



Spanish Translation & Style Guide

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1. Introduction

The purpose of this guide is to:

- Provide consistency in the use of Key PTA Terminology translated into Spanish
- Provide consistency in the use of PTA trademarks
- Provide consistency in the use of the Standard Spanish-language in editorial style when translating materials for PTA

A translation from one language into another is not just a transcription. It needs to transfer the meaning of words and sentences of the original text to another language, but keep the original message. A good quality translation reads and flows as if the text had originally been written in the targeted language.

Understanding that various Spanish-speaking countries have their own linguistic regionalism and preferences, this guide has the adopted Standard Spanish terminology for U.S. market (fourth-grade reading level) and Key PTA terminology that should be used in terms of style, syntax and vocabulary. Look to avoid Anglicism, but in specific cases note that National PTA Trademarks and specific terminology **is not** translated in order to have consistency with National PTA marketing strategies.

Literal translation, but logical	Interpretation
<ul style="list-style-type: none"> • Bylaws 	<ul style="list-style-type: none"> • Back-to-School Kit
<ul style="list-style-type: none"> • Advocacy Documents (ex. Questions PTA Members Should Ask about ESSA, NCLB v. ESSA, CCSS materials) 	<ul style="list-style-type: none"> • Membership Benefits Provider flier
<ul style="list-style-type: none"> • Legislation Resources 	<ul style="list-style-type: none"> • Teacher Appreciation Week materials
	<ul style="list-style-type: none"> • PTA Family & Community Engagement Initiatives Overview
	<ul style="list-style-type: none"> • Statewide Family Engagement Centers
	<ul style="list-style-type: none"> • National Standards Action Steps/New Ready, Set, Lead
	<ul style="list-style-type: none"> • Our Children Magazine
	<ul style="list-style-type: none"> • PTA Survey for Parents
	<ul style="list-style-type: none"> • PTA Assessment Guide for Leaders
No translation	<ul style="list-style-type: none"> • PTA National Standards Implementation Guide
<ul style="list-style-type: none"> • Trademarks 	<ul style="list-style-type: none"> • Digital Safety Tip Sheet • Program materials • Newsletters
	<ul style="list-style-type: none"> • Social Media Policy
	<ul style="list-style-type: none"> • Sample photo release
	<ul style="list-style-type: none"> • Membership Marketing (ex: Member Benefit Provider flier, Why PTA, 101 Ways to increase PTA Membership)
	<ul style="list-style-type: none"> • Program Resources (For example: School of Excellence flier, Reflections General flier)

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For all documents make sure to use the given Key PTA Terminology provided (included at the end of this guide). The Key PTA Terminology list provides its own translated words and phrases, **to be used as provided**. Some Key PTA Terminology do not have a Spanish equivalent, as noted, **please keep the word(s) in English**.

Follow the rules of the Real Academia Española (RAE) and unless instructed, respect and replicate the format of the source text. Translations need to reflect accuracy of the content as well as consistency of the terminology. For a true translation of the original text, maintain the original voice and tone; these elements are key to communicate the PTA culture, mission and vision. Avoid literal (unless instructed) unnatural translations. Double-check and verify that the items in a table of content match section/chapter headings, and that subjects are translated identically each time as they appear.

Include the following tag line at the end of each Spanish-only document:

For original version in English visit PTA.org
Para versiones originales en inglés visite PTA.org

*If the document is Spanish on one side and English on the other, the tagline is not necessary.

2. USE OF PTA AND LA PTA

National PTA and PTA should be written without “the” or “la” in the beginning. However, when referring to a state PTA, please use “la” to reference the PTA from a state. Keep in mind that PTAs is the plural case of PTA. Please use accordingly. See examples below.

English	Correct Translation	Incorrect Translation	Used in a sentence
National PTA	National PTA	La National PTA La PTA Nacional	Programas en National PTA:
PTA	PTA	La PTA	Poder de PTA
PTAs	PTAs	PTA	la mayoría de PTAs tienen seguro y...
Florida PTA	La PTA de Florida	Florida PTA	Los miembros de la PTA de Florida ayudaron a derrotar un...
The PTAs in Virginia	Las PTAs en Virginia	Las PTA de Virginia or PTA de Virginia	Los fondos fueron recaudados por las PTAs en Virginia.
PTA Meeting	La reunión de PTA	La reunión de la PTA	¿Vas a ir a la reunión de PTA?

