

# Evaluation Report (Montana)

Last Modified on 03/11/2024 8:44 am CDT

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**Classic View:** Student Information > Special Ed > General > Documents

**Search Terms:** Special Ed Documents

The Evaluation in Campus is 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 documentation of eligibility, is given to the student's parents by the school district.

The current format of this document is the **MT Evaluation Report**. Evaluation formats are selected in [Special Ed Eval Types](#).

Editor Home			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Information	IN PROGRESS	Demo Administrator 3/29/22 9:23 AM	>
Student Information	IN PROGRESS	Demo Administrator 3/29/22 9:31 AM	>
Parent/Guardian Information	IN PROGRESS	Demo Administrator 3/29/22 9:35 AM	>
Enrollment Information	IN PROGRESS	Demo Administrator 3/29/22 9:37 AM	>
Parent/Student Comments	IN PROGRESS	Demo Administrator 3/29/22 9:41 AM	>
Classroom Based Assessments	IN PROGRESS	Demo Administrator 3/29/22 9:45 AM	>
Observations	NOT STARTED		>

*Editor Home*

## Editor Home

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

Header	Description
<b>Name</b>	The name of the editor.
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> indicates a user has clicked the <b>Complete</b> 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 to be finished.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul> <p>The following statuses are only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>ESign</b> indicates that editor has functionality related to the eSignature process. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> <li>• <b>Complete Pending eSignature</b> indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> 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
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen or list editors, such as Goals and Objectives.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> 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 <a href="#">Editor Type</a> section for additional information.</li> </ul>

Button	Description
<b>Refresh</b>	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 people records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.  A side panel displays listing all applicable Enrollment records for the student. See the <a href="#">Enrollments</a> tool documentation for additional information.
<b>Cancel</b>	Navigates the user to the Editor Home screen or to the List Screen for List editors.
<b>Status</b>	Changes the status of the editor. <ul style="list-style-type: none"> <li>• <b>Complete</b> indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click <b>In Progress</b>.</li> <li>• <b>Not Needed</b> 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. To further edit after an editor is marked Not Needed, click the <b>In Progress</b> button.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul> <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>Complete Pending eSignature</b> 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 <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> </ul>
<b>Print</b>	Prints the entire document.
<b>Editors</b>	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 <b>Close</b> to collapse the side panel.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	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 display. 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.

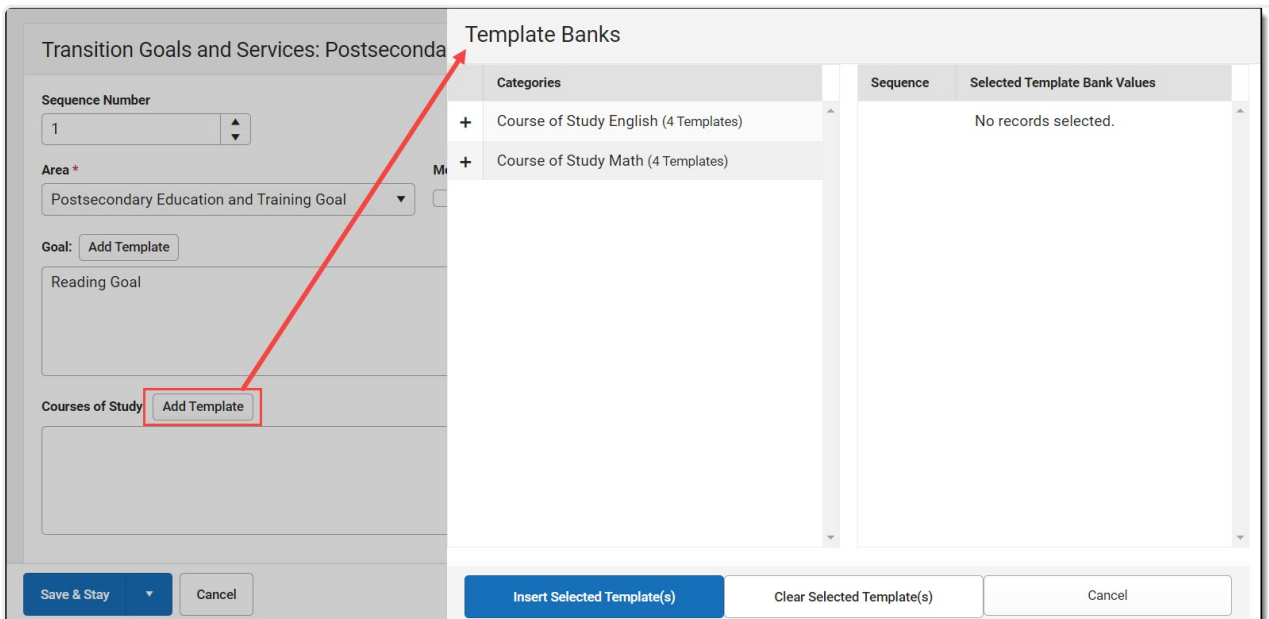
In order to release an editor, the user must:

- navigate to the next editor by clicking **Save and Next**, or by clicking 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.



