LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education
IEP Translation Unit
213-241-6701

IEP TRANSLATION REQUEST FORM

Instructions:

1. Per the Modified Consent Decree, IEP translations in the primary languages of the District must be completed within thirty (30) days of a parent's written request.

2. Within <u>one</u> (1) day of the parent's request for translation of an IEP, fax the *IEP Translation Request Form* to the IEP Translation Unit at (213) 241-2417. <u>Do not</u> fax a copy of the IEP.

3. Prior to submitting the request:

   • The parent's request for translation must be indicated in Section N of the IEP. If the parent's request for translation is not documented on Section N of the IEP, the parent must sign and date the *IEP Translation Request Form*.

   • A school Administrator must sign and date the *IEP Translation Request Form*

4. The contact person listed below is responsible for providing a copy of the translated IEP, and documenting the delivery/receipt, to the parent. See page 2 for instructions on printing translated IEP.

FILL IN ALL INFORMATION REQUESTED BELOW

Date of IEP Meeting: _____   Date of Parent Request: _____

Student's Last Name: _____   First Name: _____

Student's 10 Digit ID #: _____   School/Office: _____

Contact Person: _____   Telephone: _____Ext.____

Language: (Check one)

Armenian
Chinese
Farsi
Filipino
Korean
Russian
Spanish
Other (specify) _____
(If available)

IEP Document Status

Completed IEP   Recessed IEP

Total number of IEP pages: _____

Translate the following pages only:

_____
_____
_____

Parent's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

LOS ANGELES UNIFIED SCHOOL DISTRICT   Division of Special Education IEP
                                                                                                    Translation Unit

INSTRUCTIONS FOR PRINTING TRANSLATED
IEPS IN WELLIGENT

Spanish IEP Translations

1. When the translation is completed, the school's contact person will see in Welligent (EDUCATION> My IEP Summary> IEP Task List) the notification that the IEP Translation has been completed and is ready for download.

2. Click on the line to open up, enter the date the translation was received, and then click SAVE to remove from the IEP Task List.

3. Use the "Student Search" function to locate the student by name or District identification number.

4. Click name and the "Student Face Sheet" will appear.

5. Click on "IEP Event Listing" under "Record Navigator" which is located on the left side of the screen.

6. Select the IEP sent for translation and the "IEP Documents" screen will appear.

7. Click on "Print Spanish."

8. Spanish Translation of the IEP is given to parent along with the "IEP Translation Cover Page" which is found in "Downloads" on the Welligent Communication Screen.

Other Language IEP Translations

1. When the translation is completed, the school's contact person will see in Welligent (EDUCATION> My IEP Summary> IEP Task List) the notification that the IEP Translation has been completed and is ready for download.

2. Click on the line to open up, enter the date the translation was received, and then click SAVE to remove from the IEP Task List.

3. Use the "Student Search" function to locate the student by name or District identification number.

4. Click name and the "Student Face Sheet" will appear.

5. Click on "IEP Event Listing" under "Record Navigator" which is located on the left side of the screen.

6. Select the IEP sent for translation and the "IEP Process Overview" screen will appear.

7. Click on "Management" and the "IEP Details—Management" screen will appear.

8. Click on "IEP Management" on the right side of the screen under "IEP Navigator."

9. Scroll down to "Translation Requests" under "Notifications, Messages and Attachments." Click on the + to the left of "Translations Requests."

10. Click on the √ next to the "Date Requested." The "Receive Translation Document" screen will appear.

11. Check the "View Translated Document" at the bottom of the screen.

12. Click on "Print IEP."

13. The translated document is given to the parent by the staff member designated on the request.