

# Existing Data Review (Wisconsin)

Last Modified on 10/21/2024 8:20 am CDT

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Tool Search: 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.

The current format of this document is the **WI Existing Data Review 2022**. Evaluation formats are selected in [Eval Types](#).

Editor Home - **WI Existing Data Review 2022 - current new ⓘ			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Data Review Header	<span>IN PROGRESS</span>	System Administrator 12/6/22 10:18 AM	>
Enrollment Information	<span>IN PROGRESS</span>	System Administrator 12/6/22 10:21 AM	>
Student Information	<span>IN PROGRESS</span>	System Administrator 12/6/22 11:03 AM	>
Parent/Guardian Information	<span>IN PROGRESS</span>	System Administrator 12/6/22 10:18 AM	>
(I-3) Team Meeting Cover Page	<span>IN PROGRESS</span>	System Administrator 12/6/22 11:19 AM	>
(ED-1) Existing Data Review	<span>IN PROGRESS</span>	System Administrator 12/6/22 11:26 AM	>
(ED-1) Team Participants	<span>IN PROGRESS</span>	System Administrator 12/6/22 11:30 AM	>

*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 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.</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 certain state-specific documents:</p> <ul style="list-style-type: none"> <li>• <b>ESign</b> indicates that the editor has functionality related to the eSignature process. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> or <a href="#">Delaware Special Ed Plan eSignature Process</a> articles 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 is 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>	<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 <b>Save</b> after clicking Refresh to capture changes.</p> <p>A side panel displays a listing of all the student's applicable enrollment records. See the <a href="#">Enrollments</a> tool documentation for additional information.</p>
<b>Cancel</b>	Navigates the user to the Editor Home screen or the List Screen for List editors.
<b>Status</b>	<p>Changes the status of the editor.</p> <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. The user must click <b>In Progress</b> to further edit after an editor is marked Complete.</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. Click the <b>In Progress</b> button to further edit after an editor is marked Not Needed.</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> or <a href="#">Delaware Special Ed Plan eSignature Process</a> articles 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 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)		No records selected.
+ Course of Study Math (4 Templates)		

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><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

[Data Review Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [\(I-3\) Team Meeting Cover Page](#) | [\(ED-1\) Existing Data Review](#) | [\(ED-1\) Team Participants](#) | [\(ED-1\) Parent Participation](#) | [\(IE2/RE4\) No Additional Assessments Needed](#) | [\(IE3/RE5\) Need to Conduct Additional Assessments](#)

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

## Data Review Header

The Data Review Header editor lists general information about the Review.

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

Data Review Header IN PROGRESS
Editor 1 of 10

**Created Date \***

**Type of Data Review \***

**Form Completed By:**

**Completed Date**

Notice of receipt of referral and start of initial evaluation/notice of reevaluation was provided to parent(s)

**Receipt Date**

**For students transferring between public agencies: Evaluation Report reviewed and adopted (if applicable) by**

**Evaluation Adopted On**

**For students transferring between public agencies: IEP reviewed and adopted (if applicable) by**

**IEP Adopted On**

*Data Review Header Editor*

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

Field	Description	Validation
<b>Created Date</b> <i>Required</i>	The day the existing data review was created.	N/A

Field	Description	Validation
<b>Type of Data Review</b> <i>Required</i>	The type of data review documented. Options include Initial or Reevaluation.	The values available in this dropdown are hard coded.  When Initial is selected, the Primary Impairment field on the Enrollment editor is NOT required.
<b>Form Completed By</b>	The day the form is to be completed.	N/A
<b>Completed Date</b>	The day the form was completed.	N/A
<b>Notice of receipt of referral and start of initial evaluation/notice of reevaluation was provided to parents</b>	Indicates the notice was provided to the parent/guardian(s).	N/A
<b>Receipt Date</b>	The day the notice was provided to the parent/guardian(s).	N/A
<b>For students transferring between public agencies: Evaluation Report reviewed and adopted (if applicable) by</b>	A description of who reviewed and adopted the transfer student's evaluation.	N/A
<b>Evaluation Adopted On</b>	The day the evaluation for transfer students was adopted on.	N/A
<b>For students transferring between public agencies: IEP reviewed and adopted (if applicable) by</b>	A description of who reviewed and adopted the transfer student's plan.	N/A
<b>IEP Adopted On</b>	The day the plan for transfer students was adopted on.	N/A

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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.

