

Evaluation (Delaware)

Last Modified on 04/30/2024 12:51 pm CDT

[Editor Home](#) | [General Information](#) | [Editor Types](#) | [Editor Lock Out and Release Logic](#) | [Template Banks](#) | [Text Editors](#) | [Editors](#)

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

An evaluation must be created whether or not the student is determined to have a disability. A copy of the evaluation summary report, including the eligibility documentation, is given to the student's parents by the school district.

The current print format is **DE Evaluation 2024**. Print formats are configured using the [Special Education Evaluation Type](#) tool.

Editor Home - DE Evaluation 			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Header	IN PROGRESS	Demo Administrator 4/30/24 12:37 PM	>
Purpose	IN PROGRESS	Demo Administrator 4/30/24 12:38 PM	>
Enrollment Information	IN PROGRESS	Demo Administrator 4/30/24 12:38 PM	>
Student Information	IN PROGRESS	Demo Administrator 4/30/24 12:40 PM	>
Parent/Guardian Information	IN PROGRESS	Demo Administrator 4/30/24 12:40 PM	>
Section A: Background Information	NOT STARTED		>
Section B: Educational Performance Data	NOT STARTED		>
Section C: Eligibility Discussion	IN PROGRESS	Demo Administrator 4/30/24 12:44 PM	>
Section D: Eligibility Determination	IN PROGRESS	Demo Administrator 4/30/24 12:46 PM	>

Editor Home

Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion

information.

Header	Description
Name	The name of the editor.
Status	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> • In Progress indicates a user has entered and saved data in that editor. • Not Started is the default status for all editors. • Complete indicates a user has clicked the Complete button on the editor, and the editor is read-only. This does not lock the editor from further editing but indicates the user considers the editor finished. • Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student. <p>The following statuses are only available for certain state-specific documents:</p> <ul style="list-style-type: none"> • ESign indicates that the editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process for additional information. • Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.
Modified By	The date and the user by whom the editor was last edited.
Completed By	The date and the user who clicked the Complete button for that editor.

General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
Save	<p>Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> • Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. • Save & Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives. • Save & Next captures progress and navigates the user to the next editor. • Save & New captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the Editor Type section for additional information.

Button	Description
Refresh	<p>Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted records. Manually entered fields do not change when the refresh button is clicked. The user must Save after clicking Refresh to capture changes.</p> <p>A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.</p>
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> • Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete. • Not Needed indicates the editor does not apply to the student's plan or evaluation. This makes the editor read-only. However, this does not lock the editor from further editing. Click the In Progress button to further edit after an editor is marked Not Needed. • In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> • Complete Pending eSignature only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the Nevada Individual Education Plan eSignature Process for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor is displayed. List editors display a list of all records within that editor. Clicking an existing record or the **New** button opens the detail view for an individual record.

Editor Lock Out and Release Logic

Only one user at a time can actively work on an editor. A person with a padlock icon ()

) displays in the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

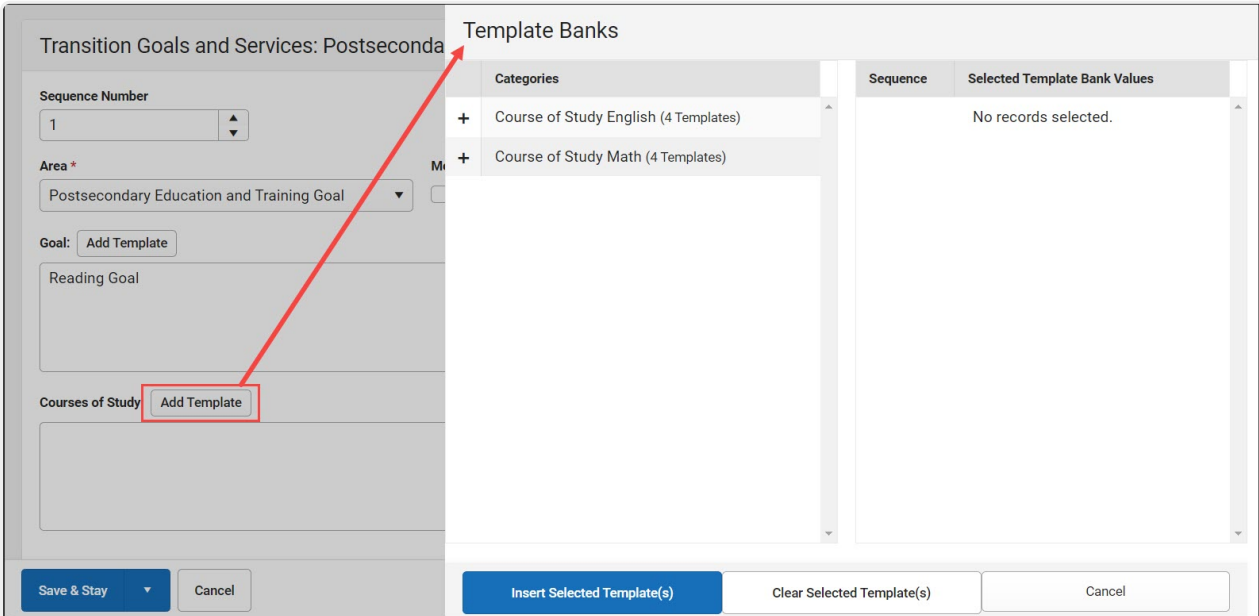
To release an editor, the user must:

- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the **Cancel** button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

Template Banks

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.



