

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

NUMBER: REF-6349.3

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Office of Special Education and Specialized Programs

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Executive Director, Special Education
Division of Special Education

DATE: September 22, 2025

ROUTING
All Schools
Affiliated Charter Schools
Independent Charter Schools
Special Education Administrators
School Site Administrators
Independent Charter School Administrators
Nonpublic School Administrators
Clerical Staff Assigned to Special Education and Section 504 Duties

PURPOSE: This Reference Guide updates and informs school sites and District offices of the process of requesting a written translation of an Individualized Education Program (IEP) document and/or related documents. Additionally, school site administrators (Principal and/or Assistant Principals) will be able to generate a computer-generated translation document automatically during the IEP team meeting for presentation purposes and/or to provide the Parent/Guardian with a printed copy at the meeting's closure. Information regarding the translation of Section 504 Plans is also provided.

MAJOR CHANGES: This Reference guide replaces REF-6349.2, issued by the Division of Special Education on September 19, 2016, on the same subject. An IEP computer-generated translation and/or official written translation is requested on page 9 of the IEP during the IEP team meeting.

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) and Section 504 of the Rehabilitation Act of 1973, as well as written translation of related documents.

PROCEDURES: A computer-generated translation of an Individualized Education Program (IEP) may be provided to the Parent/Guardian during the IEP team meeting. This allows parents/guardians to be more informed and active participants in the decision-making process regarding their child's education.

I. Computer-Generated IEP Translation During the IEP Team Meeting

A computer-generated Spanish translation of the IEP may be generated and presented to all meeting participants. This is not an official translation but may be used to facilitate understanding during the meeting.

Steps to Generate the Translation

1. Indicate the request in Section N: Procedural Safeguards and Follow-Up Actions of the IEP. (*See Attachment A*)
2. Select "Yes" next to:
"Is the Parent/Guardian requesting computer-generated translation?"
Note: The preferred language will default to Spanish.
3. Select the appropriate option next to:
"Is the Parent/Guardian requesting official translation?", then click Save/Close.
4. Under the "Documents" tab, click the "Computer Translate" button in the upper right-hand corner.
5. The IEP will display in split-screen format, showing English and Spanish side-by-side.
Use the drop-down menu to navigate each page.
6. Select your preferred view from the upper-left corner:
 - Split Screen
 - Spanish Version
 - English Version

IMPORTANT:

No changes can be made to the IEP while in the split-screen view. To edit the IEP, exit the split-screen and return to the Regular IEP Document. Once edits are completed and there are no IEP errors, you may return to the Computer Translate view.

NOTE:

The computer-generated translation feature is only available in Spanish.

II. How to Request a Computer-Generated Translation

Parents/Guardians may request a computer-generated Spanish IEP translation during or at the end of the IEP team meeting.

Steps:

1. In Section N: Procedural Safeguards and Follow-Up Actions, select:
 - “Yes” for the computer-generated translation request.
 - Language: Automatically defaults to Spanish.
 - Official Translation option, if applicable.
2. Click Save/Close.
3. Click the “Print IEP (Spanish)” button to generate a copy for the Parent/Guardian. (*See Attachment B*)

NOTE:

The computer-generated translation feature is only available in Spanish.

III. How to Request an Official Written Translation of an IEP

An official written IEP translation must be completed within 30 days of a Parent’s/Guardian’s written request.

Steps (During the IEP Meeting):

1. In Section N, select:
 - “Yes” for the official translation request.
 - Choose the preferred language from the drop-down.
 - (Optional) Enter any special requests in the “Special Requests” field.
2. Click Save.
When the IEP becomes Pending, the request is automatically sent to the IEP Translation Unit.

NOTE:

If Section N, page 9 is an older version without these fields, a new page must be created to ensure the request is processed correctly.

Steps (After the IEP Meeting):

If the Parent/Guardian requests an official translation after the meeting, the school administrator/designee must initiate the request via Welligent:

1. In IEP Event Listing, select the relevant IEP.
2. Click the “Management” tab.
3. Click the “Translation Request” tab (lower-right).
4. Click “Add New”, choose:
 - Requested Language
 - Add notes if needed.
5. Click Save.