**Enrollment Information** Editor 2 of 10

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

**Primary Impairment** **Secondary Impairment**

ID: Intellectual Disability

**Third Impairment** **Fourth Impairment**

**Fifth Impairment**

**Grade**

09

**School Name** **School Phone**

High School

**District of Residence** **Serving District**

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**District Information**

**District Number** **District Name**

**District Address** School District

**District SPED Address** **District Phone**

**District SPED Address** **District SPED Phone**

*Enrollment Information Editor*

▶ [Click here to expand...](#)

Field Name	Description	Ad hoc/Database Location	Validation
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Field Name	Description	Ad hoc/Database Location	Validation
<b>Primary Impairment</b> <i>Required</i>	The primary disability of the student. Options available are the same as those at Student Information > General > Enrollments > SPED > Primary Impairment.	Learner Planning > Learning Plans > disability1  Locked Attribute Dictionary: Enrollment.disability1	When the editor is first opened, this field auto-populates with "N: Not IDEA Eligible or No Disability". On Save, this field cannot have "N: Not IDEA Eligible or No Disability" as a value.  This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.  When Initial is selected as the Type of Data Review on the Data Review Header editor, the Primary Impairment field is NOT required.
<b>Secondary Impairment</b>	The second disability of the student, when applicable. Options available are the same as those at Student Information > General > Enrollments > SPED > Primary Impairment.	Learner Planning > Learning Plans > disability2  Locked Attribute Dictionary: Enrollment.disability2	This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.
<b>Third Impairment</b>	The third disability of the student, when applicable. Options available are the same as those at Student Information > General > Enrollments > SPED > Primary Impairment.	Learner Planning > Learning Plans > disability3  Locked Attribute Dictionary: Enrollment.disability3	This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.

Field Name	Description	Ad hoc/Database Location	Validation
<b>Fourth Impairment</b>	The fourth disability of the student, when applicable. Options available are the same as those at Student Information > General > Enrollments > SPED > Primary Impairment.	Learner Planning > Learning Plans > disability4  Locked Attribute Dictionary: Enrollment.disability4	This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.
<b>Fifth Impairment</b>	The fifth disability of the student, when applicable. Options available are the same as those at Student Information > General > Enrollments > SPED > Primary Impairment.	Learner Planning > Learning Plans > disability5  Locked Attribute Dictionary: Enrollment.disability5	This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.
<b>Grade</b>	The student's current grade.	Enrollment > Grade  enrollment.grade	This field auto-populates from selected Enrollment on Refresh. User can also manually edit the values when needed.
<b>School Name</b>	The name of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > servingSchoolName	This field auto-populates from selected Enrollment on Refresh. User can also manually edit the values when needed.
<b>School Phone</b>	The phone number of the school associated with the student's Enrollment record.	N/A	This field auto-populates from selected Enrollment on Refresh from System Administration > Resources > School > (School Name that matches Enrollment record) > Phone. User can also manually edit the values when needed.

Field Name	Description	Ad hoc/Database Location	Validation
<b>District of Residence</b>	The student's district of residence.	Learner Planning > Learning Plans > residentDistrictNumber	This field is read-only. This field auto-populates from selected Enrollment on Refresh from Enrollment > Resident District.
<b>Serving District</b>	The student's district of service.	Learner > Active Enrollment > Core > servingDistrict	This field is read-only. This field auto-populates from selected Enrollment on Refresh from Enrollment > Serving District.
<b>District Information</b> <i>These fields are read-only.</i>			
<b>District Number</b>	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	N/A
<b>District Name</b>	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	N/A
<b>District Address</b>	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	N/A
<b>District Phone</b>	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone	N/A
<b>District SPED Address</b>	The district special ed address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	N/A
<b>District SPED Phone</b>	The district special ed phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone	N/A

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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.

Student Information Editor 3 of 10

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	First Name	Middle Name	Suffix
██████████	Gabriel	L	
Race, Ethnicity	Gender	Birthdate	Student Number
Hispanic/Latino	M	██████████	██████████
Student Primary Language	Interpreter Needed	WISEid	
English		██████████	
Address			
██████████, WI 53402-5537			
Case Manager Information			
Name		Title	
Phone			

*Student Information Editor*

▶ [Click here to expand...](#)

Field	Description	Database Location (when Refresh is clicked)
<b>Last Name</b>	The student's last name.	Census > People > Demographics > Last Name  identity.lastName
<b>First Name</b>	The student's first name.	Census > People > Demographics > First Name  identity.firstName
<b>Middle Name</b>	The student's middle name.	Census > People > Demographics > Middle Name  identity.middleName
<b>Suffix</b>	The student's suffix.	Census > People > Demographics > Suffix Name  identity.suffix
<b>Race, Ethnicity</b>	The student's state defined race.	Census > People > Demographics > State Race/Ethnicity

