



Multilingual Multicultural Education Office

"Supporting English Learners Achieve Academic Excellence."

Parental Request for Written Translation

Translation of Individualized Education Plan (IEP) or Evaluation Team Review (ETR)

(Solicitud de Padres para la traducción del Programa Educativo Individualizado (PEI) o del Informe del Equipo de Evaluación (IEE))

Student Name (Nombre del Estudiante): _____ Student ID # (#ID Estudiante) _____

School (Escuela): _____ Grade (Grado): _____

I (Yo) _____ request the translation of my child's (solicito la traducción del)

IEP ETR PR-01 to be translated to (para ser traducido al) _____ Language (idioma)

Other: _____

Parents/Guardian (Padre o Guardián): _____

Address (Dirección): _____

Phone (Teléfono): _____

Relationship to the student (Relación con el estudiante): _____

Please check all that apply:

I wish to have this document translated

I do not wish this document to be translated

Virtual Meeting

Face-to-Face Meeting

(If meeting is virtual, type in signatures)

(If meeting is face to face, please print and sign)

Parent/Guardian Signature (Firma): _____ Date (Fecha): _____

Intervention Specialist/Psychologist Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

"The translation of these particular forms is being offered as a means of good faith for supporting parent engagement and understanding in the IEP process and is not a requirement under 34 CFR 300.322. Timelines for translations will depend upon availability of translators" ("La traducción de estas formas particulares es ofrecida como un medio de buena fe en apoyo a los padres comprometidos y comprendiendo el proceso del PEI y no es un requisito bajo 34 CFR 300,322"). Las fechas para las traducciones dependerán de la disponibilidad de los traductores")

Scan/email this form with the completed document to Translations_Interpretations@clevelandmetroschools.org

**MULTILINGUAL OFFICE USE ONLY
(PARA USO DE LA OFICINA
SOLAMENTE)**

Name of Translator/Company

Received Date: _____

Submission Date for Translation: _____

Translation Completion Date: _____

Submission to the Requesting School/Department Date: _____

Revised January 2025; Revised 8/2025