



# ECATS Translation Quick Reference Guide

## Associated Data Fields

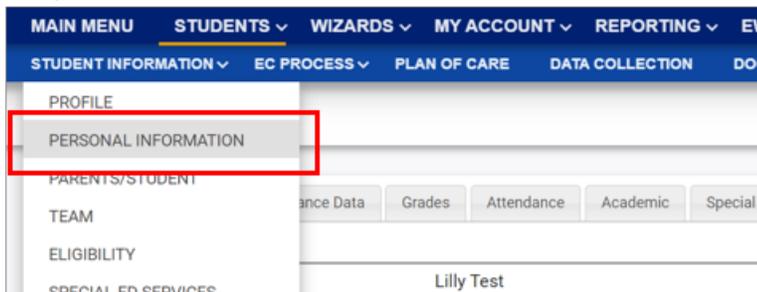
Document translation is enabled based on the Document Language data field found on the student's Personal Information page. Only authorized LEA users may edit this field. (Refer to the most recent User Type permissions guide under ECATS Resources for a list of authorized user types.) If a language is missing or incorrect for a student in the system, the authorized user must update the Document Language field.

Currently, ECATS offers document translation when one of the following languages is set as the Document Language: Spanish, Chinese, French, German, Italian, Japanese, Korean, Portuguese, and Russian.

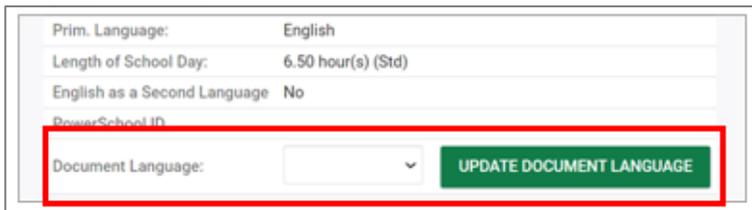
## Impacts to Interface and Accessing Translated Documents

### Editing the Document Language Field

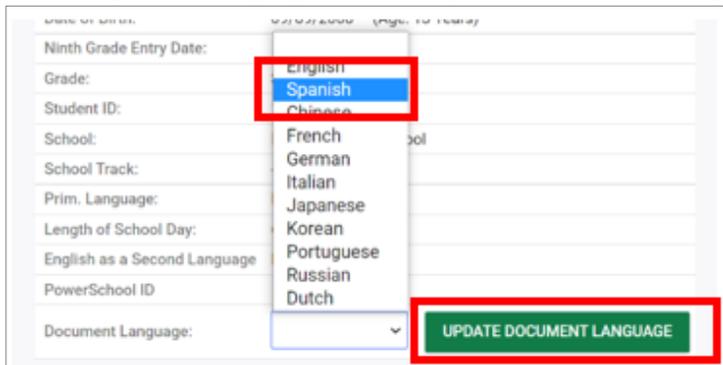
1. Only authorized LEA users may edit this field. (Refer to the most recent User Type permissions guide under ECATS Resources for a list of authorized user types.)
2. Navigate to Student Info > Personal Information



3. On the Personal Information page, data fields imported from PowerSchool will remain view-only. However, the Document Language field may be edited.



4. Select the preferred language from the dropdown menu and click Update Document Language to save to ECATS.



## 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.

Referral for Exceptional Children

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Parent/Guardian/Student:

Copy Given/Sent to Parent/Guardian/Student:

Is this student transferring from another state with a current IEP?

BACK
SHOW SECTION
SHOW SECTION IN SPANISH
SAVE
SAVE & CONTINUE >>

## 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.

Include a Spanish version of the document

CREATE DRAFT DOCUMENT

CREATE FINAL DOCUMENT

BACK
SAVE
SAVE & CONTINUE >>

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.

Download Special Education Referral Betsy Test - KTEST23 | 09/15/2008  
Test School | TST

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

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Special Education Referral: [view](#)

Special Education Referral (translated to Spanish): [view](#)

## 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	<a href="#">Special Education Referral (translated to Spanish)</a>	PDF	<input type="checkbox"/>	Final
E	5159	04/07/2020	Alexis White	<a href="#">Special Education Referral</a>	PDF	<input type="checkbox"/>	Final <input type="checkbox"/>