Field	Description	Database Location (when Refresh is clicked)
<b>Gender</b>	The student's gender.	Census > People > Demographics > Gender  identity.gender
<b>Birthdate</b>	The student's birthdate.	Census > People > Demographics > Birth Date  identity.birthDate
<b>Student Number</b>	The student's identification number.	Census > People > Demographics > Student Number  identity.studentNumber
<b>Student's Primary Language</b>	The student's first language.  The values available in this list are available in a locked attribute dictionary, Language List (Definition.iso639-2Language).	Census > People > Demographics > Home Primary Language  identity.homePrimaryLanguage
<b>Interpreter Needed</b>	Indicates the student requires an interpreter. Options are Yes or No.	N/A
<b>WISEid</b>	The student's state ID number.	Census > People > Demographics > State ID student.stateID
<b>Student Address</b>	The student's address.  This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info  address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip

**Case Manager Information**

*These fields are read-only.*

Field	Description	Database Location (when Refresh is clicked)
<b>Name</b>	The first and last name of the team member.  <b>Note:</b> This field auto-populates with the Eval Case Manager Name. When no Eval Case Manager is designated, then the Case Manager Name is pulled in.	Student Information > Special Ed > General > Team Members > Name  teamMember.firstName teamMember.lastName
<b>Title</b>	The title of the individual in relation to the special education team membership.  <b>Note:</b> This field auto-populates with the Eval Case Manager Title. When no Eval Case Manager is designated, then the Case Manager Title is pulled in.	Student Information > Special Ed > General > Team Members > Title  teamMember.title
<b>Phone</b>	The phone number of the team member.  <b>Note:</b> This field auto-populates with the Eval Case Manager Work Phone. When no Eval Case Manager is designated, then the Case Manager Work Phone is pulled in.	Student Information > Special Ed > General > Team Members > Work Phone  pcontact.workPhone

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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.

When the **Private Flag** is marked on the Team Members tool for the parent/guardian, all contact information on this editor for that person is cleared out and a note on the editor display, "One or more records has been marked Private in the Team Members tab. Contact information was not imported for those records and will appear blank below." On the printed document it reads, "Unpublished" in each of those areas.

When the **Educational Surrogate Flag** is marked on the Team Members tool, that person

displays on the Parent/Guardian Information editor with "Educational Surrogate Parent" next to their name as the relationship and all other fields are hidden from the screen as well as on the printed document.

Parent/Guardian Information IN PROGRESS Editor 4 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.

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**ROBERT - STEP PARENT**

Print Sequence

Address

Home Phone                      Work Phone                      Cell Phone

E-mail

Primary Language                      Interpreter Needed

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**Gabriela - PARENT**

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Field	Description	Ad Hoc	Validation
<b>Last Name</b>	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
<b>First Name</b>	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
<b>Middle Name</b>	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
<b>Suffix</b>	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.

Field	Description	Ad Hoc	Validation
<b>Relationship</b>	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.
<b>Print Sequence</b>	The print order of the parent/guardian(s) on the IEP.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, only parent/guardian(s) with a sequence number prints in the order defined.
<b>Address</b>	The parent/guardians' address.	Census > Households > Address Info  address.number; address.street; address.tag; address.prefix; address.dir; address.aprt; address.city; address.state; address.zip	This field populates from Census.  When there are multiple addresses for a person, the drop down with an option to select which address displays. When there is only one address, the drop down only has one option. The populated address is the one marked Primary.
<b>Home Phone</b>	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
<b>Work Phone</b>	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
<b>Cell Phone</b>	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.



Field	Description	Ad Hoc	Validation
<b>Email</b>	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.
<b>Primary Language</b>	The parent/guardian's first language.	Census > People > Demographics > Home Primary Language  identity.homePrimaryLanguage	This field populates from Census.  The values available in this list are available in a locked attribute dictionary, Language List (Definition.iso639-2Language).
<b>Interpreter Needed</b>	Indicates the student requires an interpreter. Options are Yes or No.	N/A	The values available in this dropdown are hard coded.