*Bylaws are exceptions to this rule

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3. ABBREVIATIONS AND ACRONYMS

Common Abbreviations

Abbreviations of the months in Spanish are: “ene. feb. mar. abr. mayo* jun. jul. ago. sept. oct. nov. dic.”
*no abbreviation.

Abbreviations should always be written with a final period and the written accent is kept whenever a vowel is present. For example: page, “página – *pág.*”, code, “código – *cód.*”

Units of measurement **are not** abbreviations. They are symbols and never carry a period. For example: “km, m, l”

Review the list of all common abbreviations at RAE website (<http://www.rae.es/diccionario-panhispanico-de-dudas/apendices/abreviaturas>).

Academic Degrees & Credentials

Avoid abbreviations, spell out words describing academic degrees and credentials. For example: Marcos Yax has a master’s degree in Psychology, *Marcos Yax tiene una maestría en Psicología*. In the Spanish language apostrophes, do not exist, so spell out the word. Use the abbreviations only after a full name and set the abbreviations off with commas.

Acronyms vs. Abbreviations

Usually, acronyms are formed with the initial letters of a word or by combining a series of words. They are common nouns. However, the use of abbreviations is different in Spanish, **avoid overusing in Spanish text**. See the following examples:

Language		Abbreviations		Acronyms	
English	Spanish	Correct use	Incorrect use	Correct use	Incorrect use
United States of America	Estados Unidos de América	E.E.U.U.	EEUU, EUA		
National Parent Teacher Association	National PTA			National PTA	NPTA, N.PTA, N.P.T.A.

While periods are used in abbreviations of complex names to indicate different words, acronyms do not use periods between the words and should not be translated. If the acronym represents a well-known agency or organization, please use the proper name. If you would like to describe, or translate the agency/organization name, please make sure it is consistent with their own translation. (Please see IRS example in the glossary.)

Capitalization in the description and the acronym should remain consistent with its English counterpart. The following examples provides what to **add in parenthesis** for Spanish-speaking readers’ clarity:

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PTA and the Every Student Succeeds Act (ESSA)

Use in a Title	First Used in a Paragraph	Incorrect Use
PTA y la Ley del Éxito de Cada Estudiante (ESSA)	PTA y la Ley del Éxito de Cada Estudiante (ESSA, por sus siglas en inglés)	PTA y la ley de éxito de cada estudiante (por sus siglas en inglés ESSA)

After an acronym has been introduced at the beginning of a paragraph, use the acronym, instead of the entire phrase, and there is no need to use parenthesis. Adopt the same pattern following Spanish grammar and syntax rules. The following is an example:

Later use in same document:

English	Spanish
National PTA , our constituent associations and advocates across the country are seeking to empower all families to be active participants in the state and local implementation of ESSA to ensure equity and opportunity for all students.	National PTA , las asociaciones de constituyentes y defensores en todo el país buscan empoderar todas las familias a ser participantes activos en el estado e implementación local de ESSA , para garantizar equidad y oportunidad a todos los estudiantes.

In the case of the pluralization of the acronyms, don't add an "s" to denote it when preceded by articles or words that denote the acronym. For example: The CDs, *los CD*. However, in cases where there are no modifiers that denote plural acronym, it may be acceptable to pluralize them as in English: CDs, DVDs, PTAs. For example: The PTAs in Virginia, *Las PTAs en Virginia*. Or, The PTA local units in Virginia, *Las unidades locales de la PTA en Virginia*. Both phrases are correct.

Avoid the use of abbreviations or acronyms, spell out words. Use these standard formats. For example:

English	Spanish
Email National PTA at Programs@PTA.org for more info.	Para información, envíe su correo electrónico a Programas en National PTA: Programs@PTA.org .

Use parentheses to separate area codes. For example: Call National PTA information center at (800) 307-4782, "Llame al centro de información de National PTA a (800) 307-4782."

Do not use acronyms/letters in phone numbers, always use numerals. For example: do not use (800) 307-4PTA, instead use (800) 307-4782.

State Abbreviations

Keep U.S. states names in English. Abbreviate states in text (not for proper nouns). Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. Use Washington, DC, always include "DC."

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Ala.	Del.	Ky.	Miss.	N.J.	Ore.	Vt.
Ariz.	Fla.	La.	Mo.	N.M.	Pa.	Va.
Ark.	Ga.	Md.	Mont.	N.Y.	Ri.	Wash.
Calif.	Ill.	Mass.	Neb.	N.C.	S.C.	W.Va.
Colo.	Ind.	Mich.	Nev.	N.D.	S.D.	Wis.
Conn.	Kan.	Minn.	N.H.	Okla.	Tenn.	Wyo.