All actions must be logged using the “School Log of Translated IEP/504 Documents Provided to Parents” (See Attachment C). Failure to document these actions may result in compliance violations noted during District Validation Review (DVR).

IV. Official Translation Request Process

Once submitted in Welligent, the IEP Translations Unit:

- Assigns the translation to District or contracted staff.
- Completes and uploads the official translation.
- Notifies the school for printing and distribution to the Parent/Guardian.

V. How to Request a Translation of a Section 504 Plan

Refer to BUL-4692: “Section 504 of the Rehabilitation Act of 1973”, issued by the Office of General Counsel.

- Forward 504-related translation requests to the District Translations Unit.
- Use the “Notice of Section 504 Evaluation Meeting” screen (Page 6) in the Section 504 Welligent module.
- Log the request using the sample log provided in Attachment C.
- Additional guidance is available on the Office of Student Civil Rights website.

VI. How to Request Written Translations of IEP-Related Assessment Reports

Requests must be submitted via the District Translations Unit website: <https://www.translationsunit.com>

VII. Tracking System and Compliance

- The IEP Translations Unit uses Welligent to track all IEP translation data.
- Each school must consistently update and track Section 504 translations using the School Log (Attachment C).

RELATED RESOURCES: [REF 6241, "Mandatory Use of the Welligent Section 504 Program Module to Conduct All Section 504 Activities"](#)

[BUL-4692, "Section 504 of the Rehabilitation Act of 1973"](#)

ATTACHMENTS: Attachment A: Translation Job Aide
Attachment B: Instructions for Printing Translated IEPs in Welligent
Attachment C: 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 Rodríguez, oscar.x.rodriguez@lausd.net, at (213) 241-8263 and/or Sandra Torres, stl4873@lausd.net, at (213) 241-5852. For assistance or further information regarding translations of Section 504 documents, please contact the Office of Student Civil Rights at (213) 241-7682 or via email at EquityCompliance@lausd.net.



Navigating Computer-Generated Translation of an IEP Document in Welligent

August 12, 2024

PURPOSE

The primary purpose of this job aid is to provide instructions on how to navigate the Computer-Generated translation of the Individual Education Plan (IEP). The IEP team will be able to have a computer-generated translation instantly during an IEP Meeting presentation and provide the parent an informal copy.

WHO CAN PERFORM THIS TASK(S)?

Users at the location who will be able to perform this task are the **Administrators (Principal and/or Assistant Principals)** and **Special Education Region Personnel (Specialist/LREs)**. Users must have a current and Active Welligent account.

BEFORE YOU GET STARTED

- Refer to Bulletin 6349.2, policy, reference guide
- Welligent Communication User Guide

LOG IN

- Log in to Welligent at <https://welligent.lausd.net/>, using your single sign-on (SSO).

PROCEDURE

Menu Path: Search for Student > IEP Event Listing > In-Process IEP > Documents



Step 1 Click on the **IEP Section N: Procedural Safeguards and Follow-Up Actions – pg. 9.**



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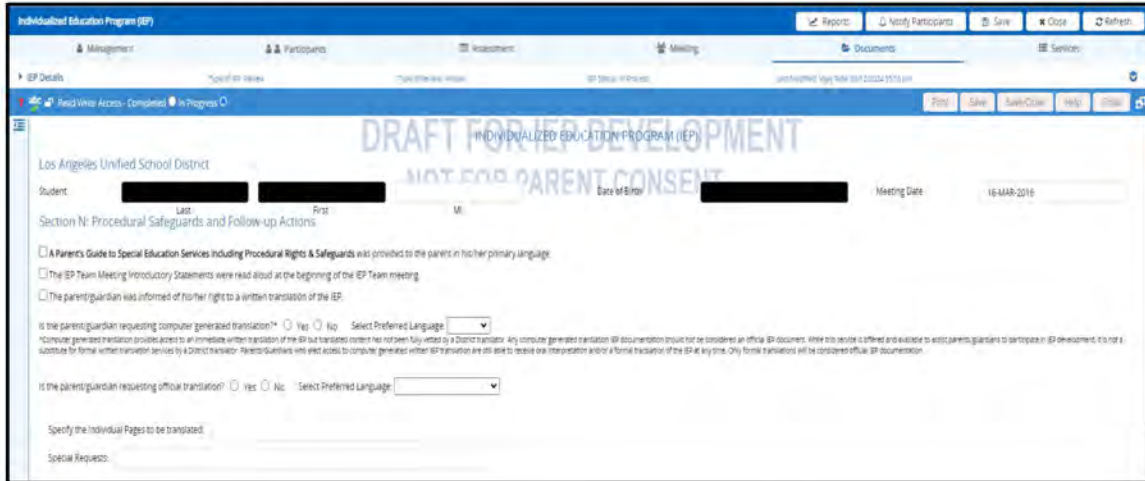
Disclaimer: The information contained in this job aid may not be current if viewed from another central office website. The job aids found on the Welligent Support website (<http://achieve.lausd.net/welligent/support/>) contain the most current information and were approved by MISIS. Changes to the MISIS environment were accounted for in preparing the documents to the MISIS site. Job aids found on other department websites may not reflect the same steps currently posted to the MISIS website and may not contain up-to-date information.