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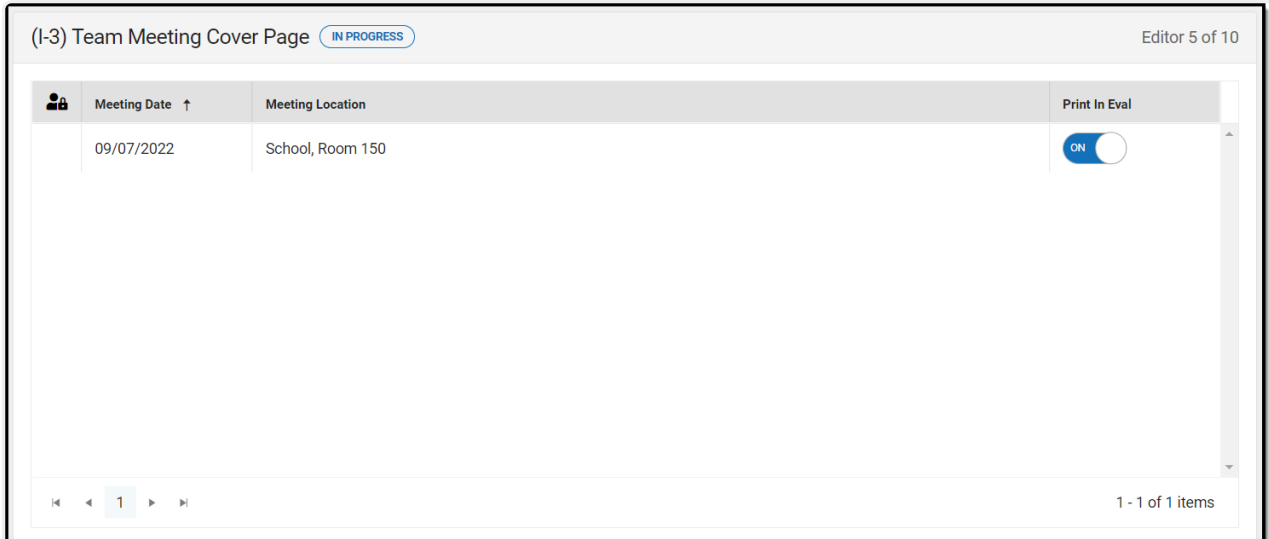
## (I-3) Team Meeting Cover Page

The Team Meeting Cover Page editor lists the team meetings held regarding the student and the participants of the meeting. Team Meetings display based on the Meeting Date. The **Print in Plan** slider must be marked On for the team meeting record to appear on the printed document.

Team members added on the [Team Members](#) tool can be added to team meetings. Team members can be added manually on this editor, but are not saved in the system and have to be created each time they are included in a meeting.

[▶ Click here to expand...](#)

## Team Meeting List Screen



*Team Meeting List Screen*

Column Name	Description	Description
<b>Padlock Icon</b>	The user currently editing the team meeting record.	N/A
<b>Meeting Date</b>	The date of the meeting.	This is pulled from the <b>Meeting Date</b> field on the Team Meeting detail screen.
<b>Meeting Location</b>	The location of the meeting.	This is pulled from the <b>Meeting Location</b> field on the Team Meeting detail screen.
<b>Print in Eval</b>	Indicates this meeting prints on the evaluation.	This field defaults to marked. Any action taken with this slider automatically updates on the Print in Plan slider on the Team Meeting list screen.

## Team Meeting Detail Screen

Select an existing record or click **New** to view the Team Meeting detail screen.

(I-3) Team Meeting Cover Page: 9/7/2022

Print in Eval



Meeting Date \*


09/07/2022



Meeting Time

1:00 PM



Meeting Location 

Invite Date

09/01/2022



Purpose of Meeting (check all that apply):

Evaluation and Reevaluation

- Evaluation including determination of initial eligibility for special education
- Reevaluation including determination of continuing eligibility for special education

Individualized Education Plan (IEP) (if student is eligible)

- Develop an initial IEP
- Develop an annual IEP
- Review/revise IEP
- Transition - the consideration of post-secondary goals and transition services (Required for students beginning at age 14).

Team Meeting Detail Screen

Field Name	Description	Validation
<b>Team Meeting</b>		
<b>Print in Eval</b>	Indicates this meeting prints in the Evaluation.	This field defaults to marked. Any action taken with this checkbox automatically updates on the Print in Plan slider on the Team Meeting list screen.
<b>Meeting Date</b> <i>Required</i>	The date of the meeting.	This field auto-populates with the Created Date from the Data Review Header editor.
<b>Meeting Time</b>	The time of the meeting.	N/A
<b>Meeting Location</b>	The location of the meeting.	N/A
<b>Invite Date</b>	The date the invitation for the meeting was sent to participants.	N/A
<b>Purpose of Meeting</b>		

Field Name	Description	Validation
<b>Evaluation and Reevaluation</b>	Indicates which type of evaluation being discussed at the meeting. Options include: <ul style="list-style-type: none"> <li>• Evaluation including determination of initial eligibility for special education</li> <li>• Reevaluation including determination of continuing eligibility for special education</li> </ul>	N/A
<b>Individualized Education Plan (IEP) (if student is eligible)</b>	Indicates which type of IEP being discussed at the meeting. Options include: <ul style="list-style-type: none"> <li>• Develop an initial IEP</li> <li>• Develop an annual IEP</li> <li>• Review/revise IEP</li> <li>• Transition - the consideration of post-secondary goals and transition services (<i>Required for students beginning at age 14</i>).</li> </ul>	N/A
<b>Placement (must be determined when the IEP is developed or reviewed/revise)</b>	Indicates the type of placement discussed. Options include: <ul style="list-style-type: none"> <li>• Determine initial placement</li> <li>• Determine continuing placement</li> </ul>	N/A