4. ARTICLES VS. PRONOUNS

Articles in Spanish do not have diacritics (*tilde*). “Él” and “él” are pronouns because they have diacritics (*tilde*). Use articles when they are needed, do not omit them. For example:

English	Spanish
Academic standards are important because they help ensure that all students, no matter where they live, are prepared for success in college and the workforce.	Los estándares académicos son importantes porque ayudan asegurarse de que todos los estudiantes, independientemente del lugar donde vivan, estén preparados para triunfar en la universidad y en el ambiente laboral.

National PTA and PTA should be written without an article unless it is referring to a state PTA. Please see description on page 4 under “Use of PTA and La PTA”

5. CAPITALIZATION

Spanish rules of capitalization are different from those applicable to the English language. All spelling rules and norms are defined by the publication of the **RAE** under *Ortografía de la lengua española*. View capitalization, grammar and spelling rules at RAE.es/Recursos/Diccionarios/dpd.

Do Not Capitalize

- Days of the week and months
- Languages and nationalities
- Words in parenthesis
- Nouns referring to country nationals

Do Capitalize

- Institutional names, government department and agencies
- Names of people and places
- First word after a colon (:)
- First word after an em dash (—)
- First word after a forward slash (/)
- The word “State for *Estado*” is capitalized whenever reference is made to a country’s government

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- All geographical proper names
- Points of the compass
- Titles as written in English to match stylistically (see example)

PTA vs Grupos de Padres Sin Afiliación → Title is capitalized

¿Qué hace que PTA sea mejor para las escuelas? → Subheading is not

El Poder de PTA: PTA Marca la Diferencia → Section heading is capitalized

Durante 120 años, PTA ha contribuido a resolver algunos de los problemas más graves que enfrentan los niños estadounidenses. Muchas de las estructuras que gozan los niños hoy en día –las leyes de trabajo infantil, el acceso universal al kínder, el Programa Nacional de Almuerzo Escolar y el sistema judicial de menores– se lograron como resultado de la defensoría de miembros de PTA. → Section matches English (with capitalized titles within section)

6. COMPOUND WORDS

Words formed with prefixes or composite elements are spelled closed, with no hyphen. For example: anti-constitutional, “**ant**iconstitucional;” post-secondary, “postsecundaria.”

When compounded words use a hyphen, each element maintains its diacritic or accent. For example: franco-alemán. Remember there are many exemptions in this area, confirm words with **RAE Spanish Dictionary**.

7. CITY HALL COUNCIL VS. ADVISOR, ADVISORY BOARD (CONCEJO VS. CONSEJO)

This is a very common mistake in translated documents. The following definitions and examples should clarify the use of those words:

English	Spanish
Advisor, advisory group, council, senate	Consejo (Órgano asesor)
City hall	Concejo (Ayuntamiento)

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8. GENDER RULES

English nouns are generally gender neutral, but in the Spanish language the nouns have a gender, either masculine or feminine. Articles, verbs and adverbs must match the gender of the nouns. For example: Mr. Ruiz is the physical education teacher, and Mrs. Arroyo is the Spanish teacher. *“El Sr. Ruiz es el maestro de educación física y la Sra. Arroyo es la maestra de español.”*

In case of plurality, use the masculine form of the noun. For example:

English	Correct use	Incorrect use
Children	Hijos	Nuestros (as) hijos (as)
Parents	Padres	Padre o madre
Child	Hijo	Hijo (a)
Kid	Niño	Niño(a)

9. NUMBERS

Billions and Trillions

Because there are differences in English and Spanish numbers, so to avoid confusion for Spanish speakers in the United States, use a literal translation from English.

English	Spanish	Literal translation
Billion	mil millones	Billón
Trillion	un millón de millones	Trillón

Dates & Time

In Spanish, dates are expressed in this order: day, month, year (DDMMYYYY). For example: “26 de octubre de 2004, or 26 octubre 2004, or 26/10/04.”

Use the first two forms to avoid confusion with the American mode for reflecting dates.

Unlike in English, centuries are displayed in Spanish as capitalized Roman numerals. For example: 21st Century translation should be: “siglo XXI” (with the word *siglo* always lowercase.)

For the time zones, spell out text. For example: 7 p.m. Eastern Time; “7 p.m. horario del este”.