Transition Goals and Services: Postsecondary

Sequence Number: 1

Area: Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study: Add Template

Template Banks

Categories	Sequence	Selected Template Bank Values
+ Course of Study English (4 Templates)	1	No records selected.
+ Course of Study Math (4 Templates)	2	

Save & Stay Cancel Insert Selected Template(s) Clear Selected Template(s) Cancel

Template Bank Side Panel

Click the plus (+) icons next to the category to view the available template values.

Template Banks

Categories		Sequence	Selected Template Bank Values																									
–	Course of Study English (4 Templates)																											
	<table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 10 Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 11 Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 12 Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 9 Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	Course of Study 10 Grade 10: English 200	<input type="button" value="Add"/>	Course of Study 11 Grade 11: English 300	<input type="button" value="Add"/>	Course of Study 12 Grade 12: English 400	<input type="button" value="Add"/>	Course of Study 9 Grade 9: English 100	<table border="1"> <tbody> <tr> <td>1</td> <td>▲▼</td> <td>Course of Study 9 Grade 9: English 100</td> <td><input type="button" value="X"/></td> </tr> <tr> <td>2</td> <td>▲▼</td> <td>Course of Study 10 Grade 10: English 200</td> <td><input type="button" value="X"/></td> </tr> <tr> <td>3</td> <td>▲▼</td> <td>Course of Study 11 Grade 11: English 300</td> <td><input type="button" value="X"/></td> </tr> <tr> <td>4</td> <td>▲▼</td> <td>Course of Study 12 Grade 12: English 400</td> <td><input type="button" value="X"/></td> </tr> </tbody> </table>	1	▲▼	Course of Study 9 Grade 9: English 100	<input type="button" value="X"/>	2	▲▼	Course of Study 10 Grade 10: English 200	<input type="button" value="X"/>	3	▲▼	Course of Study 11 Grade 11: English 300	<input type="button" value="X"/>	4	▲▼	Course of Study 12 Grade 12: English 400	<input type="button" value="X"/>
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3	▲▼	Course of Study 11 Grade 11: English 300	<input type="button" value="X"/>																									
4	▲▼	Course of Study 12 Grade 12: English 400	<input type="button" value="X"/>																									
+	Course of Study Math (4 Templates)																											

Expanded Category and Values Selected

Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.

Courses of Study:

Grade 9: English 100
 Grade 10: English 200
 Grade 11: English 300
 Grade 12: English 400

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

[Evaluation Header](#) | [Purpose](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Section A: Background Information](#) | [Section B: Educational Performance Data](#) | [Section C: Eligibility Discussion](#) | [Section D: Eligibility Determination](#) | [Section E: Signatures and Certifications](#)

Evaluation Header

The Evaluation Header editor documents relevant dates concerning the student's current or future evaluations.

Evaluation Header
IN PROGRESS

Editor 1 of 10

Eligibility Date

04/22/2024

Meeting Date ⓘ

In-State Transfer Meeting Date

In-State Transfer Reviewed and Adopted

Evaluation *

Initial

Evaluation Header Editor

[▶ Click here to expand...](#)

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Purpose

The only field on this editor is the **Describe purpose(s) for referral including presenting concerns** text field.

Purpose

NOT STARTED

Editor 2 of 10

"**Evaluation Summary Report**" or "**ESR**" means a report that documents the IEP team's review of data and discussion of the eligibility determination. (Authority: 20 U.S.C. 1414(b)(4); 14 Del.C. §3110)

IEP team includes the parents of the child, a regular education teacher, a special education teacher, a representative of the public agency, an individual who can interpret instructional implications of evaluation results, other individuals who have knowledge or special expertise regarding the child, the child whenever appropriate, a career technical education teacher or career technical teacher coordinator when appropriate (14 DE Admin. Code § 925.8.0), as well as additional IEP team members as indicated in 14 DE Admin Code § 925.6.6-925.6.17.

Describe purpose(s) for referral including presenting concerns

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Purpose Editor

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Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled. This editor also documents the student's disability(ies).

Enrollment Information

IN PROGRESS

Editor 3 of 10

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Primary Disability *

1000: Autism

Secondary Disability

Tertiary Disability

Select Tertiary Disabilities...

District of Residence

Attending Building

Arthur Elementary

Grade

KG

District Information

District Number

100

District Name

Plainview Schools

District Address

123 Main Street, Metro City, DE 55555

District Phone

(763)555-5555

District SPED Address

456 2nd Avenue, Metro City, MN 55555

District SPED Phone

(763)633-1111

Enrollment Information Editor

[▶ Click here to expand...](#)

Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record.