Field Name	Description	Validation
<b>Other</b>	Options include: <ul style="list-style-type: none"> <li>Review existing information to determine needs for additional assessments or other evaluation materials <i>(IEP team meeting optional)</i></li> <li>Conduct a manifestation determination <i>(check appropriate boxes under IEP &amp; Placement if changes in either are contemplated)</i></li> <li>Determine setting for service during disciplinary change in placement <i>(must check appropriate boxes under IEP &amp; Placement)</i></li> <li>Other</li> </ul>	N/A
<b>Specify</b> <i>*Required</i>	A text field used to specify the reason for the meeting.	*This field displays and is required when Other is selected above.
<b>If a purpose of this meeting is IEP development, review, and/or revision related to the academic, developmental and functional needs of the child, the IEP team considered the results of:</b>		
<b>Initial or most recent evaluation</b>	Indicates the IEP team considered the initial or most recent evaluation in their determination. Options include: <ul style="list-style-type: none"> <li>Yes</li> <li>Not Applicable</li> </ul>	The values available in this dropdown are hard coded.
<b>Statewide Assessments</b>	Indicates the IEP team considered any statewide assessment in their determination. Options include: <ul style="list-style-type: none"> <li>Yes</li> <li>Not Applicable</li> </ul>	The values available in this dropdown are hard coded.
<b>District-wide assessments</b>	Indicates the IEP team considered any district-wide assessments in their determination. Options include: <ul style="list-style-type: none"> <li>Yes</li> <li>Not Applicable</li> </ul>	The values available in this dropdown are hard coded.

Field Name	Description	Validation
<b>Documented Efforts</b>		
<i>If a parent did not attend or participate in the meeting by other means and did not agree to the time and place of the IEP team meeting, document three efforts to involve the parent(s)/guardian(s).</i>		
<b>Date</b>	The date the attempt was made.	This field is duplicated a total of three times to document the three attempts.
<b>Method</b>	The method of contact.	This field is duplicated a total of three times to document the three attempts.
<b>Result</b>	The result of the attempt.	This field is duplicated a total of three times to document the three attempts.
<b>Comments</b>	Any additional comments needed to document the attempts.	N/A
<b>Attendance</b>		
<b>First Name</b> <i>Required</i>	The first name of the participant.	The Team Member names listed are read-only and are pulled from the person's District Assignment. Team members can be added using the Add button.
<b>Last Name</b> <i>Required</i>	The last name of the participant.	The Team Member names listed are read-only and are pulled from the person's District Assignment. Team members can be added using the Add button.
<b>Role</b>	The title of the participant.	N/A
<b>LEA</b>	The Local Education Agency contact.	At least one Team Member must be marked as LEA in order to complete the editor.
<b>Invited</b>	Indicates the participant was invited.	This determines whether or not the team member prints on the IEP.
<b>Attended</b>	Indicates the participant attended the meeting.	Team Members also display on the printed document when this is marked Yes, even when the Invited checkbox has not been marked or when marked No and Invited has been marked.

# (ED-1) Existing Data Review

The Existing Data Review editor records the review of existing evaluation data regarding the student's academic achievement to determine any additional data is needed, including additional assessments.

This editor cannot be placed in a Not Needed status.

(ED-1) Existing Data Review NOT STARTED
Editor 6 of 10

The purpose of the review of existing evaluation data is to determine whether there is sufficient information needed to conduct a comprehensive evaluation to determine eligibility and to identify all of the student's special education and related services needs.

The review of existing data is conducted:

- **After** the parent(s) receives the *Notice of Receipt of Referral and Start of Initial Evaluation or the Notice of Reevaluation*,
- **Before** sending the *Notice of Consent Regarding Need to Conduct Additional Assessments or Notice that No Additional Assessments Needed*.

If a meeting is held to consider existing data, this form is used as documentation of that meeting, along with a Cover Sheet. If no meeting is held, this form is used to document the input and decisions of required participants.

**Information from referral for special education/notice of reevaluation was reviewed**

Yes ▾

I. Review of existing evaluation data to identify what additional data, if any, are needed to assess areas of concern identified on the referral.