Ordinal Numbers

The ordinal numbers describe the position order of the number as 1st, 2nd, etc. The abbreviation of ordinal numerals in Spanish are as displayed: “1.^o, 2.^o, 3.^o or 1ro, 2do,” and take into consideration female gender case like “1ra, 2da, etc.” For National PTA documents follow the pattern used in English. That means, if ordinal numbers are spelled out in English, spell them out in Spanish as well.

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English	Spanish
One Hundred Fifteenth United States Congress	El Centésimo Décimo Quinto Congreso de los Estados Unidos
115 th United States Congress	115 ^º Congreso de los Estados Unidos o 115 ^{to} Congreso de los Estados Unidos

Percent, Percentage Point

In Spanish, as in English, the difference between percent (in Spanish, *por ciento* or %) and percentage point “*punto porcentual*” is often misunderstood, resulting in serious errors of translation. One simple way to make the distinction is to remember that a difference between two percentages is expressed in percentage points. For example: National PTA had a total revenue increase of 4% in 1980, membership increased by 1.7 percentage point to reach 5.7% in 1990. National PTA tuvo un incremento total de un 4% en 1980, la membresía aumentó 1.7 puntos porcentuales, hasta alcanzar el 5.7% en 1990. Please note the percentages are written with a period, not a comma. There is also no space between the number and the percentage sign.

Units of Measurements

Translate literally the units of measurement contained in any text source. Do not convert them (unless specifically required by the text or the translation requester), as doing so raises the risk of conversion errors and may needlessly confuse the reader.

10. ITALICS

As in English, italics are used in Spanish for emphasis, for book titles and names of periodicals, and to identify **foreign words** that have not become common in Spanish or have not yet been accepted by the RAE, including Latin expressions. For example: Our Children is a virtual magazine designed for parents to be informed about health, education, and PTA; *Our Children* es una revista virtual diseñada para que los padres estén informados sobre temas de salud, la educación y PTA.

“National PTA” and “PTA” are not italicized.

11. PUNCTUATION

Punctuation rules in Spanish are different from those in English. The RAE website (RAE.es) provides detailed information with examples. This section gives some examples of punctuation issues commonly raised in Spanish translations of National PTA resources and materials translated in Spanish.

Accents – Diacritics

Spanish accent rules apply to both capital and lower case letters. For example: Alvarez, success, Success; “Álvarez, éxito, Éxito.” Remember diacritic for “o” between numbers. For example: 5 ó 6.

Ampersand (&), Apostrophe, Contractions

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There is no exact translation in the Spanish language for “&.” The most common substitution is the use of “y” (use “y” for &). For example: Health & Safety, Salud y Seguridad.

For apostrophe and contractions, spell out the entire meaning. For example: Parents’ Guides should translate, “*Guías para los padres.*”

Comma, Semi Colon

In Spanish, a comma is used to separate the different elements of a given sentence. However, if the elements themselves already have a comma, a semicolon should be used to clearly separate ideas.

Ellipses (...)

Ellipses in Spanish, consist of three periods, with space before and after. Use the literal translation. For example: PTA is ... , PTA es ...

Exclamation and Interrogation Marks

In Spanish, closing marks, either exclamation or question marks, open and closed phrases or sentences. Remember to add at the opening the ones that are inverted (¡) (¿) and the closing ones are the same as in English: (!) and (?). For example: Why PTA?, ¿Por qué PTA?

Quotation Marks

Each of a set of punctuation marks, single (‘ ’) or double (“ ”), is used either to mark the beginning and end of a title or quoted passage, or to indicate that a word or phrase is regarded as slang or jargon, or is being discussed rather than used within the sentence.

In Spanish, punctuation falls outside of quotations and parenthesis whereas in English, it falls inside the quotations and parenthesis.

Slash

In Spanish, a slash “la barra” is an auxiliary sign that has a prepositional value in different expressions such as 60 km/h (60 kilómetros por hora). It is also used to separate elements in dates (in this case, periods or hyphens can also be used instead), numeric expressions, etc. In these cases, there are no spaces before or after the slash.

12. TRADEMARKS

Do not translate the following list of words:

CADA NIÑO. UNA VOZ.

