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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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() Action Required
(X) Informational

BULLETIN NO. 039-25 SYSTEM AND SCHOOL IMPROVEMENT

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers
Public Charter School Administrators
School District and Charter School Civil Rights Compliance Coordinators

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: 2025–26 Language Access Requirements

CONTACT: Matthew Frizzell, Assistant Superintendent
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PURPOSE/BACKGROUND

The Washington State Legislature passed [Engrossed Second Substitute House Bill 1153 \(2022\)](#) concerning language access for families and communities in public schools. Sections of this bill include requirements for school districts¹ regarding language access policies and procedures, language access plans and programs, data collection elements, and designated liaisons and coordinators. Portions of these requirements are tied to student enrollment and characteristics and therefore may change each school year. The attachment to this bulletin lists the school districts subject to each set of requirements for the 2025–2026 school year.

The Office of Superintendent of Public Instruction (OSPI) reminds school districts that providing language access services may prevent discrimination. State and federal law prohibits discrimination in Washington public schools on the basis of national origin, which includes limited-English proficiency.² Under these laws, school districts must ensure meaningful communication with parents in a language they can understand and to adequately notify

¹ Language Access requirements also apply to Washington's public charter schools, The Center for Deaf and Hard of Hearing Youth, and the State School for the Blind. Where this bulletin refers to schools and school districts, the information also applies to Washington's public charter schools, The Center for Deaf and Hard of Hearing Youth, and the State School for the Blind.

² [RCW 28A.642.010](#). The Washington Law Against Discrimination, and Title VI of the Civil Rights Act of 1964.

limited-English proficiency (LEP) parents of information about any programs, service, or activity of the school district that is called to the attention of non-LEP parents.

State and federal laws also prohibit discrimination in Washington public schools on the basis of disability.³ These laws require school districts to communicate effectively with people who have communication disabilities with the goal of ensuring that communication with people with these disabilities is equally effective as communication with people without disabilities.

As mentioned above, some language access requirements are tied to student enrollment and characteristics. There are three types of language access districts as defined by state law and identified by OSPI: Coordinator Districts, Liaison Districts, and Exempt Districts. These types are detailed below.

Coordinator Districts

School districts that have either greater than 50% multilingual English learner (ML) enrollment or greater than 75 languages used by students or families are required to do one of the following:

- Have a full-time Language Access Coordinator.
- Annually report to OSPI the total number of hours that school district staff spent performing the duties of a Language Access Coordinator ([Revised Code of Washington \(RCW\) 28A.183.040\(b\)](#)).

For the 2025–2026 school year, grants will be available to Coordinator Districts.

The Language Access Coordinator is responsible for facilitating district compliance with state and federal laws related to family engagement. Duties include:

- Serving as the primary contact for families, community members, school district staff, OSPI, the Office of the Education Ombuds, and others regarding language access needs and language access services.
- Collaborating with building-level points of contact for language access services.
- Receiving training and technical assistance as outlined in RCW 28A.183.030.
- Delivering training and support to school district staff ([RCW 28A.183.040\(c\)](#)).

Liaison Districts

Each school district must designate a Language Access Liaison, unless exempt. If a school district has a Language Access Coordinator, that person can also serve as the Language Access Liaison. The Language Access Liaison facilitates district compliance with state and federal laws related to family engagement. In addition, the school district must adopt language access policies and procedures that:

- Adhere to the principles of an effective language access program for culturally

³ [RCW 28A.642.010](#). The Washington Law Against Discrimination, and the Americans with Disabilities Act of 1990.

responsive, systemic family engagement established in [RCW 28A.183.020](#).

- Incorporate the model policy and procedures outlined in [RCW 28A.183.060](#) ([RCW 28A.183.040\(2\)](#)).

Exempt Districts

School districts with *both* fewer than 1,000 enrolled students and less than 10 percent ML enrollment are exempted from the language access liaison, policy, procedure, and coordinator requirements. These school districts are not exempt from the language access data collection requirement described in [RCW 28A.183.050](#).

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact languageaccess@k12.wa.us or Matthew Frizzell, Assistant Superintendent, at 564-669-1359 or email matthew.frizzell@k12.wa.us. The OSPI [Telecommunication Relay Services](#) number is 711 or 1-800-833-6384.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

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CR:ds

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