

**Seattle Public Schools
Special Education Department**







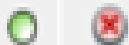
IEP Online Translation



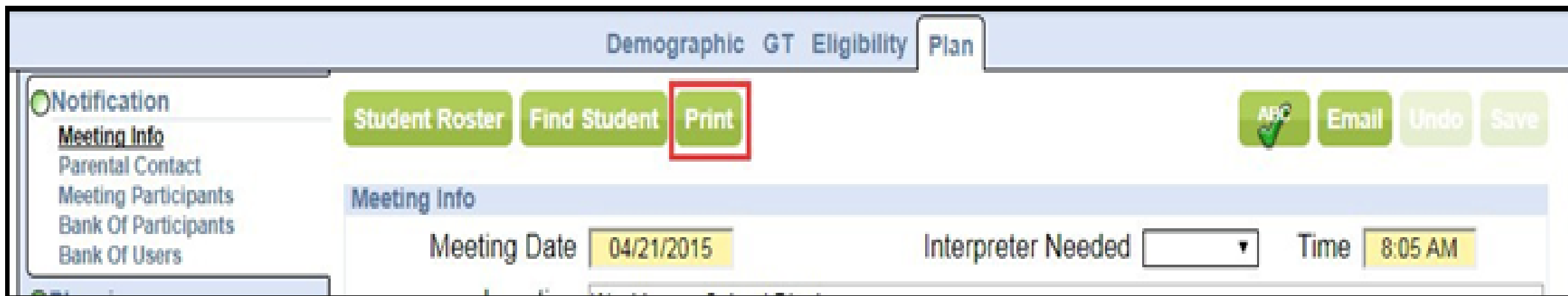
SEATTLE
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How to Translate an Unlocked Document

Click into the record

Demographic GT Eligibility Plan									
Caseload		Student Roster		Find Student		Print		Create	
	Meeting Date		Type	Start Date	End Date	Plan Mtg Due	Plan Expires		
	09/25/2017		Initial		09/25/2017	09/24/2018			

Once inside the record, click on the print button



The screenshot shows a web application interface with a light blue header bar containing the tabs: Demographic, GT, Eligibility, and Plan. The Plan tab is currently selected. On the left side, there is a vertical navigation menu with a 'Notification' icon and the following items: Meeting Info, Parental Contact, Meeting Participants, Bank Of Participants, and Bank Of Users. The main content area features a row of green buttons: Student Roster, Find Student, and Print. The Print button is highlighted with a red rectangular border. To the right of these buttons are four more green buttons: ABC (with a checkmark icon), Email, Undo, and Save. Below this row is a 'Meeting Info' section with a light blue background. It contains the following fields: Meeting Date (04/21/2015), Interpreter Needed (a dropdown menu), and Time (8:05 AM).

Select the Language you want to translate to



Print Forms

Select the forms to print

Select Language

- Blank forms**
- Initial Individualized Education Program (IEP) Invitation
- Contact Attempt Report
- Excused Team Members
- Individualized Education Program (IEP) Cover Page (Initial)
- Team Considerations
- Present Level of Educational Performance
- Secondary Transition
- Summary of Performance
- Post-Secondary Survey Contact Information
- Measurable Annual Goals - Student Progress
- Program Accommodations/ Modifications and Support for School Personnel
- State or Districtwide Assessments of Student Achievement
- Special Education and Related Services
- Prior Written Notice
- Notification for the Disclosure of Student Information to the Washington State Health Care Authority
- Medicaid Consent

Select the forms you would like to translate

Click the on the **Preview** button



Print Forms

Select the forms to print

Select Language

- Forms with data**
- Initial Individualized Education Program (IEP) Invitation
- Contact Attempt Report
- Excused Team Members
- Individualized Education Program (IEP) Cover Page (Initial)
- Team Considerations
- Present Level of Educational Performance
- Secondary Transition
- Summary of Performance
- Measurable Annual Goals
- Program Accommodations/ Modifications and Support for School Personnel
- State or Districtwide Assessments of Student Achievement
- Special Education and Related Services
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How to Translate a Locked Document

Click on the white paper icon to the right of the locked record

Demographic GT Eligibility Plan											
Caseload		Student Roster		Find Student		Print		Create			
	Meeting Date		Type	Start Date	End Date	Plan Mtg Due	Plan Expires				
	09/25/2017		Initial		09/25/2017	09/24/2018	09/25/2018	09/24/2018			

Click on the **Print Translations** button

Attachments / Locked Documents to Print

[\(09/25/2017\) Initial - 09/26/2017 9:56 PM](#) 

[Cancel](#) [Attach File](#) [Refresh](#) [Print Translations](#) [Save](#)

Select the language you want to translate to and click
Confirm

Generate Translated Attachment

Select Language

The most recent locked version of the record will be translated. Do you want to translate the document?

Click on the indented blue link and a PDF of the translated record will download. If you do not see the link right away click on the **Refresh** button



Attachments / Locked Documents to Print

(09/25/2017) Initial - 09/26/2017 9:56 PM	<input type="checkbox"/>
» (09/25/2017) Initial - 09/26/2017 9:58 PM - SPANISH	<input type="checkbox"/>

Cancel Attach File Refresh Print Translations Save

Thank You!



Have a Wonderful Day