

Springfield Public Schools

Written Translation Request
User Manual



6/16/2022

Version 1.1

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Overview

This document details the use and functionality of the Translation Request Form, which allows any individual in the district to submit a request for a document to be translated. This form captures all required data elements necessary for the Translation department to facilitate your request.

The document is separated in to two sections:

- Requestor
- System Administrator

For any issues, concerns, or process questions, please contact:

translations@springfieldpublicschools.com.

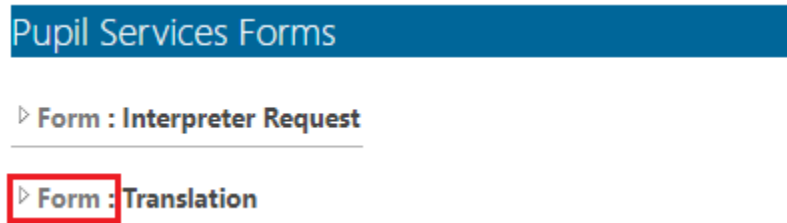
How to Access the Translation Request Form

1. From the MySPS home page, select **Applications** from the menu on the left side of the webpage.
2. Scroll to the **Business** section and select **Forms**.

Business (Payroll, Reimbursements, Time & Attendance)



3. Locate **Translation** from the list presented and click on **Form** next to **Translation**.



Requestor

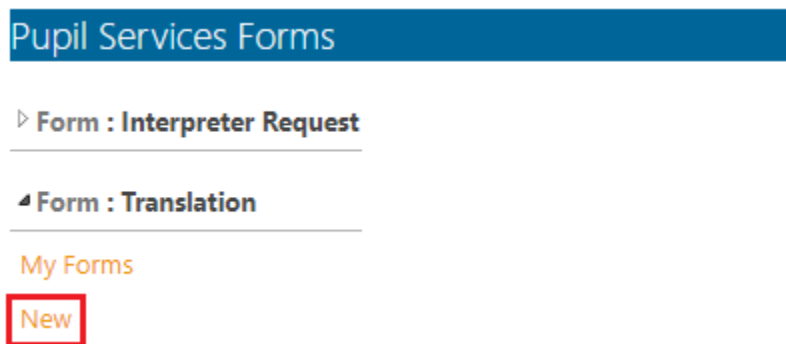
Overview

Anyone who is an SPS employee with access to MySPS will be able to create a translation request. You will have access to:

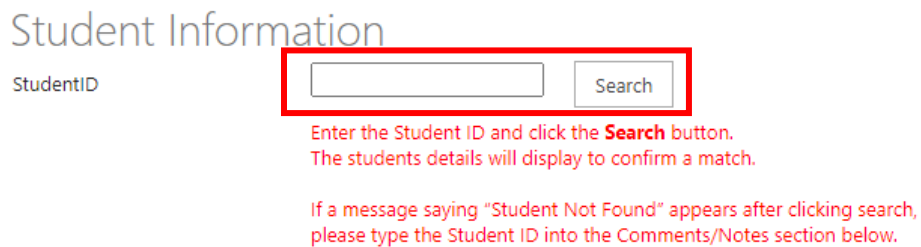
- Create a request
- Review existing requests
- Cancel a request

Creating a new translation request

1. From the list of options presented select **New**.



2. Enter the Student ID and click the **Search** button.



***Please note the instructions in red font regarding how to properly provide student information. ***

3. Enter the staff member's name.

Staff Name *

Note: Required fields are indicated with *

4. Select the staff members role from the dropdown or if no appropriate option is listed select **Specify your own value** and enter your role in to the field provided.

Staff Role *

Specify your own value:

5. Select your school from the dropdown menu.

School Name

6. Enter your phone number in the field provided.

Phone

7. Indicate whether the request is Gen-Ed or SPED related by selecting an option from the drop-down menu shown below:

Is this request Special Education or General Education related? *

8. Select required language(s) from the list:

Language(s) Needed *

- Arabic
- Burmese
- French
- Haitian Creole
- Kirundi
- Nepali
- Somali
- Spanish
- Swahili
- Vietnamese
- Specify your own value:

Note: If one is not listed, type it in the **Specify your own value** field

9. Select the document required from the dropdown or if no appropriate option is listed select **Specify your own value** and enter the document needed in to the field provided.

Document Needed *

Specify your own value:

Note: We will translate the most current document on Easy IEP. If you require an older version of the document to be translated, please specify the document number in the field below.

