Evaluation (Georgia)

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Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Template Banks | Text Editors | Editors

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

Search Terms: Special Ed Documents

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, the section(s) of the print format that include the entered information, 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 **GA Eligibility 2023**. Evaluation formats are selected in Eval Types.

Georgia Eligibility 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	The state of the editor. Statuses can be: • **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 to be 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. The following statuses are only available for the Nevada IEP: • **ESign** indicates that 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	Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. • **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 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	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 **Save** after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.
Status	Changes the status of the editor. **Complete** 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 **In Progress.** **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. To further edit after an editor is marked Not Needed, click the **In Progress** button. **In Progress** only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. The following status is only available for the Nevada IEP: **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 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.

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)				
Add	**Templates**		1	**Course of Study 9** Grade 9: English 100 ✕
Add	**Course of Study 10** Grade 10: English 200		2	**Course of Study 10** Grade 10: English 200 ✕
Add	**Course of Study 11** Grade 11: English 300		3	**Course of Study 11** Grade 11: English 300 ✕
Add	**Course of Study 12** Grade 12: English 400		4	**Course of Study 12** Grade 12: English 400 ✕
Add	**Course of Study 9** Grade 9: English 100			
+ Course of Study Math (4 Templates)				

Insert Selected Template(s)	Clear Selected Template(s)	Cancel

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: [Add Template]

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

Eligibility Header | Enrollment Information | Student Information | Parent/Guardian Information | Case History | Summary of Interventions | Progress Monitoring | Assessment Results | Individual Student Data | Exclusionary Factors | Decision Making | Summary of Considerations | Meeting Minutes | Eligibility Determination | Evaluation Team Information | Parent Participation

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

Eligibility Header

The Eligibility Header editor includes general information about the evaluation, including relevant dates, the type of evaluation, and basic student information.

This editor must be saved before continuing to other parts of the evaluation.

2020 Eligibility

| Eligibility Header	IN PROGRESS		Editor 1 of 16
Eligibility Date *	**Eligibility Type** *	**Eligibility**	
09/07/2020	Initial Eligibility ▼	Yes, eligible for service ▼	
Consent for Evaluation *	**Initial Evaluation** *		
08/19/2020	09/10/2020		

Eligibility Header Editor

▶ Click here to expand...

^ Back to Top

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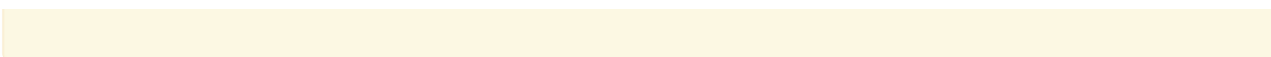
Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Babies Can't Wait
03/09/2020

Resident District
779: Jefferson City

Grade
03

School Name
West Jackson Elementary School

School Phone
(713)834-2218x392

School Year
2019-20

District Information

District Number
678

District Name
Jackson County Schools

District Address
1660 Winder Highway, Jefferson, GA 30549

District Phone
(763)111-5526

District SPED Address
4321 109th Ave , Blaine, MN 55449

District SPED Phone
(123)456-7899

Enrollment Information Editor

▸ Click here to expand...

^ Back to Top

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.

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.

Last Name
Adams

First Name
Aubrey

Middle Name
Lynn

Suffix

Age
9

Birthdate
10/11/2010

Gender
F

Home Primary Language
Chinese ▼

Address
175 Summerbrook Road Braselton, GA 30517

Student Number
44778

State ID
1701102106

Student Information Editor

▶ Click here to expand...

^ Back to Top

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 Evaluation.

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 Editor

▶ Click here to expand...

Case History

The Case History editor provides information regarding background of the evaluation, including the reason for the evaluation and the student's education and health history.

Case History Editor

▶ Click here to expand...

Summary of Interventions

The Summary of Interventions editor describes the interventions, specialized instruction, and immediate eligibility considerations of the student's education.

Summary of Interventions Editor

▶ Click here to expand...

Progress Monitoring

The Progress Monitoring editor lists different instances in which the student's progress was assessed, including areas of difficulty, implemented interventions or educational modifications, and performance data.

▶ Click here to expand...

Assessment Results

 The Assessment Results editor records assessments administered to the student.

▶ Click here to expand...

Individual Student Data

The Individual Student Data editor describes the student's individual needs, including the area

evaluated, the assessment performed, and the identified strengths and weaknesses of the student in that area.

> Some Domains include additional guidance, which appears when the Domain is selected.

▶ Click here to expand...

^ Back to Top

Exclusionary Factors

The Exclusionary Factors editor describes factors that may have inhibited the student's educational progress when no disability is present. This section includes instances of a lack of appropriate instruction, cultural factors, educational history, and impairments.

Exclusionary Factors Editor

▶ Click here to expand...

^ Back to Top

Decision Making

The Decision Making for Eligibility editor indicates if the student has received the necessary intervention and progress monitoring to verify eligibility.

Have interventions been implemented and monitored as designed for an appropriate time to show effect or lack of effect in the identified area(s) of concern?