**Existing Data**  
For additional information, see [Guide to Special Education Forms](#).

**Information about the student's (including preschool children) academic achievement:**  
check all reviewed

Early literacy/Reading achievement

Speaking and listening achievement

*Existing Data Review Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Information from referral for special education/notice of reevaluation was reviewed</b> <i>*Required</i>	Indicates the referral and/or notice was reviewed. Options include Yes or No.	*This field is required in order to Complete the editor.  The values available in this dropdown are hard coded.

Field	Description	Validation
<p><b>Information about the student's (including preschool children) academic achievement</b></p>	<p>Indicates which academic areas have been reviewed by the team. Options include:</p> <ul style="list-style-type: none"> <li>• Early literacy/Reading achievement</li> <li>• Speaking and listening achievement</li> <li>• Language achievement</li> <li>• Writing achievement</li> <li>• Mathematics achievement</li> <li>• Physical education (PE) achievement</li> <li>• Academic achievement in other areas (e.g., science, social studies, etc.)</li> </ul>	<p>Multiple checkboxes may be selected.</p>
<p><b>Information about the student's (including preschool children) functional performance</b></p>	<p>Indicates which functional areas have been reviewed by the team. Options include:</p> <ul style="list-style-type: none"> <li>• Cognitive learning (e.g., executive function skills, information processing)</li> <li>• Communication (e.g., sound production, fluency, voice, social and pragmatic language)</li> <li>• Independence/Self-determination (e.g., self-advocacy, self-care and hygiene)</li> <li>• Physical/Health (e.g., vision, hearing, fine and gross motor skills, mobility)</li> <li>• Social and Emotional Learning (e.g., perspective taking, self-management and regulation)</li> </ul>	<p>Multiple checkboxes may be selected.</p>



Field	Description	Validation
<p><b>Sources of Information</b></p>	<p>Indicates the sources of data reviewed. Options include:</p> <ul style="list-style-type: none"> <li>• Information or evaluations provided by the parent(s)/family</li> <li>• Previous evaluations</li> <li>• Current classroom-based, district-wide or state assessment results</li> <li>• Observations by teachers, related service providers and others (including current classroom-based observations and observations by reading teacher/specialist, if applicable)</li> <li>• Previous interventions and effects</li> <li>• Behavioral records (including but not limited to discipline data, suspensions, office referrals, and data tracking a behavior)</li> <li>• Assistive technology assessment (including but not limited to assessment for accessible educational materials and augmentative and alternative communication)</li> <li>• Functional behavioral assessment</li> <li>• Adaptive PE Assessment</li> <li>• Information from other sources (including but not limited to postsecondary transition, medical, Birth-to-3)</li> </ul>	<p>Multiple checkboxes may be selected.</p>

Field	Description	Validation
<b>Additional Data Needed</b>	Indicates additional information is needed. Options include Yes or No.	When Yes, the IE3/RE5 editors is available.  When No the IE2/RE4 editors is available.  The values available in this dropdown are hard coded.
<b>II. Additional areas of concern identified during the review of existing data, if any</b> <i>*Required</i>	A description of any additional areas of concern that were identified during the review process.	*This field is required in order to Complete the editor when Additional Data Needed is marked as Yes.  Users can enter text into this area or mark None, which makes this field unavailable.
<b>None</b>	Indicates no additional areas of concern have been identified.	When marked, the text area above is unavailable.
<b>III. Describe additional assessments and other evaluation materials needed to complete a sufficiently comprehensive evaluation to assess the areas of concerns and determine if a student meets criteria for a disability category and needs specially designed instruction</b> <i>*Required</i>	A description of any additional assessments needed.	*This field is required in order to Complete the editor when Additional Data Needed is marked as Yes.  Users can enter text into this area or mark None, which makes this field unavailable.
<b>None</b>	Indicates no additional assessments are needed.	When marked, the text area above is unavailable.

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## (ED-1) Team Participants

The Team Participants editor lists team members participating in the review of existing data to determine additional information is needed.

This editor cannot be placed in a Not Needed status.

▶ [Click here to expand...](#)

## Team Participants List Screen

Padlock Icon	Date ↑ 1	Team Member Name ↑ 2	Print In Eval
	09/07/2022	Thomas Counselor	<input checked="" type="checkbox"/>

*Team Participants List Screen*

Column Name	Description	Description
<b>Padlock Icon</b>	The user currently editing the team meeting record.	N/A
<b>Date</b>	The date of the meeting.	N/A
<b>Team Member Name</b>	The name of the participant/team member.	N/A
<b>Print in Eval</b>	Indicates this meeting prints on the evaluation.	This field defaults to marked. Any action taken with this slider automatically updates on the Print in Plan slider on the Team Meeting list screen.