Document Needed *

Specify your own value:

10. To provide any additional information, please enter it in to the **Notes** field provided.

Notes

11. When you are ready to submit. Select **Submit** and click **Done**.

By selecting 'Submit' and 'Done', you acknowledge that the form contains all required information.


- Save as Draft
 Submit

Done

Cancel

If you are not yet ready for submit your request, you may save it as a draft by selecting **Save as Draft** and clicking **Done**.

12. Depending on the option selected. A confirmation email will be received stating that you have saved your form as a draft and provide a link to return later. If submitted, you will receive a confirmation that your request has been successfully submitted to the Translations department.


 Forms <mysps@springfieldpublicschools.com>
Translation request submitted - 27
Retention Policy Delete after 3 years (3 years)

You have successfully submitted a translation request.

Student ID: 1
Language(s) Requested: Nepali
Document Requested: BIP

[Link to item](#)

Submitting a draft form

1. From the list of options presented select **My Forms**.

Pupil Services Forms

▸ **Form : Interpreter Request**

▾ **Form : Translation**

My Forms

New

2. Locate your request from the list and select **Edit**.

ID	Sublink	CancelLink	Created	Student Name	Student Number	School Name
40	Edit	Cancel	Tuesday at 9:14 AM	M	1	Impact Prep at Chestnut
39	Edit	Cancel	Tuesday at 9:02 AM	C	10	Impact Prep at Chestnut
38	Edit	Cancel	Monday at 12:59 PM	R	100	Chestnut Academy

3. Modify the form as required.

4. When ready to complete select **Submit** and click **Done**.

By selecting 'Submit' and 'Done', you acknowledge that the form contains all required information.

- Save as Draft
- Submit

Done

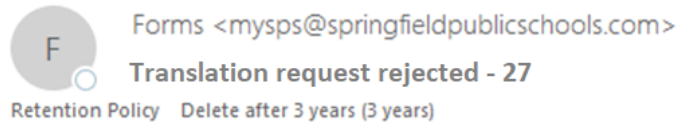
Cancel

5. A confirmation email will be received stating that the request has been successfully submitted and the next communication you will receive will be when the Translations Department has updated your request.

Resubmitting a rejected form

Should your request not provide enough information, you may receive a rejection email allowing for modification before resubmitting.

1. When a request is rejected, you will receive an email like below. The second line of the email will provide details regarding the rejection. When ready, click on the **Link to Item** button to modify your request.



Your Translation request has been rejected for the following reason:

Please provide Easy IEP document number.

Please use the link below to address feedback and resubmit for review.

[Link to item](#)

2. Modify the request according to the rejection comment.
3. When ready to resubmit select **Submit** and click **Done**.

By selecting 'Submit' and 'Done', you acknowledge that the form contains all required information.

Save as Draft

Submit

Done

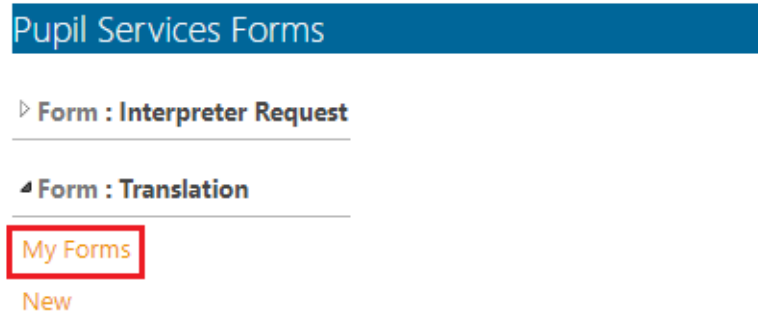
Cancel

4. A confirmation email will be received stating that the request has been successfully submitted and the next communication you will receive will be when the Translations Department has updated your request.

Cancel a form

All staff retain access to cancel requests until the request has been processed by the Translations department. To cancel a form:

1. From the list of options presented select **My Forms**.



2. Locate the form from your list of requests and select **Cancel**.

ID	Sublink	CancelLink	Created	Student Name	Student Number	School Name
40	Edit	Cancel	Tuesday at 9:14 AM	M	1	Impact Prep at Chestnut
39	Edit	Cancel	Tuesday at 9:02 AM	C	10	Impact Prep at Chestnut
38	Edit	Cancel	Monday at 12:59 PM	R	100	Chestnut Academy

3. Enter a reason for cancelling the request and select **Yes** from the cancel request dropdown. When ready click **Save** to complete.

