



**Los Angeles Unified School District
Division of Special Education
IEP Translation Unit
IEP Translation Request Form
phone (213) 241-6701**



Instructions:

1. The *IEP Translation Request Form* is now submitted by fax. Do not mail the request. Fax **only** the *IEP Translation Request Form*. Do not send a copy of the IEP.
2. Prior to submitting the *IEP Translation Request Form*, the following has to be done:
 - ✓ The parent's request for translation must be indicated in Section N of the IEP.
 - ✓ The IEP meeting must be completed and the IEP must be locked.
 - ✓ The parent does not need to sign the IEP before the translation request form is submitted.
 - ✓ A school administrator must sign the completed translation request form to verify its accuracy.
3. The only time a **parent** must sign and date the *IEP Translation Request Form* is if the parent's request for translation is made *after* the IEP is locked and therefore the parent's request is not documented on Section N of the IEP.
4. IEP translations must be completed within 30 days of a parent's written request for translation.
Within one day of the parent's request fax the *IEP Translation Request Form* to:

**IEP Translation Unit - fax number (213) 241-2417
Attention: Yolanda Garcia Carrillo, Coordinator, Division of Special Education**

Date of IEP Meeting: ____/____/____

Date IEP Translation Request Form Was Faxed to the IEP Translation Unit: ____/____/____

Student's Name: Last Name: _____ First Name: _____

Student ID# _____ Local District _____ School/Office: _____

REQUESTOR

(This person will receive email notification in Welligent when the translation is completed, informing them to print the translated copy of the IEP.)

Contact: _____ Phone: (____) _____ - _____ Ext# _____

(This person is available to answer questions regarding the request and may or may not be the same person listed as requestor.)

✓ **Language**

- Armenian
- Chinese
- Farsi
- Korean
- Russian
- Spanish
- Thai
- Vietnamese
- Other _____

IEP Document

Indicate the specific pages to be translated

Indicate the NUMBER of pages to be translated

(Do not write all.)

Parent's Signature: _____ Date: ____/____/____
(**ONLY** if request was not checked in Section N of the IEP at the IEP team meeting.)

Administrator's Signature verifying accuracy of above data _____
(**REQUIRED**) Name _____ Date _____

The Requestor is responsible for providing a copy and documenting delivery/receipt of the IEP to parent/guardian. See page 2 for instructions on printing and distributing translated IEPs.

SCHOOLS WILL NOW PRINT TRANSLATED IEPS

INSTRUCTIONS FOR PRINTING REQUESTED TRANSLATED IEPS IN WELLIGENT

1. Designated school staff (Requestor), as indicated on the *IEP Translation Request Form*, will receive an electronic message in Welligent when the translation is completed.
2. Click *Mailbox* at the *Communications Center* (envelope icon at the top right corner of Welligent). Double-click the envelope icon next to the message with the subject *Completed IEP Translation*.
3. Click on the link at *Reports (Completed IEP Translation for Student)*.
4. **Note: If the IEP was translated in a language other than Spanish**, click the *View Translated Document* link at the bottom right corner. Click *Open*, *File*, and then click *Print*.
5. Enter *Date Received* at the bottom left corner to close the translation request.
6. **If the IEP was translated to Spanish**, click *Print IEP (Spanish)* at *IEP Documents*.

INSTRUCTIONS: ACCESSING IEP SPANISH TRANSLATION COVER PAGE IN WELLIGENT

1. Click *Downloads* at the *Communication Center* and enter the keyword *Translation*.
2. Select the icon next to *IEP Translation Cover Page*, click *Open*, *File*, and then click *Print*.
3. Attach the *IEP Translation Cover Page* to the Spanish translated document and distribute to parents.