CONNECT FOR RESPECT

EVERY CHILD. ONE VOICE

MYPTA

NATIONAL PTA

NATIONAL PTA SCHOOL OF EXCELLENCE

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OURCHILDREN Stylized
 PARENT INVOLVEMENT
 PARENT TEACHER ASSOCIATION
 PTA
 PTA EVERYCHILD. ONE VOICE.
 PTA FAMILY READING EXPERIENCE
 PTA MORE
 PTA NATIONAL CONGRESS OF PARENTS AND TEACHERS 1897
 PTA REFLECTIONS Logo #2
 PTA Stylized
 PTA TAKE YOUR FAMILY TO SCHOOL WEEK
 PTSA
 REFLECTIONS ACHIEVEMENT IN THE ARTS
 SEPTA

Other trademarks:

Facebook
 Facebook Live
 Flickr
 Instagram
 Pinterest
 Twitter
 YouTube

13. STANDARD TRANSLATIONS

The following texts have been translated for the standard use in our resources and materials.

English	Spanish
<p>About PTA National PTA® comprises millions of families, students, teachers, administrators, and business and community leaders devoted to the educational success of children and the promotion of parent involvement in schools. PTA is a registered 501(c)(3) nonprofit association that prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth.</p>	<p>Acerca de PTA National PTA® está compuesta por millones de familias, estudiantes, maestros, administradores, líderes empresariales y comunitarios dedicados al éxito académico de los niños y la promoción de la participación de los padres en las escuelas. PTA es una asociación sin fines de lucro registrada como una 501(c)(3) que se enorgullece de ser un a voz poderosa para todos los niños, un recurso relevante para las familias, las comunidades, un fuerte intercesor a favor de la educación pública. La membresía de PTA está abierta a cualquier persona que quiera participar y hacer una diferencia para la educación, la salud, y el bienestar de los niños y jóvenes.</p>
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every child, one voice	cada niño, una voz
Hispanic/Latino	Hispano/Latino
PTA National Standards for Family-School Partnership <ul style="list-style-type: none"> • Welcoming all families • Communicating effectively • Supporting student success • Speaking up for every child • Sharing power • Collaborating with community 	Estándares Nacionales de PTA para la Asociación Familia-Escuela <ul style="list-style-type: none"> • Recibir a todas las familias • Comunicación efectiva • Apoyo del éxito estudiantil • Hablar por todos y cada uno de los niños • Compartir el poder • Colaborar con la comunidad
PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.	La misión de PTA es hacer el potencial de cada niño una realidad mediante la participación y empoderamiento de las familias y comunidades en abogar por todos los niños.

14. RESOURCES

English

- English–Spanish Education and Assessment Glossary California Department of Education November 2013. Retrieved from CDE.ca.gov/ta/tg/sa/documents/engspanglossary.doc
- OSEP Spanish Glossary of Common IDEA Terms, Region 1 Parent Technical Assistance Center at the Statewide Parent Advocacy Network, New Jersey (2011). Retrieved from Neparentcenters.org/glossary/index.html
- Education resources available for Spanish speakers from the U.S. Department of Education Web site at ED.gov/espanol/bienvenidos/es/index.html?src=footer

Spanish Language Rules

- Language consultations with the RAE, “Consultas lingüísticas a la Real Academia Española” RAE.es/consultas-linguisticas
- Panhispanico dictionary of doubts, “Diccionario panhispanico de dudas” RAE.es/recursos/diccionarios/dpd
- Spanish Dictionary, “Diccionario de la lengua española” www.rae.es

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15. KEY PTA TERMINOLOGY

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English	Español
501(c) 3	501(c) 3
A	
academic aptitude	aptitud académica
accommodations	acomodaciones
accountability	responsabilidad
achievement	logros
achievement test	prueba de rendimiento
achievement gap	brecha en el rendimiento
advertising	publicidad
advocacy	defensoría, intercesión
Advocacy Quick Reference Guide	Guía de Referencia Rápida sobre Esfuerzos de Defensoría
(to) advocate	abogar, defender, interceder
all inclusive	Incluye a todos
amendments to bylaws	las enmiendas a los estatutos
American with Disabilities Act (ADA)	La Ley sobre Estadounidenses con Discapacidades (ADA)
an online program	programa en línea
anaphylaxis	anafilaxia
annual dues	cuota anual
annual tax return	declaración anual de impuestos
appropriations	asignación de fondos, apropiaciones
Appropriations subcommittee on Labor, Health and Human Services, Education and Related Agencies (LHHS)	Subcomité de Apropiaciones en Trabajo, Salud y Servicios Humanos, Educación y Agencias Relacionadas (LHHS)
approved minutes	actas aprobadas
assessment	evaluación
Assets	activos
assistive technology	tecnología de asistencia
Association	Asociación
Attention Deficit Disorder (ADD)	Trastorno de Déficit de Atención (ADD)
Attention Deficit Hyperactivity Disorder (ADHD)	Trastorno de Déficit de Atención e Hiperactividad (ADHD)
Autism Spectrum Disorder (ASD)	Trastorno del Espectro del Autismo (ASD)
B	
babysitter	niñera
Back-to-School Kit	Kit de Regreso a la Escuela
balance sheet	reporte financiero, balance de cuenta
behavior intervention plan	plan de intervención para el comportamiento
benchmark	punto de referencia, estándar de comparación
benchmarking	evaluación de mercado, análisis del desempeño

