SCHOOL LOG OF TRANSLATED IEP/504 DOCUMENTS PROVIDED TO PARENTS

Request #	Student Last Name, First Name	Student ID	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)	document given/ sent to	Method of delivery – in person, mail, email

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^{*}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.