



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Submitting Requests for Written Translation of Individualized Education Program (IEP) and Related Documents

NUMBER: REF-6349.2

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: September 19, 2016

ROUTING
 School Site Administrators
 Staff Serving Students with Disabilities
 Assigned Classified Personnel
 Special Education Service Center Personnel

PURPOSE: The purpose of this Reference Guide is to inform school sites and District offices of the process to follow to submit a request for a written translation of an Individualized Education Program (IEP) document and/or related documents. Information regarding the translation of Section 504 Plans is also provided.

MAJOR CHANGES: This Reference guide replaces REF-6349.1 on the same subject issued by the Division of Special Education, dated June 22, 2015. An IEP written translation request is now requested on page 9 of the IEP during the IEP meeting. The faxed IEP translation request form is no longer required to request an IEP written translation.

BACKGROUND: In 2008, the Los Angeles Unified School District (LAUSD) entered into a Resolution Agreement with the United States Department of Education, Office for Civil Rights (OCR) to resolve compliance issues under Title VI and the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The compliance issues concerned oral interpretation for Limited English Proficient (LEP) parents and guardians of students with disabilities during meetings under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and written translation of related documents.

PROCEDURES: To address these concerns, the District has developed the following processes:

- I. How to request a written translation of an IEP document
 1. In accordance with the *Chanda Smith* Modified Consent Decree (MCD), written IEP translations in the primary languages of the District must be completed within thirty (30) days of a parent’s written request for the translation.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

PROCEDURES (Continued):

2. During an IEP Team meeting, a parent's request for a written translation of the IEP must be indicated in Section N: Procedural Safeguards and Follow-up Actions of the IEP.
 - a. Select the **Yes** radio button.
 - b. Select the requested language from the **If yes, the parent/guardian has requested a written translation of the IEP in** field.
 - c. Optional: Enter specific pages in the **Specify the Individual Pages to be translated** field.
 - d. Optional: Enter special requests in the **Special Requests** field.
 - e. Save the IEP form. When the IEP becomes "Pending" the translation request will be automatically created and sent to the IEP Translation Unit.

NOTE: If Section N, page 9 of the IEP does not contain all of the fields referenced above, then the IEP contains an older version of the form which will not automatically generate a translation request when the IEP becomes Pending. Translation requests for IEPs with the older version of Section N must be manually created in the Notifications section of the **IEP Management** screen under **Translation Requests**.

3. If the parent **has not requested** the written translation at the IEP Team Meeting, yet after the meeting decides to request the translation of the IEP document, the parent must make the request in writing to the school site administrator. The school administrator/designee must create the request in the Welligent record IEP management screen.
4. Schools should maintain on site documentation of these actions using the "School Log of Translated IEP/504 Documents Provided to Parents" (Attachment B) form.
5. Failure to follow these processes and maintenance of documentation will be noted as a compliance violation in the District Validation Review (DVR) report and will be monitored for future compliance.

II. Process to be used in providing the translation

Upon receipt of the request through Welligent, IEP Translations Unit staff will start the assignment process. The request will then be submitted for translation by District or District contracted staff.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

PROCEDURES (Continued):

III. Delivery of Documents - Spanish IEP Translations

1. When the IEP translation is completed, the notification that the IEP Translation has been completed and is ready for download will display in Welligent (EDUCATION> My IEP Summary> IEP Task List).
2. Click the **Completed IEP Translation** link, enter the date the translation was received, and then click **Save** to remove the notification from the IEP Task List.
3. Click **Student Search** to locate the student by name or District identification number.
4. Click the name link and the **Student Face Sheet** will display.
5. Click **IEP Event Listing** under **Record Navigator** located on the left side of the screen.
6. Click the link of the IEP sent for translation and the **IEP Documents** screen will display.
7. Click the **Print IEP (Spanish)**
Give the Spanish translation of the IEP to the parent/guardian along with the "IEP Translation Cover Page" which can be found in Welligent Communications Center>Downloads".

Attachment A is available as a reference.

IV. Delivery of Documents - Languages other than Spanish used in Translations

1. When the IEP translation is completed, the notification that the IEP Translation has been completed and is ready for download will display in Welligent (EDUCATION> My IEP Summary> IEP Task List).
2. Click **Completed IEP Translation** link, enter the date the translation was received, and then click **Save** to remove from the IEP Task List.
3. Click **Student Search** function to locate the student by name or District identification number.
4. Click name link and the **Student Face Sheet** will display.
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**.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

PROCEDURES (Continued):

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.