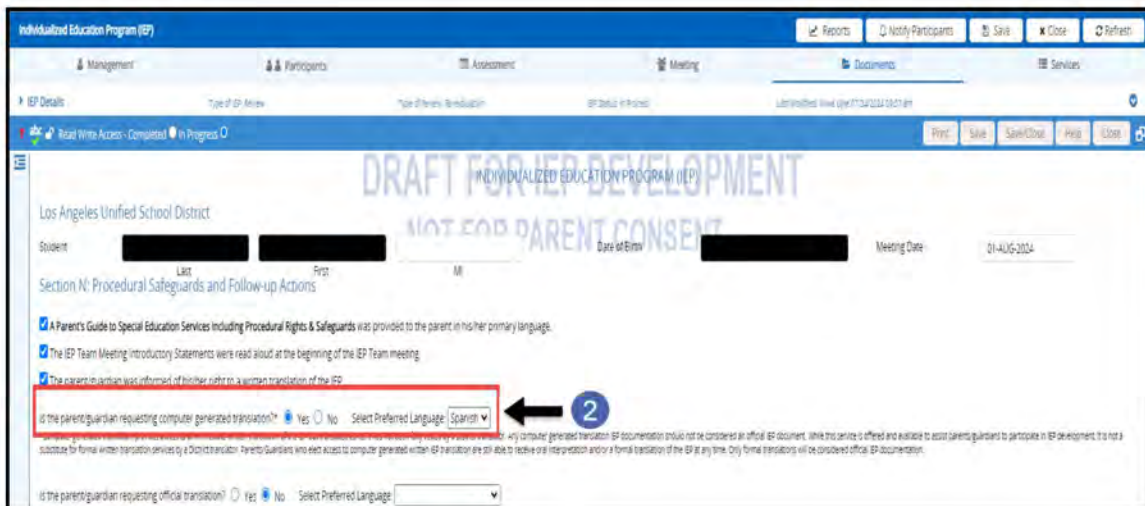
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The document page will display.



Step 2 Select the **“Yes”** radio button next to the statement, **“Is the parent/guardian requesting computer-generated translation?”** The preferred language will auto-populate to **“Spanish”** only.