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benefit	beneficio
Bill	propuesta de ley
bilingual	bilingüe
blog	blog (do not use Word “bitácoras”)
Board Basics (this is an e-learning course)	Conceptos básicos para Juntas
Board of Directors	Junta de Directores
box	casilla
budget	presupuesto
bullying	bullying
businesses	negocios
bylaws	estatutos
C	
call for submissions/entries	convocatoria o solicitud de presentaciones,
career readiness	preparación para una carrera profesional
cerebral palsy	parálisis cerebral
charter schools	escuela charter
childcare	cuido para niños
Child Care and Development Block Grant	Paquete de Ayudas para Cuidado Infantil y Desarrollo
childhood education	educación para infantes
Children’s Online Privacy Protection Act (COPPA)	Ley de Protección de la Privacidad de Menores (COPPA)
classroom	salón de clases
classroom-based assessment	evaluación basada en la preparación en el salón de clases
click on	haga clic
Code of Federal Regulations (CFR)	Código de Regulaciones Federales (CFR)
College and Career Readiness Initiative (CCRI)	Iniciativa para la Universidad y Preparación Profesional (CCRI)
college readiness	preparación para la universidad, preparación universitaria
committees, standing and special	comités, permanentes y especiales
Common Core State Standards (CCSS)	Estándares Académicos Fundamentales del Estado (CCSS)
Common Core Standards	Estándares Académicos Fundamentales
Communications Quick Reference Guide	Guía de Referencia Rápida sobre Comunicaciones
community-base	basado en la comunidad
Community PTA	PTA Comunitario
Constituent Associations	Asociaciones Constituyentes
Continuing Resolution (CR)	Resolución Continua (RC)
contribution	contribución
curriculum	currículo
cyberbullying	ciberbullying
D	
deadline	fecha límite
Department of Education (ED)	Departamento de Educación
developmental delay	retraso del desarrollo
disability	discapacidad

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diversity	diversidad
donations	donaciones
due process	debido proceso legal
due process hearing	audiencia legal
dues	cuota
E	
early childhood	educación preescolar
early intervention	Intervención temprana
Education News	Noticias de Educación
educator, teacher	educador, docente, maestro
e-learning	aprendizaje en línea
e-learning course	curso en línea
e-learning logo	logo de <i>e-learning</i>
e-reader	Lector digital
elected officers	funcionarios electos
Election's Guides	Guías para las elecciones
elementary school	escuela primaria
Elementary and Secondary Education Act (ESEA)	La Ley para la Educación Primaria y Secundaria
elevator speech	discurso breve
email	correo electrónico
Empower	empoderamiento
Engaged	comprometida
engagement	participación, compromiso
English as a Second Language (ESL)	Inglés como Segundo Idioma (ESL)
English Language Learner (ELL)	Estudiante del Idioma Inglés (ELL)
enter name	ingrese su nombre
every child, one voice	cada niño, una voz
Every Student Succeeds Act (ESSA)	La Ley Cada Estudiante Triunfa (ESSA)
evidence-based practice	práctica basada en la evidencia
executive summary	resumen ejecutivo
exhibitors	exhibidores
F	
Family Engagement in Education Act (FEEA)	Ley de la Participación de la Familia en la Educación (FEEA)
Family Educational Rights and Privacy Act (FERPA)	Ley de Privacidad y Derechos Educativos de la Familia (FERPA)
family engagement	participación de la familia or participación familiar
Family School Partnerships	Colaboración Familia-Escuela
Finance Quick Reference Guide	Guía de Referencia Rápida sobre Finanzas
financial obligations	obligaciones financieras
foster relationships	promover las relaciones
Founders' Day	Día de los Fundadores
Free Appropriate Public Education (FAPE)	Educación Pública Gratuita y Apropiaada
Federal Investment in Education	Inversión Federal en la Educación
Federal Public Policy Agenda	Agenda de la Política Pública
federal status	estatus federal
federal tax code	código de rentas impuestos federal