## Team Participants Detail Screen

Select an existing record or click **New** to view the Team Participants detail screen.

(ED-1) Team Participants

**Print in Eval**

III. List of IEP team participants involved in the review of existing data to determine if additional information is needed.

**Link to Team Member** **LEA**

**Last Name \*** **First Name \***

**Role \*** **Date \***

**Method of Involvement \***

*Team Participant Detail Screen*

Field	Description	Validation
<b>Print in Eval</b>	Indicates this record prints in the Evaluation.	This field defaults to marked. Any action taken with this checkbox automatically updates on the Print in Plan slider on the Team Participant list screen.
<b>Link to Team Member</b>	Any team member from student's Team Members tool.	Values available in this dropdown display all active Team Members from the <a href="#">Special Ed Team Members</a> tool.
<b>LEA</b>	Indicates this team member is the local education agency representative.	At least one Team Member must be marked as LEA in order to complete the editor.
<b>Last Name</b> <i>Required</i>	The last name of the team member.	This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.
<b>First Name</b> <i>Required</i>	The first name of the team member.	This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.

Field	Description	Validation
<b>Role</b> <i>Required</i>	The role of the team member.	This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.
<b>Date</b> <i>Required</i>	The date of the meeting.	N/A
<b>Method of Involvement</b> <i>Required</i>	The method in which the team member was involved in the meeting.	N/A

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## (ED-1) Parent Participation

The Parent Participation editor lists parents/guardians who did not attend or participate in the review of existing data to determine additional information is needed.

▶ [Click here to expand...](#)

### Parent Participant List Screen

(ED-1) Parent Participation IN PROGRESS Editor 8 of 10

	Date ↑	Method	Result	Print In Eval
	09/07/2022	In-Person	Attended Meeting	<input checked="" type="checkbox"/>

◀ 1 ▶

1 - 1 of 1 items

*Parent Participation List Screen*

Column Name	Description	Description
<b>Padlock Icon</b>	The user currently editing the team meeting record.	N/A

Column Name	Description	Description
<b>Date</b>	The date of the meeting.	N/A
<b>Method</b>	The manner in which the parent participated in the meeting.	N/A
<b>Result</b>	The result of the meeting.	N/A
<b>Print in Eval</b>	Indicates this meeting prints on the evaluation.	This field defaults to marked. Any action taken with this slider automatically updates on the Print in Plan slider on the Team Meeting list screen.

## Parent Participants Detail Screen

Select an existing record or click **New** to view the Parent Participants detail screen.

(ED-1) Parent Participation

**Print in Eval**

If the parent did not attend or participate in the review of existing data, document three efforts to involve the parent.

**Date \***   **Method**

**Result**

*Parent Participation Detail Screen*

Field	Description	Validation
<b>Print in Eval</b>	Indicates this record prints in the Evaluation.	This field defaults to marked. Any action taken with this checkbox automatically updates on the Print in Plan slider on the Parent Participant list screen.
<b>Date</b> <i>Required</i>	The date of the meeting.	N/A
<b>Method</b>	The manner in which the parent participated in the meeting.	N/A
<b>Result</b>	The result of the meeting.	N/A

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# (IE2/RE4) No Additional Assessments Needed

The No Additional Assessments Needed editor is used to document that no additional assessments are needed for the student.

(IE2/RE4) Notice that No Additional Assessments Needed NOT STARTED Editor 9 of 10

**Date \***   **Document Type**  
Initial

The IEP team has determined that additional assessments or other evaluation materials do not need to be administered to your child to determine whether your child continues to have a disability (impairment for special education) and your child's educational needs.

**Parent Participated in Making the Determination**

**Date of Determination**

**Determination made in the following way:**

**Parent Did Not Participate in Making the Determination and the District Made 3 Attempts to Involve**

List the three (3) attempts the District made to involve the parent:

*Notice that No Additional Assessments Needed Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Date</b> <i>Required</i>	Indicates the date when the determination was made that no additional assessments are needed.	N/A
<b>Document Type</b>	Options include Reevaluation or Initial Evaluation.	This is a read-only field that auto-populates the value of Reevaluation or Initial Evaluation from the Type of Data Review dropdown within the Data Review Header editor.  This also determines which printed document displays on print when the editor is placed in a Completed status.
<b>Parent Participated in Making the Determination</b>	Indicates the parent participated in making the determination.	When this is marked, the other checkboxes cannot be selected. At least one of these checkboxes must be selected to save the editor.

