



Public Notice
May 2, 2025

AMENDMENTS TO CHANCELLOR'S REGULATION

Number: A-663

Subject: LANGUAGE ACCESS FOR PARENTS

I. Description of the subject and purpose of the proposed item under consideration.

Chancellor's Regulation A-663 sets forth the policy and procedures for ensuring that parents with limited English proficiency of students enrolled in New York City Public Schools are provided with language access services that allow them a meaningful opportunity to participate in their child's education.

The prior version of the regulation, dated June 26, 2009, will be amended in the following respects:

1. Adding or updating definitions of key terms and removing definitions of outdated terms;
2. Increasing the number of Covered Languages from nine to twelve of the most common parent-preferred languages, other than English;
3. Clarifying the requirement that schools maintain a record of each parent's preferred language;
4. Requiring that parents' preferred language information be accessible to school staff who interact with parents;
5. Clarifying the requirement to provide translation and interpretation services;
6. Defining critical communications;
7. Clarifying that language access services beyond what is required in the regulation may be provided;
8. Requiring that each principal designate a Language Access Coordinator (LAC) who will be responsible for supporting language access services within the school;

9. Updating the name and requirements of the school-based Language Translation and Interpretation (LTI) Plan;
10. Requiring that all parent-facing school staff receive language access training;
11. Providing for supplemental training for LACs;
12. Clarifying methods for parents to request language access services;
13. Clarifying the responsibility to provide parents with information about the availability of language access services, including how to obtain them and how to provide feedback;
14. Clarifying record retention requirements; and
15. Updating contact information for the point of contact for inquiries.

II. Information regarding where the full text of the proposed item may be obtained.

The full text of the proposed amendments to the regulation can be found on the meeting schedule section of the website of the Panel for Educational Policy: <https://www.schools.nyc.gov/get-involved/families/panel-for-education-policy/panel-meetings>.

III. Name, office, address, email, and telephone number of the city district representative, knowledgeable about the item under consideration, for whom information may be obtained concerning the item.

Name: Kleber Palma

Office: Office of Language Access (OLA)

Address: 28-11 Queens Plaza North, Rm 405, Long Island City, NY 11101

Email: Regulationa-663@schools.nyc.gov

Phone: 212-374-0201

Written comments may be submitted via the email address listed above. Oral comments may be submitted via the phone number listed above.

IV. Date, time, and place of the Panel for Educational Policy meeting at which the Panel will vote on the proposed item.

June 18, 2025, at 6pm

Christopher Columbus High School

925 Astor Avenue

Bronx, New York 10469