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fiduciary	fiduciario, fondos de un fideicomiso
full term	mandato completo, periodo de liderazgo
fundraising	recaudación de fondos
Fundraising Quick Reference Guide	Guía de Referencia Rápida sobre Recaudación de Fondos
G	
gift	donación
grade level expectations	expectativas de nivel de grado
grants	fondos
guardianship	tutela o custodia
Quick Reference Guide (QGR)	Guía de Referencia Rápida
H	
Head Start	Head Start
Healthy, Hunger-Free Kids Act (HHFKA)	Ley de la Salud y Niños Sin Hambre (HHFKA)
high school	escuela secundaria
Higher Education Act (HEA)	Ley de la Educación Superior (HEA)
Hispanic/Latino	Hispano/Latino
homeschooling	educación en el hogar
House Committee on Education and the Workforce	Comité de la Cámara sobre la Educación y la Fuerza Laboral
hyperactivity	hiperactividad
I	
IEP team	equipo del IEP
Income Statement	Reporte sobre el Estado de los Ingresos
Individualized Education Plan (IEP)	Plan Educativo Individualizado (IEP)
Individualized Education Program	Programa de Educación Individualizado
Individuals with Disabilities Education Act (IDEA)	La Ley de Education para Individuos con Discapacidades (IDEA)
interim assessment	evaluación interina
intellectual disability	discapacidad intelectual
intelligence quotient (IQ)	coeficiente intelectual (IQ)
individual resolutions	resoluciones individuales
Individualized Service Plan (ISP)	Plan de Servicios Individualizados (ISP)
Internal Revenue Code	Código de Impuestos Internos
Internal Revenue Services (IRS)	El Servicio de Impuestos Internos (IRS)
Internet	Internet
J	
Juvenile Justice and Delinquency Prevention	Justicia Juvenil y Prevención de la Delincuencia
Juvenile Justice and Delinquency Prevention Act (JJDP)	Ley de la Justicia Juvenil y Prevención de la Delincuencia
K	
Key terms	puntos claves, o importantes
L	
Leadership Briefing (newsletter)	Informe para Líderes
learning disability	discapacidad en el aprendizaje
liability	deuda
limited English proficiency	dominio limitado del inglés

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literacy	alfabetización
Literacy Station	Estación de Alfabetización
Local Leader News (newsletter)	Noticias para el Líder Local
Local Unit President (this is an e-learning course)	El Presidente de una Unidad Local
Local Unit Secretary (this is an e-learning course)	El Secretario de la Unidad Local
M	
majority leader	líder mayoritario
minority leader	líder minoritario
marquee board	panel de anuncios
membership	membresía
Membership Basics	Conceptos Básicos de Membresía
membership benefits	beneficios de miembros
membership engagement	participación de la membresía, participación de los miembros
Membership Quick Reference Guide	Guía de Referencia Rápida sobre Membresía
middle school	escuela intermedia
multicultural	multicultural
multiple disabilities	discapacidades múltiples
N	
National Governance Retreat	Retiro del Gobierno Nacional
National PTA Annual Convention & Expo	Convención y Exhibición Anual de National PTA
net assets	activos netos
newsletters	boletín informativo de noticias
No Child Left Behind (NCLB)	Ningún Niño se Queda Atrás
noncommercial	no comercial
Non-Defense Discretionary (NDD) Funds	Fondos Discrecionales (NDD)
nonprofit	sin fines de lucro
nonsectarian	no sectaria
O	
Occupational Therapy (OT)	Terapia Ocupacional
Office of Special Education Programs (OSEP)	Oficina de los Programas de Educación Especial (OSEP)
Office of Civil Rights (OCR)	Oficina de los Derechos Civiles (OCR)
One Voice Blog	One Voice Blog en Español
online	en línea
P	
paraprofessional	ayudante escolar
PTA Basics (this is an e-learning course)	Conceptos Básicos de PTA
PTA council	Consejo de PTA
PTA in One Minute	PTA en Un Minuto
PTA Live	PTA en Vivo
PTA Parent (newsletter)	PTA Parent en Español
PTA Takes Action (newsletter)	PTA Toma Acción
parent engagement	participación de los padres
parenting	crianza de los hijos
Parent Training and Information Centers (PTIs)	Centros de Información para Padres (PTIs)
parliamentary authority	autoridad parlamentaria

