

## 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.