Student Information
IN PROGRESS

Editor 4 of 10

When a Plan is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
	Colton		
Birthdate	Student ID		
02/01/2018	103667		
Address			

Case Manager Information

Name	Title
Phone	

Student Information Editor

► [Click here to expand...](#)

Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.


Parent/Guardian Information

IN PROGRESS

Editor 5 of 10

When an Evaluation is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian check box marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Parent/Guardian

Print Sequence 

1

Remove

Name

Harrison - Father

Address

2927 5th Ave NW, Blaine, DE 55449

Home Phone

(651)555-1694

Work Phone

(555)555-1101

Cell Phone

(555)555-1468

E-mail

Home Primary Language

Parent/Guardian Information Editor

[Click here to expand...](#)

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Section A: Background Information

The Background Information editor is used to document the student's strengths and relevant data.

Section A: Background Information

NOT STARTED

Editor 6 of 10

Pursuant to 14 DE Admin. Code § 925.6.3.1, the public agency shall draw upon information from a variety of sources, including parent input, teacher recommendations, and other information sources.

1. Describe student strengths

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2. Describe relevant background information including parent input, academic history, language, behavior, social, emotional, cultural background, relevant medical history (e.g. vision and hearing screenings), and summary of previous evaluations

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Section A: Background Information Editor

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Section B: Educational Performance Data

The Educational Performance Data editor is used to document assessment data to determine the student's special education eligibility.

Section B: Educational Performance Data
NOT STARTED

Editor 7 of 10

Pursuant to 14 DE Admin. Code § 925.6.3.1, the public agency shall draw upon information from a variety of sources, including parent input, teacher recommendations, and other information sources.

1. Provide student intellectual and academic assessment data which may include classroom-based assessments, state assessments, cognitive and achievement test scores

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2. Provide relevant student social, emotional, behavioral, and adaptive behavior data

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Section B: Educational Performance Data Editor

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Section C: Eligibility Discussion

The Eligibility Discussion editor is used to document the student's eligibility status and relevant criteria.

Section C: Eligibility Discussion

IN PROGRESS

Editor 8 of 10

1. IEP TEAM DISCUSSION OF ADVERSE EFFECT ON EDUCATIONAL PERFORMANCE

Pursuant to 14 DE Admin. Code § 922.3.0., "Adverse Effect on Educational Performance" means a significant and consistent negative influence of the disability on the student's educational performance, as evidenced by their skills in the academic, developmental, or functional domains (e.g., literacy, mathematics, adaptive skills, mobility, pre-vocational and vocational skills, behavior, social adaptation, emotional adaptation, self-help skills, and communication).

Does the student meet eligibility criteria for a student with a disability?

Yes

Describe the IEP team's detailed discussion including:

How the data support whether the student's disability(ies) adversely affect their educational performance, thereby requiring special education and related services

*

Example

Why the student does not meet the eligibility criteria for a student with a disability

Section C: Eligibility Discussion Editor

▶ Click here to expand...

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Section D: Eligibility Determination

The Eligibility Determination editor documents the team's decision regarding the student's eligibility determination.

Section D: Eligibility Determination

IN PROGRESS

Editor 9 of 10

Based upon review of the data, the IEP team determines that Colton Abegg

☒ **MEETS** the eligibility criteria to receive special education and related services in the following educational classification(s) because the data indicate the disability has an adverse effect on educational performance and the student needs specially designed instruction.

☐ **DOES NOT MEET** the eligibility criteria to receive special education and related services and the student does not need specially designed instruction.

Primary Educational Classification of Disability *

Autism

Secondary Educational Classification of Disability

Tertiary Educational Classification(s) of Disability

Select Tertiary Disabilities...

Specific Learning Disability

Select Specific Learning Disability

Specific Learning Disability

Select Specific Learning Disability

Specific Learning Disability

Select Specific Learning Disability

Section D: Eligibility Determination Editor

▶ Click here to expand...

Section E: Signatures and Certifications

The Signatures and Certifications editor is used to document the team members' conclusions.

Section E: Signatures and Certifications
IN PROGRESS

Editor 10 of 10

Meeting Invite ⓘ

Meeting Date
04/08/2024

Invitation Date
04/01/2024

Meeting Location
School, Room 150

Meeting Time

MEETING PURPOSE

No Meeting Purpose selected

Attendance

First Name *	Last Name *	Role Name	This report DOES NOT reflect team member's conclusions	Remove
Glissa-Jean		1	<input type="checkbox"/>	<input type="button" value="✕"/>
Harrison		2	<input type="checkbox"/>	<input type="button" value="✕"/>
Saul		3	<input type="checkbox"/>	<input type="button" value="✕"/>
Alexander		4	<input type="checkbox"/>	<input type="button" value="✕"/>

Section E: Signatures and Certifications Editor

▶ [Click here to expand...](#)