☐ N: No - therefore the student cannot be considered for eligibility under the disability category of SLD, but can be considered for eligibility under any other disability category which may be appropriate

☐ Y: Yes - continue

Progress monitoring demonstrated the child is not making sufficient rate of progress to meet age or State-approved grade-level standards within a reasonable time frame when child's response to intervention is measured. Therefore, there is an adverse effect on educational (functional, developmental, and/or academic) performance.

[▼]

Committee Rationale:
Please include any applicable comments.

[   ]

Decision Making Editor

▸ Click here to expand...

^ Back to Top

Summary of Considerations

The Summary of Considerations editor indicates the areas where the student shows a disability that negatively impacts the student's educational performance and development, and the areas of the student's eligibility.

The committee has discussed and agreed that the results of the data indicate the student demonstrates an adverse educational impact in specific area(s). The following characteristics shall be considered to determine the existence of a disability and the need for special education.

Indicate the areas where deficits adversely impact educational (functional, developmental and/or academic) performance. Then refer to the Eligibility Quick Reference Guide for disability guidance.

Summary of Area

☐ Sensory (Hearing, Vision)   ☐ Medical   ☐ Motor
☐ Sensory Processing   ☐ Communication/Language   ☐ Social/Emotional/Behavioral
☐ Adaptive   ☐ Psychological Processing   ☐ Intellectual Functioning
☐ Academic Achievement   ☐ Observation   ☐ Work Samples
☐ Parent Information   ☐ Other

Based on the above summary, eligibility is being considered in the following area(s): *

☐ Autism   ☐ Blind   ☐ Deaf
☐ Deaf & Blind   ☐ Emotional/Behavioral Disorder   ☐ Hearing Impairment
☐ Intellectual Disability (Mild)   ☐ Intellectual Disability (Moderate) ☐ Intellectual Disability (Severe)
☐ Intellectual Disability (Profound) ☐ Orthopedic Impairment   ☐ Other Health Impairment
☐ Significant Developmental Delay   ☐ Specific Learning Disability   ☐ Speech/Language Impairment
☐ Traumatic Brain Injury   ☐ Visual Impairment

Summary of Considerations Editor

Multiple checkboxes can be selected. If Other is selected, a text field displays and is required.

Meeting Minutes

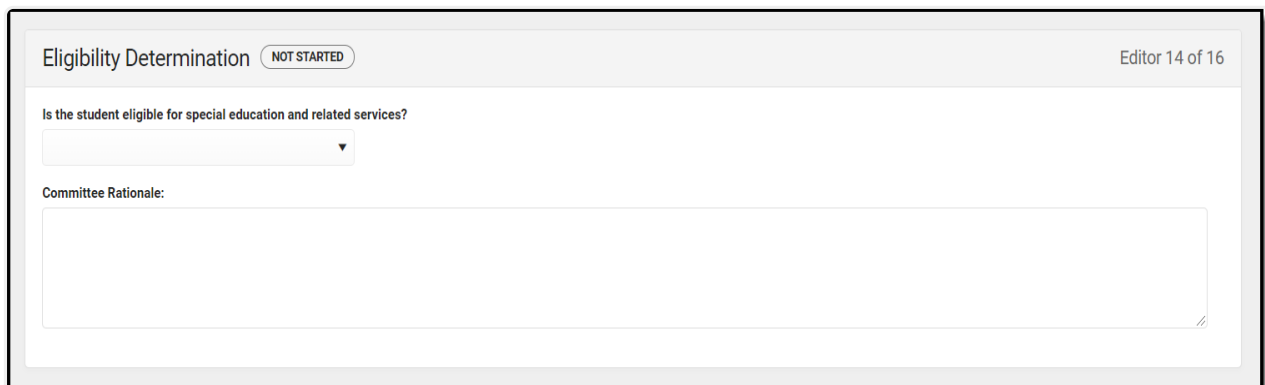The Meeting Minutes editor is used to describe any notes related to the eligibility meeting.

Meeting Minutes NOT STARTED	Editor 13 of 16
Minutes of Meeting:	

Meeting Minutes Editor

Eligibility Determination

The Eligibility Determination editor indicates if the student is eligible for special education services, the areas of eligibility, and the reasons that led to this conclusion.

The Eligibility Determination editor is a REQUIRED editor in order for the disability to correctly pull into the Individual Education Plan.

Eligibility Determination NOT STARTED	Editor 14 of 16
Is the student eligible for special education and related services?	
Committee Rationale:	

Eligibility Determination Editor

▶ Click here to expand...

Evaluation Team Information

The Evaluation Team Information editor lists each member of the student's evaluation team and whether they agreed with the result of the evaluation.

> The Team Member list is based on the Team Members tool.

▶ Click here to expand...

Parent Participation

The Parent Participation Editor indicates the types of documents provided to the parents. It also indicates how the documents were delivered to the parents.

Parent Participation Editor

▶ Click here to expand...

Previous Versions

Evaluation (Georgia) [.2335 and previous]