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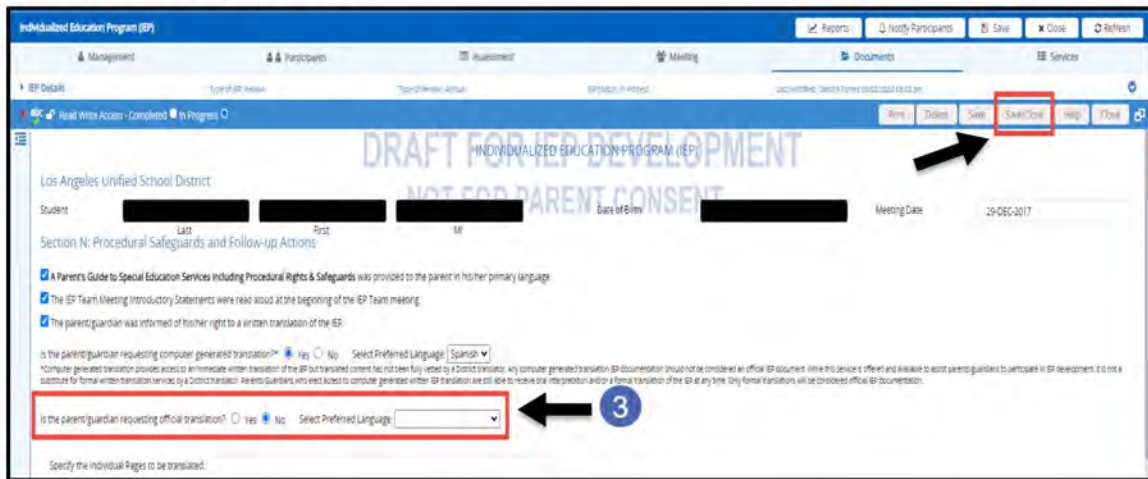
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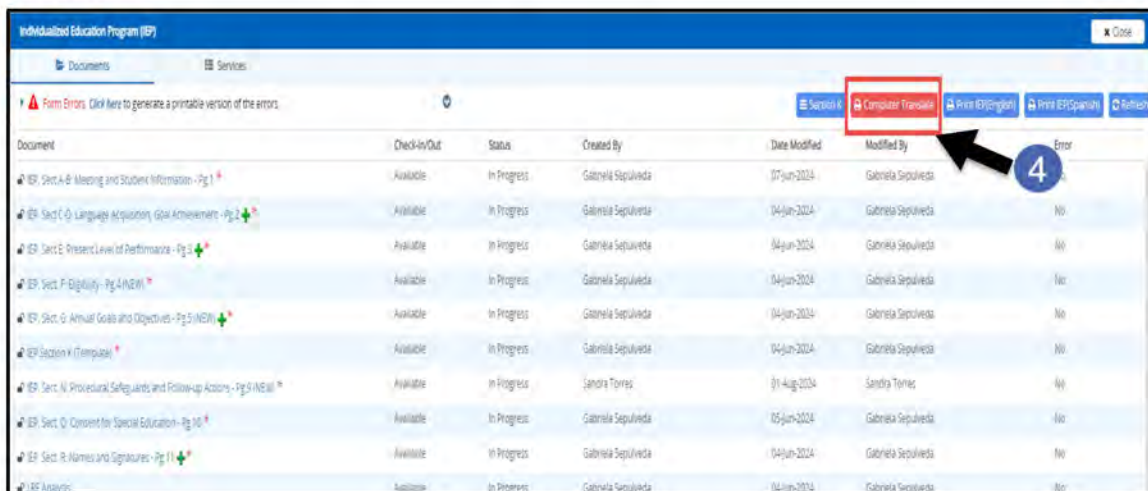
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Step 3 Select the appropriate radio button based on parent request next to the statement, **“Is the parent/guardian requesting official translation?”** Click the **Save/Close** button to save the document page to the IEP.



Step 4 The document page will display. Select **“Computer Translate”** button on the right-hand side of the screen.