Cancel Reason

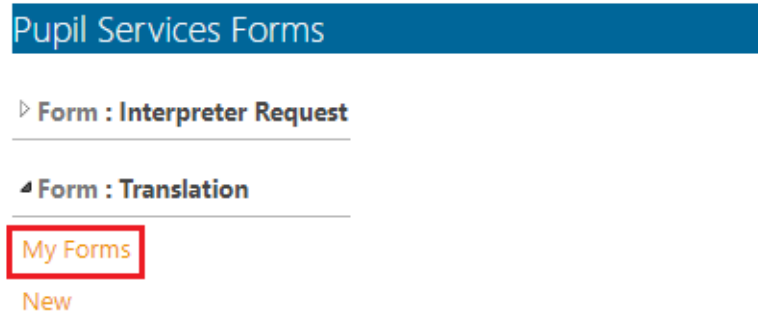
Cancel Request

4. A cancellation email will be sent to you and the Translation department.

My Forms

All staff retain access to their submitted requests. If at any time you need to review a historic form they can be reviewed through the following steps.

1. From the list of options presented select **My Forms**.



2. Search options:

- a. **Find:** Enter the *Student Number*, *Student Name* or other details in the 'Find an item' field

A search input field with the placeholder text 'Find an item' and a magnifying glass icon on the right side. The field is highlighted with a red border.

ID	Sublink	CancelLink	Created	Student Name	Student Number	School Name
40	Read	Cancel	Tuesday at 9:14 AM	M	1	Impact Prep at Chestnut
39	Read	Cancel	Tuesday at 9:02 AM	C	10	Impact Prep at Chestnut
38	Read	Cancel	Monday at 12:59 PM	R	100	Chestnut Academy

- b. **Filter:** Hover your mouse cursor over the required field and click on the arrow. Select the desired value to filter results by.

A search input field with the placeholder text 'Find an item' and a magnifying glass icon on the right side.

ID	Sublink	CancelLink	Created	Student Name	Student Number	School Name
40	Read	Cancel	Tuesday at 9:14 AM	M	1	Impact Prep at Chestnut
39	Read	Cancel	Tuesday at 9:02 AM	C	10	Impact Prep at Chestnut
38	Read	Cancel	Monday at 12:59 PM	R	100	Chestnut Academy

System Administrators

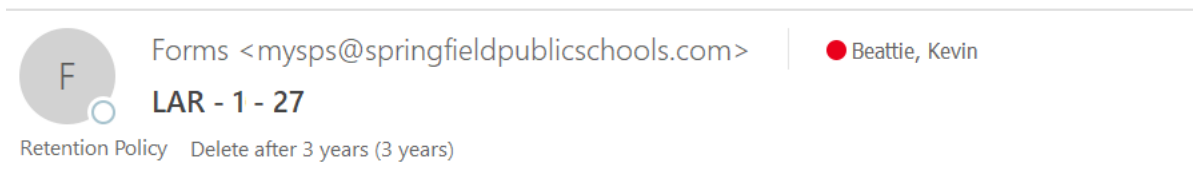
Overview

Administrators of the Translation form can monitor incoming requests, approve, or reject requests.

Manage Incoming Requests

There are two methods for opening a pending request:

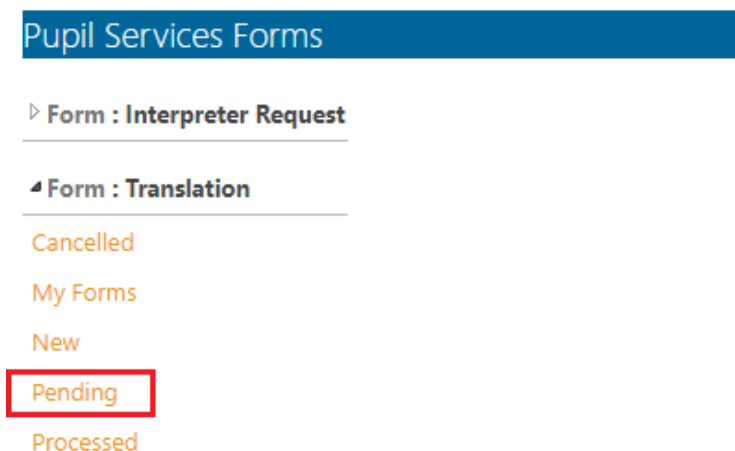
Option 1: When a user submits a request for a translation request, an email is automatically sent to the Translations Department email. This email will include a link to the pending request.



A translation request has been submitted. Please click on the following link to review:

[Link to Item](#)

Option 2: Navigate to the **Pending** request page from the Forms home page (<https://my.springfieldpublicschools.com/sites/forms/SitePages/Forms.aspx>).



