

## Forms

A list of all active forms in your district may be found by visiting **Settings > Form Settings**.

### Copy to a new document

Admin users can control (on a per form basis) which users, if any, may copy an existing document to create a new document for a student.

For form types that have the **Allow copy to new document** feature enabled, admins may select whether all users, admin users, or no users can copy the form type to create a new document.

**Steps** *To update copy to new document permissions*

1. Visit **Settings > Form Settings**.
2. Select the form type you would like to update.
3. In the **Allow copy to new document** field, select which users should have access to copy the form type to a new document.
4. Save your changes.

## Form translation

Districts on the Pro edition of SameGoal have access to the Translation feature.

Each form type (e.g. Individualized Education Plan) will only need to be translated once per language, per environment. When a form type has been translated into a given language once, that translation will be used for subsequent translations of that form type, in that language. Form translations can occur in one of two ways:

1. The first time the form type is requested within a document.
  - For example, the first time a request for an IEP to be translated in Spanish is made, the IEP form type will also be sent to the translator in a separate email to be translated in Spanish. Once the form type has been translated, the next time an IEP translation in Spanish is requested, only the modified document fields will be included.
2. When an administrator requests a translation.
  - If a form needs to be retranslated, an administrator can also request a retranslation.

### **Steps** *To translate or retranslate a form:*

1. Visit **Settings** (left menu) > click on **Form Settings**.
2. Select the form type that should be translated/retranslated.
3. Locate the **Form translation:** option and click the **Translate/retranslate** button.
4. Complete the **Translate/retranslate form** dialogue.
  - **Language:** Select the language you wish the form to be translated/retranslated to.
  - **Translator Email:** The email address of the first or third party translator that will be translating or review/editing automated text
  - **Note for Translator (optional):** An optional field to include a note to be included in the email sent to the translator
5. Click the **Request Translation** button to send an email with a link to the requested form type to the email provided.
6. Click **Cancel** to cancel the request.

**Tip** Since this action can only be taken by an administrative user account, you will not need to approve/deny this request.

