approved by the Office of the General Counsel as to form and legal sufficiency.

**ACTION PROPOSED BY  
MS. LUCIA BAEZ-GELLER:**

That The School Board of Miami-Dade County, Florida, direct the Superintendent to:

1. explore the feasibility of expanding translation and verification services for academic transcripts and certifications to support international employees, ensuring accessibility, accuracy, and efficiency in the District’s hiring process; and
2. present a report regarding the feasibility of this item at the Personnel, Student, School, and Community Support Committee Meeting of January 10, 2024.

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