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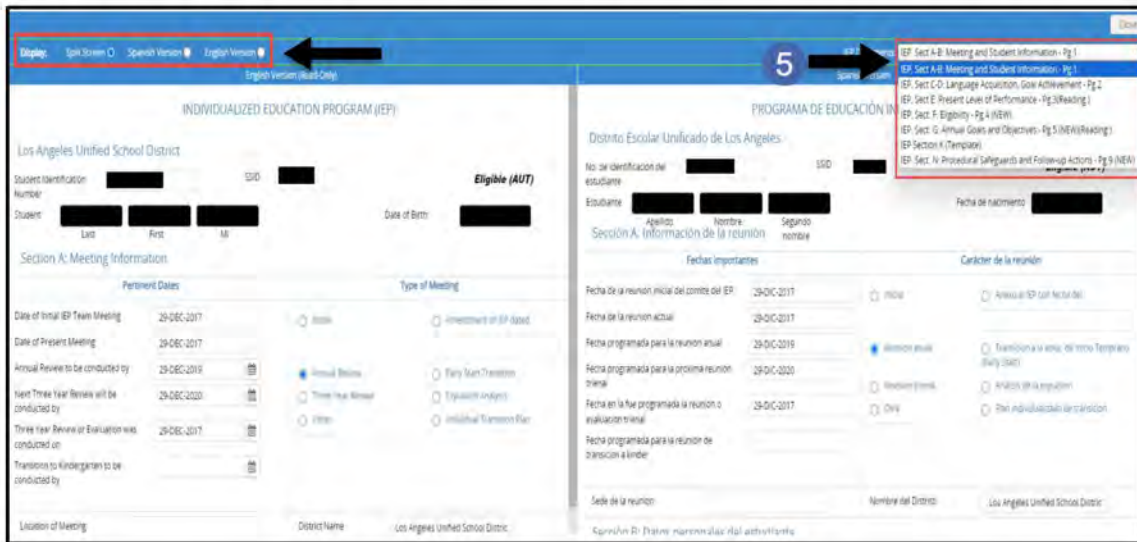
Disclaimer: The information contained in this job aid may not be current if viewed from another central office website. The job aids found on the Welligent Support website (<http://achievethestandard.org/welligent-support/>) contain the most current information and were approved by MISIS. Changes to the MISIS environment were accounted for in preparing the documents to the MISIS site. Job aids found on other department websites may not reflect the same steps currently posted to the MISIS website and may not contain up-to-date information.



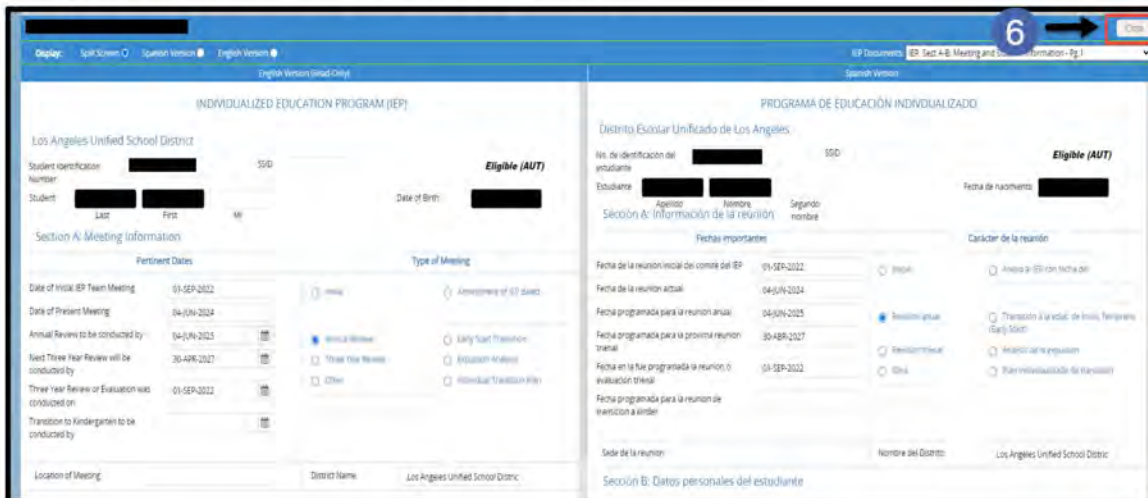
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Step 5 The document page will display in a split screen in **English** and **Spanish**. Use the drop-down menu on the right-hand side of the screen to display/navigate each IEP document page. Select the preferred display option: **"Split Screen"**, **"Spanish Version"**, or **"English Version"** on the top left-hand side of the screen.



Step 6 Select the **"Close"** button to exit the split screen.