1. From the list of options presented select **Pending**.

Pupil Services Forms

▸ Form : Interpreter Request

▾ Form : Translation

Cancelled

My Forms

New

Pending

Processed

2. Select **Approve** to open the details of the request.

Translation - Pending Forms Main Menu


ID	Approve	CancelLink	Created	Created By
40	Approve	Cancel	Tuesday at 9:14 AM	O'Donnell
39	Approve	Cancel	Tuesday at 9:02 AM	O'Donnell

3. If the request is not yet fulfilled you have the ability to enter any part of the form such as the **Date Assigned to Translator** and leave the request in the status **Pending**.


Central Office Only


Status * Pending
 Processed
 Reject

Date Requested 2/13/2018 9:15 AM

Date Assigned to Translator 

Assigned Translator

Date Translation Completed 

Date Sent to Petitioner 


Comments

4. When a request has been fulfilled change the status from **Pending** to **Processed**. Populate all of the fields as required, and click **Save**.


Central Office Only


Status * Pending
 Processed
 Reject

Date Requested 2/13/2018 9:15 AM

Date Assigned to Translator 

Assigned Translator

Date Translation Completed 

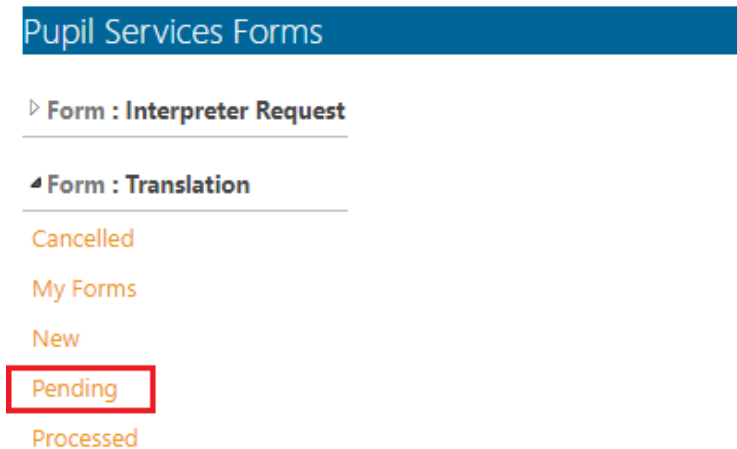
Date Sent to Petitioner 

Comments

Reject Request

If a request does not contain the required information the request should be rejected. Instructions must be added in the comments field that will be sent to the requestor to guide them through resubmitting their request.

1. From the list of options presented select **Pending**.



2. Select **Approve** to open the details of the request.

The screenshot shows a table titled 'Translation - Pending Forms' with a 'Main Menu' button. The table has five columns: ID, Approve, CancelLink, Created, and Created By. There are two rows of data. The 'Approve' link in the first row is highlighted with a red rectangular box.


ID	Approve	CancelLink	Created	Created By
40	Approve	Cancel	Tuesday at 9:14 AM	O'Donnell
39	Approve	Cancel	Tuesday at 9:02 AM	O'Donnell

3. Change the status from **Pending** to **Reject**. Enter feedback in to the **Comment** field and click **Save**.


Central Office Only


Status * Pending Processed **Reject**

Date Requested 2/13/2018 9:15 AM

Date Assigned to Translator 

Assigned Translator

Date Translation Completed 

Date Sent to Petitioner 

Comments

4. Rejecting a request will generate an email to the requestor containing the reason for rejecting and a link to modify and resubmit their request.

Cancel Request

If a request is identified as no longer required, the request can be canceled. To cancel a form:

1. From the list of options presented select **Pending**.

Pupil Services Forms

▸ **Form : Interpreter Request**

▾ **Form : Translation**

Cancelled

My Forms

New

Pending

Processed

2. Select **Cancel** to open the request.

Translation - Pending Forms

Main Menu

ID	Approve	CancelLink	Created	Created By
40	Approve	Cancel	Tuesday at 9:14 AM	O'Donnell
39	Approve	Cancel	Tuesday at 9:02 AM	O'Donnell

3. Enter a reason for cancelling the request and select **Yes** from the cancel request dropdown. When ready click **Save** to complete.

Cancel Reason

Cancel Request

4. A cancellation email will be sent to the requestor and the Translation department.

Reports

Under development.

Support

For all technical issues and enhancements to the Translation Form submit a request to issupport@springfieldpublicschools.com.