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

*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><b>Course of Study 10</b> Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 11</b> Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 12</b> Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 9</b> Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200	<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300	<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400	<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100	1 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 9</b> <input type="button" value="X"/> Grade 9: English 100
Add	Templates											
<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200											
<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300											
<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400											
<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100											
	2 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 10</b> <input type="button" value="X"/> Grade 10: English 200										
	3 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 11</b> <input type="button" value="X"/> Grade 11: English 300										
	4 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 12</b> <input type="button" value="X"/> Grade 12: English 400										
+ 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 Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Enrollment Information](#) | [Parent/Student Comments](#) | [Classroom Based Assessments](#) | [Observations](#) | [Assessments](#) | [Determination of Eligibility Checklist](#) | [Eligibility Determination](#) | [Recommendations](#) | [Dissenting Report](#) | [Not Eligible](#) | [Prior Written Notice](#) | [Evaluation Report Notes](#)

The following section lists each editor and describes each field on the editor.

## Evaluation Information

The Evaluation Information editor provides basic information regarding the evaluation.

Evaluation Information IN PROGRESS
Editor 1 of 15

Evaluation Date \*

Evaluation Type

Date Consent Received \*

*Evaluation Information Editor*

▶ [Click here to expand...](#)

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## Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General Information](#) section for additional information.

Student Information IN PROGRESS
Editor 2 of 15

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

<b>Last Name</b> Abegg	<b>First Name</b> Colton	<b>Middle Name</b>	<b>Suffix</b>
<b>Age</b> 5	<b>Birthdate</b> [REDACTED]	<b>Gender</b> M	
<b>Federal Designation</b> 4: Black or African American	<b>Federal Race(s)</b> 4: Black or African American	<b>Race, Ethnicity (state)</b>	
<b>Address</b>	<b>Student Number</b> [REDACTED]	<b>State ID</b> [REDACTED]	

**Case Manager Information**

<b>Name</b>	<b>Title</b>
<b>Phone</b>	

Student Information Editor

▶ [Click here to expand...](#)

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## Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's [Relationships](#) tool. The editor includes [Demographics](#) information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the IEP.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information IN PROGRESS
Editor 3 of 15

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.

**Abegg, Harrison - Father**

<b>Print Sequence</b> 1 ▼	<b>Delete</b>	
<b>Address</b> 2927 5th Ave NW Blaine, MT 55449		
<b>Home Phone</b> (651)555-1694	<b>Work Phone</b> (555)555-1101	<b>Cell Phone</b> (555)555-1468
<b>E-mail</b>		

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

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## Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the [General Information](#) section for additional information.

Enrollment Information NOT STARTED
Editor 4 of 15

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

<b>Resident District</b> :	<b>Grade</b> KG	
<b>School Name</b> Arthur Elementary	<b>School Phone</b> (555)555-7890	<b>School Year</b> 21-22

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**District Information**

<b>District Number</b> 100	<b>District Name</b> Plainview Schools	
<b>District Address</b> ██████████, ██████████, ██████████		<b>District Phone</b> (763)555-5555

*Enrollment Information Editor*

▶ [Click here to expand...](#)

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## Parent/Student Comments

The Parent/Student Comments editor is used to document any evaluation information provided by the parent and/or student.

This editor is required.



Evaluations and Information Provided by the Parent(s) and/or Student

Parent Comments \*

Student Comments

Implications for Educational Planning

*Parent/Student Comments*

▶ [Click here to expand...](#)

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## Classroom Based Assessments

The Classroom Based Assessment editor is used to document any classroom evaluations, results, and implications for instructional planning for the student.

This editor is required.

Classroom Based Assessments IN PROGRESS Editor 6 of 15

Date of Evaluation/Observation  
02/03/2022

Evaluator

Other Evaluators

Evaluations \*

Example eval

Results

*Classroom Based Assessments Editor*

▶ [Click here to expand...](#)

## Observations

The Observations editor is used to document any evaluations, results, and implications for instructional planning for the student.



