

New York State Education Department Bureau of Proprietary School Supervision

## Curriculum Application Details for Instruction in a Language Other than English (LOTE)

To file a curriculum application for instruction in a language other than English, the school is required to:

- 1) Complete a curriculum application in English.
- 2) Complete a curriculum application in the language being requested.
- 3) Attach this form as the cover page for the LOTE curriculum application.
- 4) Attach a translator's notarized affidavit or a certificate from a translation service as the second page of the LOTE curriculum application. Please see instructions below.

### **Complete the following information in English**

School Name	Today's Date	
Street		
City	State	Zip
Curriculum Name		

- The translator must provide a **notarized affidavit** or a certificate of translation, and a translated BPSS-30 curriculum application.
- The school must upload, to the BPSS online curriculum application (in English only), the paper English language BPSS-30 curriculum application **AND** the separate translated BPSS-30 with this document and the translator's affidavit as the first two pages of the translated BPSS-30 paper application.
- **The notarized affidavit MUST contain the following:**
  1. Provide the name, email, and phone number of the translator.
  2. Attest that the translator is **NOT** an employee, or otherwise affiliated with the school.
  3. State that the translator is proficient in **BOTH** the English language and the LOTE and specify where they acquired their knowledge of the language other than English.
  4. Affirm that the translation is a "true and complete" translation of the English language version of the BPSS-30 curriculum application.
- A certificate of translation from a language translation service agency may be acceptable to the Education Commissioner if the certificate can be verified by the Commissioner's representative.

Foreign Language of Instruction	Name of Translator
Phone Number	Email Address