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Parliamentary procedures	Procedimientos parlamentarios
Partnership for Assessment of Readiness for College and Careers (PARCC)	Partnership for Assessment of Readiness for College and Careers (PARCC)
PayPal	PayPal
peel here for a quick note!	¡descubra aquí para ver una nota breve!
performance standards	estándares de rendimiento
please continue to the next page	favor de pasar a la siguiente página
policies	normas, normativas, políticas, pólizas
policymakers	formulador de pólizas políticas, empleado de la política pública
Positive Behavioral Interventions and Supports (PBIS) models	Apoyo a la Intervención para Obtener una Conducta Positiva (PBIS) modelos
post-secondary education	educación postsecundaria
pot luck	Todos traen comida o platillo para una reunión o fiesta
President Quick Reference Guide	Guía de Referencia Rápida sobre la Posición de Presidente
President's corner	Rincón del presidente
President's Guides	Guías para los Presidentes
private schools	escuelas privadas
proficiency	destreza, nivel de dominio
Programs Quick Reference Guide	Guía de Referencia Rápida sobre Programas
PTA Nuts and Bolts: Membership Basics	Fundamentos de PTA: Conceptos Básicos de Membresía
public schools	escuelas públicas
Q	
quorum	quórum
R	
Reflections Arts Program	Programa de Artes Reflections
renew	renovar
resources tab	pestaña de recursos
revocation	revocación
<i>Robert's Rules of Order</i>	<i>Reglas del Orden de Robert</i>
S	
School of Excellence	Escuela de Excelencia
school reform	reforma escolar
school vouchers	vales escolares
scroll down to read more	desplácese (desplazar) hacia abajo para leer más
search bar	la barra de búsqueda
Senate Committee on Health, Education, Labor, and Pensions Committee (HELP)	Comité del Senado en Salud, Educación, Trabajo, y Comité de Pensiones (HELP)
signatory	firma autorizada
Smarter Balanced Assessment Consortium (SBAC)	Smarter Balanced Assessment Consortium (SBAC)
Speaker of the House	Portavoz de la Casa de Representantes
special committee(s)	comité especial, comités especiales
special education	educación especial
special needs	necesidades especiales

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speech impairment	trastorno del habla
speech therapy	terapia del habla
specific learning disability	discapacidad específica del aprendizaje
sponsorship	patrocinador
spreadsheet	hoja de cálculo
standing committees	comités permanentes
standing rules	reglamento
state-specific	específicas del estado
statement of activities	reporte de las actividades financieras
statement of financial position	reporte del estado de situación financiera
States Assessments Guides	Guías de Evaluación por Estado
Statewide Family Engagement Centers (SFECs)	Centros de Participación de Familias Estatales (SFECs)
Student Support and Academic Enrichment Grants (Title IV-A)	Fondos para el Enriquecimiento Académico y el Apoyo del Estudiante (Título IV-A)
summative assessment	evaluación añadida
supersede	sustituir, reemplazar
supporter	partidario
surrogate parent	padre sustituto
T	
tax	impuesto
teacher aide	asistente de maestro
term limits	límite de mandato o liderazgo
timeless	no obsoleta, relevante
tip	sugerencia
tip sheet	hoja de sugerencias
Title 1	Título 1
tip box (used in e-learning courses)	buzón de sugerencias
toolkit	kit
trademark	marca registrada
U	
Unaffiliated Parent Group	Grupo de Padres Sin Afiliación
unit	unidad
underrepresented	carentes o faltos de representación
underservice	carentes o faltos de servicios
V	
virtual	virtual, en línea, en la internet
voluntarism	voluntariado
volunteer	voluntario
volunteer power	fuerza de voluntarios
vs	vs
W	
website	sitio en la web, sitio en la internet
webinar	seminario virtual, entrenamiento en línea, taller en la internet
welcoming	abierta, dar la bienvenida
welcoming all families	dar la bienvenida a todas las familias
welfare	bienestar, beneficencia

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Within Reach (Reflections Theme for 2017-2018)	Al Alcance (El Tema de Reflections para 2017-2018)
X Y Z	

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This guide was originally developed on 1/18/2017 by membership staff and reviewed by several National PTA Board Members, 10 State PTAs, and many internal National PTA staff. The guide will be reviewed and/or updated yearly or as needed.



National Office
1250 North Pitt Street
Alexandria, VA 22314
Toll-Free: (800) 307-4PTA (4782)
Fax: (703) 836-0942
PTA.org

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