Attachment A is available as a reference.

V. How to request a translation of a Section 504 Plan

Refer to “Section 504 of the Rehabilitation Act of 1973,” BUL-4692.5, issued by Office of General Counsel. For efficiency, schools are encouraged to translate documents using eligible in-house translators. However, Section 504 related document translation requests can otherwise be forwarded to the District’s Translations Unit. See the District Translations Unit website at <http://translationsunit.com/> for forms and procedures to initiate written translations requests. Requested translations can be documented using the “Section 504 Details” screen in the Section 504 Welligent module, as well as by using the sample log attached to this policy (Attachment B). The translation request information is noted using the dropdowns in Part IV of the “Section 504 Details” screen. Additional guidance and information is available on the Educational Equity Compliance Office website at <http://achieve.lausd.net/Page/3494>.

VI. How to request written translations of IEP related assessment reports

Translation requests for IEP related assessment reports can be forwarded to the District Translations Unit. See the District Translations Unit website at <http://translationsunit.com/> for forms and procedures to initiate written translations requests.

VII. Tracking system

The IEP Translations Unit uses the Welligent system to maintain data regarding IEP translations. Each school should update and track Section 504 translations on a consistent basis by updating the Section 504 details in the Welligent Section 504 Program module and printing the Section 504 Follow Up Report.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

RELATED RESOURCES:

LAUSD/Office of Civil Rights Resolution Agreement 09-07-1225

Reference Guide 6241.2, "Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504 Activities," dated April 8, 2015.

BUL-4692.5, "Section 504 of the Rehabilitation Act of 1973," issued by Office of the General Counsel, dated November 14, 2014.

ATTACHMENTS:

Attachment A: Instructions for Printing Translated IEPs in Welligent
Attachment B: School Log of Translated IEP/504 Documents Provided to
Parents

ASSISTANCE:

For assistance or further information regarding translations of IEP and related documents, please contact, Oscar Rodriguez, Coordinating Specialist, Special Education Service Center-Operations at (213) 241-6701.

For assistance with Section 504 related questions, contact the Educational Equity Compliance Office at (213) 241-7682.

INSTRUCTIONS FOR PRINTING TRANSLATED IEPs IN WELLIGENT

Spanish IEP Translations

1. When the IEP translation is completed, the notification that the IEP Translation has been completed and is ready for download will display in Welligent (EDUCATION> My IEP Summary> IEP Task List).
2. Click the **Completed IEP Translation** link, enter the date the translation was received, and then click **Save** to remove the notification from the IEP Task List.
3. Click **Student Search** to locate the student by name or District identification number.
4. Click the name link and the **Student Face Sheet** will display.
5. Click **IEP Event Listing** under **Record Navigator** located on the left side of the screen.
6. Click the link of the IEP sent for translation and the **IEP Documents** screen will display.
7. Click the **Print IEP (Spanish)**
8. Give the Spanish translation of the IEP to the parent/guardian along with the “IEP Translation Cover Page” which can be found in Welligent Communications Center>Downloads.

Other Language IEP Translations

1. When the IEP translation is completed, the notification that the IEP Translation has been completed and is ready for download will display in Welligent (EDUCATION> My IEP Summary> IEP Task List).
2. Click **Completed IEP Translation** link, enter the date the translation was received, and then click **Save** to remove from the IEP Task List.
3. Click **Student Search** function to locate the student by name or District identification number.
4. Click name link and the **Student Face Sheet** will display.
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 V 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.

SCHOOL LOG OF TRANSLATED IEP/504 DOCUMENTS PROVIDED TO PARENTS

Request #	Student Last Name, First Name	Student ID	Date of IEP or Section 504 Meeting	Date translation requested by parent/guardian (if different from date of meeting)	Type of document(s) to be translated (e.g. IEP/504, evaluation, other)	Date translated document given/sent to parent/guardian	Method of delivery – in person, mail, email

***Schools may use the “Request #” field to assign a number to each request for tracking purposes. It is suggested that schools start each school year at “1” and print additional copies of this form as needed.**