



Richland County School District One International Welcome Center

2612 Covenant Rd.
Columbia, SC 29204

Phone: 803-212-1475
email: ernesto.bernal@richlandone.org

Hours of Operation
Monday-Friday: 8:00 AM-12:00 PM

Services provided to language-minority families, ESOL students and schools

International Welcome Center staff will:

- Welcome all language-minority parents and provide them with basic information about services available to meet their students' needs.
- Assist parents in completing documents required for compliance with OCR and Title III regulations. Key district documents are available in five (5) languages.
- Assess language proficiency of all new limited - English proficient (LEP) students using the WIDA-ACCESS Placement Test (W-APT/WIDA screener).
- Assign students to schools based on W-APT/WIDA screener results. Use grade placement procedures as required by state mandates.
- Prepare two packets for schools. One packet is used to inform planning and instruction of students based on test results. The second packet is placed in students' permanent files. This process assists schools in officially documenting services provided to English language learners (ELLs) in the event of a state or federal audit.
- Provide emergency Spanish/English or English/Spanish interpretation. In the event school personnel need to communicate orally with Spanish-speaking parents, school staff may call the International Welcome Center at 212-1475 and request assistance.
- Translate simple, non-official communications from English into Spanish (notes about field trips, school events, etc.).
- Coordinate official interpretation and translation services for school staff in most languages represented by the district ESOL families.
- Support parent orientation activities.