



## EDPlan Translation Tool

The EDPlan Translation tool is available on the following documents:

- Special Education Parent Consent
- Special Education Invitation to Meeting
- Special Education Written Notice
- Medicaid Parent Consent
- Vocational Rehab Referral Letter
- MEEGS
- IEP

The EDPlan Translation tool is available for the following languages:

- Spanish
- Vietnamese
- Chinese
- Korean
- German
- Arabic

When translated documents are required, users with '**EDPlan Administrator**' user rights must complete the following step on the student's 'Personal Page':

1. Complete the new field titled 'Document Language' using the drop down and choosing the language for document(s) to be translated. Select the language. and click 'Update the Database' to save.

Personal Information

Baxter Test

[New Mail](#)

Name:	First: Baxter	Middle:	Last: Test	Suffix:
Local Student ID:	1211994	Medicaid Number:		
State Testing Number (STN):	123000	Place of Birth:	Pocasset, OK	
Date of Birth:	03/03/2015	Primary Language:	English	
Gender:	Male	Primary Language of Home:		
Grade:	Un-graded	Document Language:	Vietnamese	
School Site:	Fred Flinstone School of Rock	Language of Instruction:	English	
School Year:	2020	Hispanic or Latino Ethnicity:	No	
Next School:	-Unknown-	English Language Learner:		
Length of School Week:	30.00 hour(s) (Std)	Race:	<input checked="" type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
Enrollment Status:				
Notes:				

2. Scroll to the bottom of the 'Personal' page and click the green "Update the Database" button

Update the Database

Once the 'Personal' page is updated with the Document Language choice, the team completes the supported documents. On the bottom of the last page of the supported documents, the user will check the box next to the statement: 'Include (*translation choice*) version of this document' before clicking the green 'Create (Draft or Final) IEP' button

Include a Vietnamese version of the IEP

Display IEP Errors

Create Final IEP

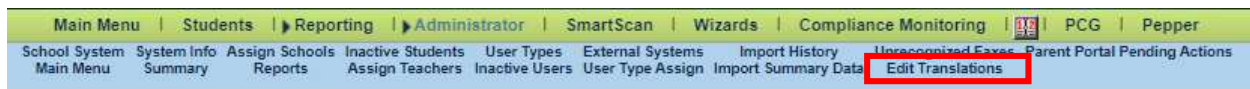
The translated and English version of the document will automatically be generated.

Del	Doc ID	Date Generated	Document	
A	6432	07/20/2020	<a href="#">IEP Addendum (translated to Vietnamese)</a>	PDF
E	6431	07/20/2020	<a href="#">IEP Addendum</a>	PDF

## Edit Translations

EDPlan Administrators may edit translations. Since many words have more than one possible translation, some words may be translated using an incorrect context. In this case, EDPlan administrators use the 'Edit Translation' button to correct web translations or add new translations manually that will be used in place of the Google translation.

From the **School System** menu, select **Edit Translations**.



To add a new translation, click **Add Translation**.

Translation Search Criteria **Add Translation**

Source Text is required unless one of the checkboxes is checked.  
 Searching for the full, source text value will yield faster results.  
 If the full source value is not available, the search criteria for the source text must begin with the first part of the phrase.

Target Language  (Required)

Source Text  (Required)

Added Manually

Updated Manually

**Search**

Select the **Target Language** from the drop list. Enter the word or phrase in the **Source Text** field, and enter the appropriate translation in the **Translated Text** field.



**Add Translations** Back

Target Language: Spanish

Source Text		Translated Text	
Source Text		Translated Text	
Source Text		Translated Text	

You may search to see if a word or phrase has already been added. Enter the **Target Language**, the **Source Text**, and click **Search**.

**Translation Search Criteria** Add Translation

Source Text is required unless one of the checkboxes is checked.  
Searching for the full, source text value will yield faster results.  
If the full source value is not available, the search criteria for the source text must begin with the first part of the phrase.

Target Language: (Required)

Source Text: (Required)

Added Manually

Updated Manually

Search

If results are returned, you may **update** the translated text values and save them. These updates will then be reflected on new documents created after that point.



**Translation Search Results** ⏪ Back

Show  entries Filter:

Source Text	Translated Text	Save Changes
Note: Least Restrictive justifications should be completed before identifying the campus and / or instructional setting of the child who is to receive special education services.	Nota: Por lo menos restrictivas justificaciones deben ser completados antes de la identificación de la escuela y / o el entorno de enseñanza del niño que va a recibir servicios de educación especial.	<input type="button" value="Update"/>
Note: After seven (7) years of inactive status or graduation, specific special education student records will be destroyed and will no longer be available. *Notice of Procedural Safeguards: Rights of Parents of Students with Disabilities	Nota: Después de siete (7) años de estado inactivo o graduación, los registros específicos de los estudiantes de educación especial serán destruidos y ya no estará disponible. * Aviso de Procedimientos de Protección: Derechos de los Padres de Estudiantes con Discapacidades	<input type="button" value="Update"/>

Showing 1 to 2 of 2 entries Previous **1** Next