



# Guidelines for Translating IEPs to Spanish

## TRANSLATING IEPS in SPED FORMS:

In order to use the translate feature in SpEd Forms for an IEP, follow the steps below:

1. Create the IEP in the English working file
2. Once the IEP is complete, go to the Spanish IEP icon
3. Go to the Present Level page, hit Clear if there is language in there from the previous IEP, and then hit Translate. SpEd Forms will grab all the Present Level information and translate it.
4. A box will come up showing a preview, hit Insert and the Spanish translation will be entered below the English.
5. A statement is added indicating it was a Machine Translation.
6. Do this for all sections of the IEP where sentences were entered.

## TRANSLATING IEPS IN GOOGLE TRANSLATE:

In order to use Google Translate to provide a copy of the IEP in spanish to the parents, follow the steps below:

1. Search for Google translate- download to your extensions
2. Complete the IEP in SpEd Forms and finalize.
3. Go to history and download the pdf of the IEP to your download folder.
4. Go to extensions on your computer (top left puzzle piece icon)
5. Open Google translate, select the Documents tab, then Browse Your files to bring the IEP into Google Translate.
6. Ensure the Detected language is English and it is translating to Spanish, hit translate.
7. Open or download the new translated document.