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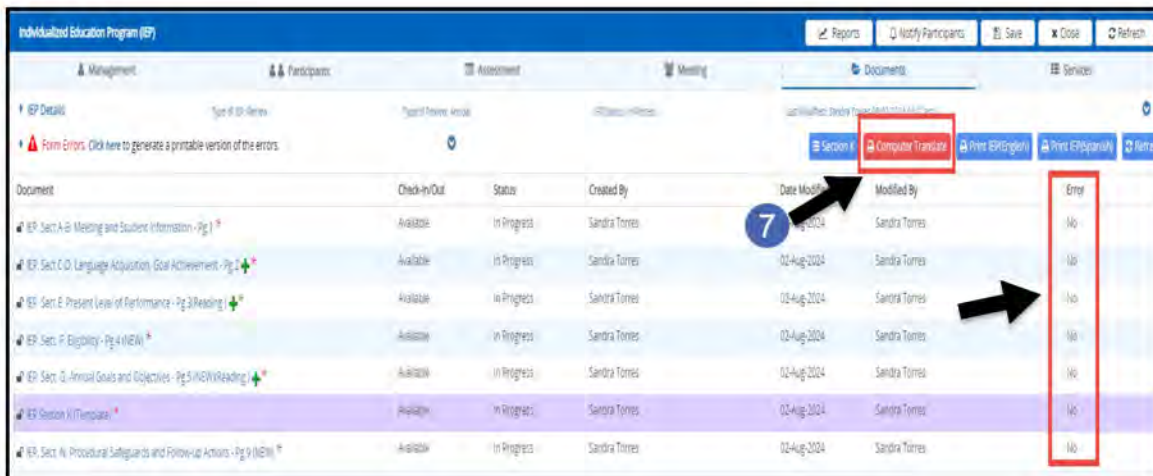
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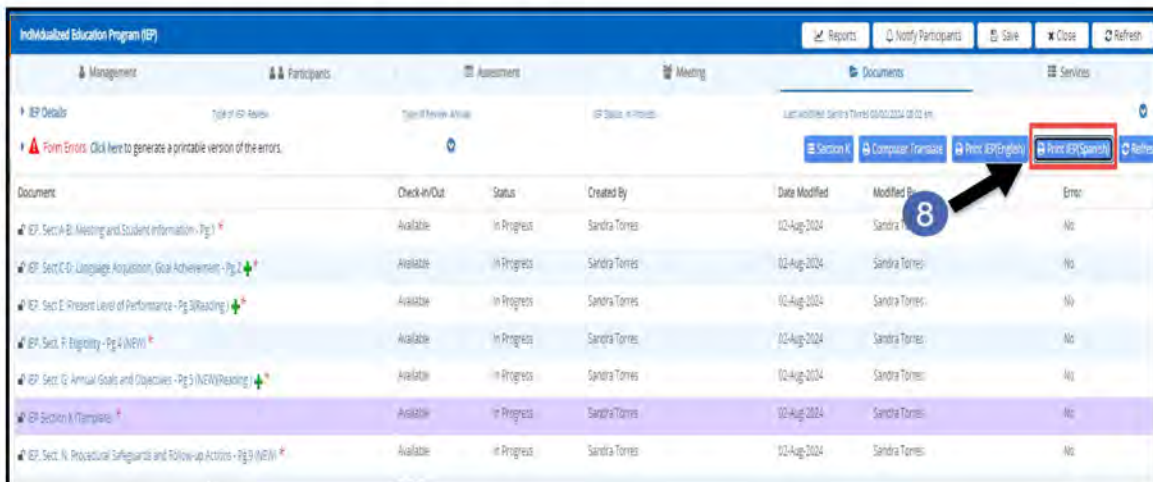
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Step 7 No changes will be allowed to be made while the computer-translate split-screen is active. To make any changes to the IEP document, please close the split-screen and return to the **"English IEP document"**. Once changes have been made, **"Saved"**, and you have **"No IEP Errors"** on any of the pages, then you may select the **"Computer Translate"** button to re-translate.



Step 8 Select the **"Print IEP (Spanish)"** button to provide parents with a copy of the computer-generated document at the end of the IEP meeting.



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INSTRUCTIONS FOR PRINTING TRANSLATED IEPs IN WELLIGENTSpanish IEP Translation

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 the 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 the parent along with the "IEP Translation

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 the 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 "page icon" next to the "Date Requested." The "Receive Translation Document" screen will appear.
11. Click the "View Translated Document" at the bottom right of the window screen.
12. Open the download folder and click on "Print IEP."
13. The translated document is given to the parent by the staff member designated on the request.