Field	Description	Validation
<b>Date of Determination</b> <i>*Required</i>	The date of determination.	*This is available and required when Parent Participated checkbox is marked.
<b>Determination made in the following way</b> <i>*Required</i>	The manner in which the determination was made.	*This is available and required when Parent Participated checkbox is marked.
<b>Parent Did Not Participate in Making the Determination and the District Made 3 Attempts to Involve</b>	Indicates the parent did not participate in making the determination.	When this is marked, the other checkboxes cannot be selected. At least one of these checkboxes must be selected to save the editor.
<b>List the three (3) attempts the District made to involve the parent</b> <i>*Required</i>	Lists the three attempts made by the district to involve the parent.	*This is available and required when Parent Did Not Participate checkbox is marked.
<b>The reason(s) for this determination are</b>	Indicates the reason for the determination.	N/A
<b>Contact Name</b>	The name of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Contact First Name/SPED Contact Last Name, but can be modified.
<b>Contact Phone</b>	The phone number of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Phone, but can be modified.
<b>Title</b>	The title of the special education contact.	N/A
<b>Alternate Contact Name</b>	The name of the alternate special education contact.	This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Contact First Name/Alternate SPED Contact Last Name, but can be modified.



Field	Description	Validation
<b>Alternate Contact Phone</b>	The phone number of the alternate special education contact.	This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Phone , but can be modified.

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## (IE3/RE5) Need to Conduct Additional Assessments

The Need to Conduct Additional Assessments editor is used to document the need to conduct additional assessments for the student.

(IE3/RE5) Need to Conduct Additional Assessments NOT STARTED Editor 10 of 10

**Date \***  **Document Type**

The IEP team has determined that additional assessments or other evaluation materials are needed to determine whether your child continues to have a disability (impairment and a need for special education), and to identify your child's current educational needs.

**Parent Participated in Making the Determination**

**Date of Determination**

**Determination made in the following way:**

**Parent Did Not Participate in Making the Determination and the District Made 3 Attempts to Involve**

List the three (3) attempts the District made to involve the parent:

*(IE3/RE5) Need to Conduct Additional Assessments Editor*

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Date</b> <i>Required</i>	Indicates the date when the determination was made that additional assessments are needed.	N/A

Field	Description	Validation
<b>Document Type</b>	Options include Reevaluation or Initial Evaluation.	<p>This is a read-only field that auto-populates the value of Reevaluation or Initial Evaluation from the Type of Data Review dropdown within the Data Review Header editor.</p> <p>This also determines which printed document displays on print when the editor is placed in a Completed status.</p>
<b>Parent Participated in Making the Determination</b>	Indicates the parent participated in making the determination.	When this is marked, the other checkboxes cannot be selected. At least one of these checkboxes must be selected to save the editor.
<b>Date of Determination</b> <i>*Required</i>	The date of determination.	This is available and required when Parent Participated checkbox is selected.
<b>Determination made in the following way</b> <i>*Required</i>	The manner in which the determination was made.	This is available and required when Parent Participated checkbox is selected.
<b>Parent Did Not Participate in Making the Determination and the District Made 3 Attempts to Involve</b>	Indicates the parent did not participate in making the determination.	When this is marked, the other checkboxes cannot be selected. At least one of these checkboxes must be selected to save the editor.
<b>List the three (3) attempts the District made to involve the parent</b> <i>*Required</i>	Lists the three attempts made by the district to involve the parent.	This is available and required when Parent Did Not Participate checkbox is selected.

**Assessments to be Administered**

Column names:

- **Areas to be Evaluated** *Required*
- **Description of Assessments and Other Evaluation Materials and Titles, if Known**
- **Name of Evaluator, if Known**

The Side Panel displays when "Add Assessment" button is used or when any already added row is clicked on.

Field	Description	Validation
<b>Other evaluation options, if any, considered and reasons rejected, including a description of any other factors relevant to the proposed evaluation of this child.</b>	A description of other evaluation options and/or factors relevant to the proposed evaluation of the student.	Users can enter text into this area or mark None, which makes this field unavailable.
<b>None</b>	Indicates no other evaluation options and/or factors relevant to the proposed evaluation of the student needs to be document.	When marked, the text area above becomes unavailable.
<b>Contact Name</b>	The name of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Contact First Name/SPED Contact Last Name, but can be modified.
<b>Contact Phone</b>	The phone number of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Phone, but can be modified.
<b>Title</b>	The title of the special education contact.	N/A
<b>Alternate Contact Name</b>	The name of the alternate special education contact.	This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Contact First Name/Alternate SPED Contact Last Name, but can be modified.
<b>Alternate Contact Phone</b>	The phone number of the alternate special education contact.	This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Phone, but can be modified.

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## Previous Versions

[Existing Data Review \(Wisconsin\) \[.2335 - .2339\]](#)

[Existing Data Review \(Wisconsin\) \[.2331 and previous\]](#)

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