Accessing Spanish Forms/Translating IEP Forms into Spanish

Spanish forms will only become available after you have developed the form in English, saved it, and clicked the box for Translation Needed on the blue menu bar across the middle of the IEP Manager screen. Make sure you have completely filled out the English form and saved it before opening the Spanish form because all of the information on the Spanish forms comes over directly from the English forms. If you open the Spanish form and save in SIRAS and then make further changes to the English form those changes will not be reflected on the Spanish form. For this reason, it is suggested that you not check the box for Translation Needed until all of the English forms have been completed. If you need to make changes to the English version of any form after submitting the Spanish form to SIRAS, you will need to delete the saved Spanish form so SIRAS will bring over all of the revised information entered on the English form.

An exception to this suggestion would be Pre-IEP forms. The Spanish versions will be needed before the IEP meeting has been held. For Pre-IEP meeting forms, fill out all of the forms that will be needed in English first and save them. Then check the Translation Needed box. You will then see a new tab for Spanish Pre-IEP forms. The Spanish versions of the English forms that have been saved will be available under this tab.   The only information that will need to be translated on these forms would be information which was typed onto the form rather than selected from the menus. Once the Spanish Pre-IEP forms have been printed, it is strongly advised that you uncheck the Translation Needed box so that other users will not be tempted to open the Spanish forms before the English forms have been completed.

All information entered onto the English IEP forms will be translated into Spanish except for information typed onto the form by the user. Any information typed onto the English form will show in English on the Spanish form. The translator does not need to view the English form. S/he can then just pull up the Spanish form and translate the English entries directly on the Spanish form.

Progress Reports can be printed in Spanish provided the goals have been translated. If staff members used the Goals Wizard to develop the English goals, SIRAS will automatically translate them into Spanish. However, any goals that were customized or changed on the English version will need to have the same changes made on the Spanish version. Goals written without using the Goals Wizard will have to be translated completely.   Goals should always be translated in the Goals Developer. Then the translated versions will go directly into the Spanish IEP forms and progress report. To access the Spanish version of the goal, click on Edit Text to bring up the English goal, then click the button to access the Spanish version and make any changes needed, and save. Any comments typed by the user for the goals (rather than using the comments menu) or at the bottom of the Progress Report will also have to be translated.

Note: There is a special role in the program which is called Translator. Any user assigned the role of Translator can see all and only students who have "Translation Needed" checked. When the translation is finished, the Translator will check "Translation Complete," and the record will no longer be listed. If a Translator needs to be assigned to another role in addition to that of Translator, the students with IEPs needing to be translated will have to be assigned to that provider. The Translator role cannot be combined with any other role.