



INTERPRETER DATA COLLECTION IN I-STAR

Presented By
Harrisburg Project

**DUE
JUNE 30, 2024**

Beginning this school year (2023-24), Interpreter Information must be reported by all districts in the Individual Education Plan (IEP)-Student Tracking and Reporting (I-Star) System.

PART 1

Report data from the IEP Conference Summary Reports in district for interpreter requests at school level

PART 2

Report data for translations provided for Conference Recommendations and IEP Forms at school level

HOW TO ACCESS DATA COLLECTION IN I-STAR

LANDING PAGE



Interpreter Collection

Use this quick link to go to Interpreter Collection.

WHAT IF WE DON'T HAVE ANY REQUESTS??

Skip the data collection filters and follow the steps below:

- Check "Interpreters and/or translators were not requested in my district"
- Click "Confirm"


Interpreter Collection

Resident District:

School Year:

Language:

☐ Interpreters and/or translators were not requested in my district



HOW TO REPORT DATA
WHEN INTERPRETERS ARE
REQUESTED

Annual-Anonymously Aggregated

Select Resident District -> School Year will default to current year -> Select Language Requested

Resident District: Harrisburg CUSD 3 - 20-083-0030-26

School Year: 2023-2024

Language: Spanish

Click Add to enter data for selected language:

Interpreter Details (+ Add)

Select Resident School and Language:

Resident School: Harrisburg High School - 20-083-0030-26-0001

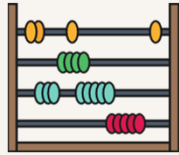
Language: Spanish

FOR EACH SCHOOL (ANNUALLY)....PART 1



1.

LANGUAGE



2.

OF REQUESTS



3.

OF
REQUESTS
GRANTED



4.

OF PARENT
REQUESTS FOR JEP
INTERPRETATION
ONLY



5.

OF GRANTED
REQUESTS FOR JEP
INTERPRETATION
ONLY

INTERPRETERS PART 1...

Requests for Interpreter

Number of requests for an interpreter, previously requested interpretation services, or otherwise indicated that an interpreter was necessary to ensure meaningful parental involvement in the IEP meeting:

5

Number of requests where a Qualified Interpreter was provided at the IEP meeting:

5

Number of requests from the parent that the interpreter serve no other role in the IEP meeting:

1

Number of requests granted by the district for the interpreter to serve no other role in the IEP meeting:

1

WHERE IS THE PART 1 DATA??

IEP CONFERENCE SUMMARY REPORT

INTERPRETER SERVICES

☐ Yes ☐ No **1-2** Did the parent request, or otherwise indicate, that an interpreter was necessary to ensure meaningful parental involvement for this meeting?

☐ Yes ☐ No **1-3** If "Yes," was an interpreter provided for the meeting?

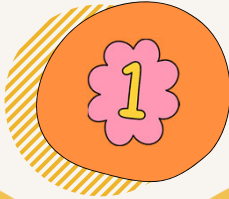
If "Yes," in what language was the interpretation provided? **1-1**

☐ Yes ☐ No **1-4** Did the parent request that the interpreter serve no other role in the meeting?

If "Yes," was this request granted? Explanation:

1-5

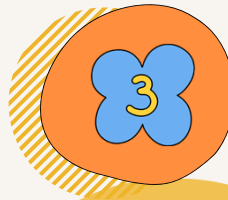
TRANSLATIONS FOR EACH SCHOOL (ANNUALLY) PART 2A...



Number of translations requested, previously requested, or otherwise indicated translations was necessary



Number/Percent the translated form was provided



Number/Percent the translated form was provided at the time of the IEP meeting



Average number of school days between the IEP meeting and when the translated form was provided

TRANSLATIONS PART 2A...



Conference Recommendation Form Translations	
Number of translations requested, previously requested translation services or otherwise indicated translation was necessary:	<input type="text" value="3"/>
Number / Percent provided:	<input type="text" value="3"/>
	<input type="text" value="100%"/>
Number / Percent provided at the time of the IEP meeting:	<input type="text" value="0"/>
Average school days to provide translations:	<input type="text" value="8"/>



Student 1: 5 days

Student 2: 8 days

Student 3: 11 days

$(\text{Student 1} + \text{Student 2} + \text{Student 3}) /$
 $(\text{Total Number of students})$

$$(5+8+11)/3 = 8$$

Average number of school days = 8 days

FOR EACH SCHOOL
ANNUALLY
PART 2A:4
EXAMPLE

FOR EACH SCHOOL (ANNUALLY)....PART 2B

1

1.

LANGUAGE

2

2.

OF REQUESTS

III

3.

OF
REQUESTS
GRANTED

4

4.

OF PARENT
REQUESTS FOR JEP
TRANSLATION
ONLY

5

5.

OF GRANTED
REQUESTS FOR JEP
TRANSLATION
ONLY

TRANSLATIONS PART 2B...

Individual Education Plan Form Translations

Number of translations requested, previously requested translation services or otherwise indicated translation was necessary:

3

Number / Percent provided:

3

100%

Number / Percent provided within 30 school days of the IEP meeting:

0

Average school days to provide translations:

8



**FOR EACH SCHOOL
ANNUALLY
PART 2B:4
EXAMPLE**

Student 1: 5 days

Student 2: 8 days

Student 3: 11 days

$(\text{Student 1} + \text{Student 2} + \text{Student 3}) /$
 $(\text{Total Number of students})$

$$(5+8+11)/3 = 8$$

Average number of school days =
8 days

WHAT NEXT??

Once data has been entered for all district schools, click "I am done reporting" check box

Resident School:	Harrisburg High School - 20-083-0030-26-0001
Language:	Spanish

Requests for Interpreter	
Number of requests for an interpreter, previously requested interpretation services, or otherwise indicated that an interpreter was necessary to ensure meaningful parental involvement in the IEP meeting:	5
Number of requests where a Qualified Interpreter was provided at the IEP meeting:	5
Number of requests from the parent that the interpreter serve no other role in the IEP meeting:	1
Number of requests granted by the district for the interpreter to serve no other role in the IEP meeting:	1

☒ I am done reporting

SUPPORT

Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us
www.hbug.k12.il.us

<https://www.isbe.net/Documents/Qualified-Interpreters-Translation-Req.pdf>

