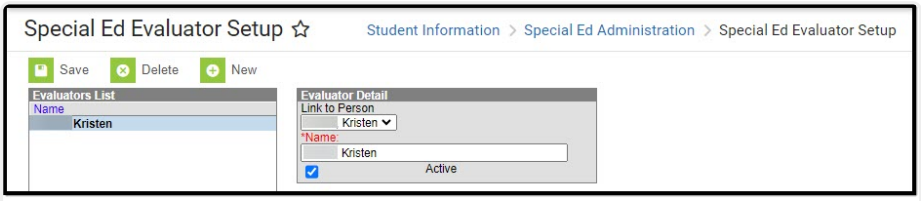
Special Ed Evaluator Setup

Last Modified on 09/15/2026 12:22 pm CDT

Path: Student Information > Special Ed Administration > Special Ed Evaluator Setup

This tool is not available in all states.

The Evaluators tool lists individuals who can be assigned in an Evaluation.



Special Ed Evaluators

See the Special Ed Evaluation Setup Tool Rights article for the tool rights needed to use this tool.

Evaluators are used by states that include the Evaluator Assessments editor in their Evaluation. This tool lists evaluators based on the option selected for the "Use School Scope for SPED Staff/Advisors/Service Providers/Evaluators" preference in the Special Ed Preferences. When this preference is set to No, all evaluators for the district will appear in the list, regardless of the School selected in the Campus toolbar.

Evaluators must be marked as active to appear in the Evaluator Assessments editor. Active records will appear in bold in the Evaluators List.

Create a New Evaluator

1. Select the **New** button in the action bar.
2. Select a name in the **Link to Person** field. This list includes all users in the district who have Special Ed marked on their District Assignments.
3. Enter the individual's name in the **Name** field as it should appear in the Evaluator Assessments editor.
4. Mark the **Active** checkbox to indicate if this evaluator should appear to be selected in special education documents.
5. Click the **Save** button to save the record.