

ORANGE COUNTY *Schools*

DISTRICT PROCEDURE FOR USING “SKYPE” FOR TRANSLATION PURPOSES



1. All webcams intended for use for translations should be located either in the receptionist’s office or the principal’s office
2. Wanda Rittenhouse will provide “skype” translations as her schedule permits.
3. Wanda is not available to provide “skype” translations for long, extended IEP meetings. You will need to schedule for her to come to your school (if her schedule permits) for those requests.
4. Remember confidentiality. If the conversation becomes too confidential in the receptionist’s area, then move the conversation to the principal’s office and continue your discussion in that location.
5. Skype is intended for and limited to those times when parents come to the office to enroll their children or find out other information pertaining to enrollment or school procedures.