▶ [Click here to expand...](#)

## Assessments

The Assessments editor is used to document the type of assessments used to evaluate the student.

▶ [Click here to expand...](#)

## Determination of Eligibility Checklist

The Determination of Eligibility editor provides a collection of checklists for each disability the student is determined to have. Checklists include the considerations and questions to be addressed for that disability.

▶ [Click here to expand...](#)

## Eligibility Determination

The Eligibility Determination editor lists the student's determining factor for qualifying for Special Education services.

Eligibility Determination IN PROGRESS
Editor 10 of 15

Student IS eligible for special education and related services under the Individuals with Disabilities Education Act. Basis for making the determination that the student has a disability and needs special education and related services:

**Disability Criteria:**

**Disability Criteria Checklist Attached**

**Why does the student need special education and related services? \***

**Select all disabilities that apply:**

*Eligibility Determination Editor*

▶ [Click here to expand...](#)

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## Recommendations

The Recommendations editor is used to document the recommended areas of service the student may need for the IEP team.

Recommendations NOT STARTED
Editor 11 of 15

**Special Education Services**

<input type="checkbox"/> Adapted Phys. Ed. <input type="checkbox"/> Assistive Tech. <input type="checkbox"/> Braille Instruction <input type="checkbox"/> Career/Vocational <input type="checkbox"/> Communication	<input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Self-Help/Ind. <input type="checkbox"/> Sensory-Motor <input type="checkbox"/> Social/Emotional/Behavioral	<input type="checkbox"/> Speech/Language <input type="checkbox"/> Transition <input type="checkbox"/> Travel Training <input type="checkbox"/> Written Expression
--	--	--

**Related Services**

<input type="checkbox"/> Assistive Tech. <input type="checkbox"/> Audiology <input type="checkbox"/> Counseling <input type="checkbox"/> Early Identification/Assessment <input type="checkbox"/> Medical (diagnostic) <input type="checkbox"/> Occupational Therapy <input type="checkbox"/> Orientation and Mobility <input type="checkbox"/> Parent Counseling and Training <input type="checkbox"/> Physical Therapy <input type="checkbox"/> Other	<input type="checkbox"/> Psychological <input type="checkbox"/> Recreation <input type="checkbox"/> Rehabilitation Counseling <input type="checkbox"/> School Health/Nurse Services <input type="checkbox"/> Social Work in Schools <input type="checkbox"/> Speech/Language <input type="checkbox"/> Therapeutic Recreation <input type="checkbox"/> Transportation	<input style="width: 100%;" type="text"/>
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*Recommendations Editor*

▶ [Click here to expand...](#)

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# Dissenting Report

The Dissenting Report editor is used to document any opinions regarding the student's evaluation and recommended services that do not match those of the rest of the evaluation team.

Dissenting Report IN PROGRESS
Editor 12 of 15

Dissenting Report will be attached

Print in Evaluation Report

Person(s) submitting a separate statement of conclusions:

Reasons:

*Dissenting Report Editor*

[▶ Click here to expand...](#)

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# Not Eligible

The Not Eligible editor is used to document if the student is not eligible to receive special education services.

Not Eligible NOT STARTED
Editor 13 of 15

**Documentation - if not eligible**  
 Student IS NOT eligible for special education and related services under the Individuals with Disabilities Education Act for the following reason(s):\*

- Does not meet disability criteria
- Lack of instruction in reading or math
- Does not demonstrate need for special education
- English Learner

Discussion:

Recommendation for accommodation or referral for other services as appropriate:

*Not Eligible Editor*

[▶ Click here to expand...](#)

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# Prior Written Notice

The prior written notice editor is used to document the action proposed/refused of the initiation or change in the evaluation or identification of the student and detailed explanations and descriptions of additional considerations, factors, and reasoning.

This editor is required.

Prior Written Notice NOT STARTED
Editor 14 of 15

**Action(s) Proposed or Refused**

Initiation or change in the evaluation of the student.

Initiation or change in the identification of the student.

Description of the specific proposed or refused action(s):\*

Additional Documentation attached

Explanation of why the district proposed or refused to take the action(s):\*

*Prior Written Notice*

[▶ Click here to expand...](#)

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# Evaluation Report Notes

The Evaluation Report Notes editor is used to document any additional notes related to the evaluation meeting.

Evaluation Report Notes NOT STARTED
Editor 15 of 15

Meeting Notes:

*Evaluation Report Notes*

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## Previous Versions

[Evaluation Report \(Montana\) \[.2311 and previous\]](#)

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