



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 one (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. Do not 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
- Korean
- Russian
- Spanish

IEP Document

Total number of IEP pages: _____

Translate the following pages only:

Parent's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

INSTRUCTIONS FOR PRINTING TRANSLATED IEPS IN WELLIGENT

Spanish IEP Translations

1. School will receive an electronic message in Welligent when the IEP translation is complete.
2. In the Student Search, enter the information of the student who's IEP you want to print and press "Search". The "Student Face Sheet" will appear.
3. Click on "IEP Event Listing" under "Record Navigator" on the left of the screen. A list of the student's IEPs will appear.
4. Click on the IEP you want to print. The "IEP Documents" screen will appear.
5. Click on "Print Spanish".
6. 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. As described above, school will be notified when IEP translation is complete.
2. In the Student Search, enter the information of the student who's IEP you want to print and press "Search". The "Student Face Sheet" will appear.
3. Click on "IEP Event Listing" under "Record Navigator" on the left of the screen. A list of the student's IEPs will appear.
4. Click on the IEP you want to print and the "IEP Overview Process" will appear.
5. Click on "Management" on the left side of the screen.
6. The "IEP Details – Management" screen will appear. Click on "IEP Management" on the right side of the screen under "IEP Navigator".
7. Scroll down to "Translation Requests" under "Notifications, Messages and Attachments".
8. Click on the "+" to the left of "Translation Requests".
9. Click on the ✓ next to the "Date Requested".
10. The "Receive Translation Document" screen will appear. Check the "**View Translated Document**" at the bottom right of the screen.
11. Click on "Print IEP"