ECATS Translation Quick Reference Guide
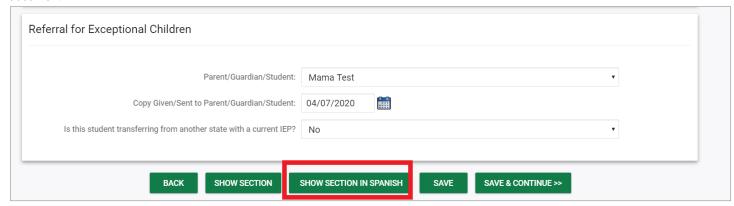
Associated Data Fields

Document translation is enabled based on the Home Language set in PowerSchool and is not editable in ECATS by any school- or district-level users. This data, received from PowerSchool, ensures that the document is translated to the correct language for each student. If a language is incorrect for a student in the system, this will need to be corrected in PowerSchool.

Currently, ECATS offers document translation when Spanish is set as the Home Language. In the future, ECATS will offer the following languages for EC document translation: Chinese, French, German, Italian, Japanese, Korean, Portuguese, and Russian.

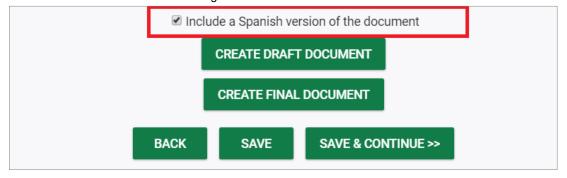## Impacts to Interface and Accessing Translated Documents

Translation Features in the System

1. Once a student's document translation language is set in the system, users will see additional options for document translation within the different process pages in ECATS.

2. Any page in the system that prints information from that page onto the PDF document will have an additional "Show Section in **[student's language]**" button. Click the button to view what the information on this page will look like in the translated PDF document.

Creating a Draft and Final Translated Document

1. When creating a draft or final version of a document, an additional checkbox will display above the "Create Draft" and "Create Final" buttons. Select the checkbox to generate a translated version of the document.

2. When you generate a draft or final document **and** select the checkbox indicating that a translated version of the document should be generated, you will see both an English and translated version of the document. An English version of the document will always be generated alongside the translated version.

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(from **Referral** Meeting: **04/07/2020** Begin: End:)

Special Education Referral: <u>view</u>

Special Education Referral (translated to Spanish): <u>view</u>

Viewing Translated Documents

You can view any translated document on the student's Documents page, alongside the English version:

Del	Doc ID	Date Generated ❓	Generated By	Document ❓		Batch	Status	Signature
A	5160	04/07/2020	Alexis White	Special Education Referral (translated to Spanish)	PDF	☐	**Final**	
E	5159	04/07/2020	Alexis White	Special Education Referral	PDF	☐	**Final**	☐