

Evaluation (Missouri)

Last Modified on 05/08/2024 10:09 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 includes 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 print format of this document is **MO Eval 2023**. Evaluation formats are set up in the [Special Ed Eval Types](#) tool.

Editor Home - MO Eval 2023 ⓘ			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Header	IN PROGRESS	System Administrator 8/10/23 2:20 PM	>
Enrollment Information	IN PROGRESS	System Administrator 8/10/23 2:22 PM	>
Student Information	IN PROGRESS	System Administrator 8/10/23 2:24 PM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 8/10/23 2:26 PM	>
Background Information	NOT STARTED		>
Evaluation Procedures and Results	IN PROGRESS	System Administrator 8/10/23 2:41 PM	>
Observation	IN PROGRESS	System Administrator 8/10/23 2:28 PM	>
Individual Documentation of Assessment Results	IN PROGRESS	System Administrator 8/10/23 2:32 PM	>
		System Administrator	

Editor Home

Editor Home

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

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

General Information

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

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

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

Editor Types

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

Editor Lock Out and Release Logic

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

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

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

To release an editor, the user must:

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

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

Template Banks

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

Transition Goals and Services: Postsecondary

Sequence Number: 1

Area*: Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study: Add Template

Template Banks

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

Expanded Category and Values Selected

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

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

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

Courses of Study:

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

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

[Evaluation Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Background Information](#) | [Evaluation Procedures and Results](#) | [Observation](#) | [Individual Documentation of Assessment Results](#) | [Team Conclusions and Decisions](#) | [Eligibility Meeting Participants](#)

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

Evaluation Header

The Evaluation Header editor is used to define the Evaluation type and corresponding dates.

This editor must be saved before continuing on to other editors. This editor cannot be placed in a Not Needed status.

Evaluation Header IN PROGRESS
Editor 1 of 10

Evaluation Type *

Initial Evaluation

Re-evaluation

Eligibility Staffing Date *

Evaluation Held within Required Timelines

Referral Date *

Referred By (Name and Role)

Consent to Evaluate Date *

Review of Existing Data Date

Evaluation Header Editor

[▶ Click here to expand...](#)

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read-only.

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

This editor cannot be placed in a Not Needed status.

Enrollment Information IN PROGRESS
Editor 2 of 10

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

Grade 09	
School Name High School	Resident District School District
School Address MO 65101	School Phone

Enrollment 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 from Census. See the [General Information](#) section for additional information.

This editor cannot be placed in a Not Needed status.

Student Information IN PROGRESS
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 Liam	Middle Name Thomas	Suffix
Age 14	Birthdate	Gender M	
Primary Language ENGLISH	Limited English Proficiency? * No		
Address MO 65043	Student Number	State ID	

Case Manager Information
 Name

Student Information Editor

▶ [Click here to expand...](#)

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 from Census. 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.

This editor cannot be placed in a Not Needed status.

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 checkbox marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Stephen - Father

Print Sequence [Delete](#)

1 ▼

Address MO 65101

Home Phone Work Phone Cell Phone

E-mail

Whitney - Mother

Print Sequence [Delete](#)

2 ▼

Address MO 65043

Home Phone Work Phone Cell Phone

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Background Information

The Background Information editor is used to document educational concerns and prior interventions as well as the student's school and family history.

Background Information NOT STARTED
Editor 5 of 10

Description of Educational Concerns

Intervention Strategies Used Prior to Referral

School History
Include previous school(s) attended, grades retained, attendance, previous services, Title I services, current classroom performance

Family History
Include developmental milestones, parent concerns, and relevant medical history

Background Information Editor

▶ [Click here to expand...](#)

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Evaluation Procedures and Results

The Evaluation Procedures and Results editor is used to document the type of assessments conducted to evaluate the student.

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Observation

The Observation editor is used to document any classroom observation of the student's behavior, skills, or academic performance.

Observation IN PROGRESS Editor 7 of 10

Observation Occurred
 PRIOR to referral for evaluation
 DURING evaluation with parent consent

Name and Title of Qualified Professional Conducting Observation
Location(s) of Observation

Description of student's behavior, skill, or academic performance (compared to typical grade-level peers), frequency and/or duration(if applicable), and adverse impact of the suspected disability on the student's educational performance.
NOTE: REQUIRED for suspected disability categories of Autism, Emotional Disturbance, Intellectual Disability, Other Health Impaired, and Specific Learning Disability. OPTIONAL for all other suspected categories of disability.

Observation Editor

[▶ Click here to expand...](#)

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Individual Documentation of Assessment Results

The Individual Documentation of Assessment Results editor is used to document the individual assessments conducted to evaluate the student and their results.

[▶ Click here to expand...](#)

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Team Conclusions and Decisions

The Team Conclusions and Decisions editor is used to document the team's determination concerning the student's suspected disability/disabilities.

Team Conclusions and Decisions IN PROGRESS
Editor 9 of 10

The student was assessed in all areas related to the suspected disability, including (if appropriate) vision, hearing, health, motor abilities, communication (speech and language), general intelligence/cognitive, adaptive behaviors, social/emotional/behavioral, academic performance, post-secondary transition, and assistive technology.

If no, the evaluation is not sufficiently comprehensive and the evaluation is incomplete. *

Yes

Basis for Determination
Teams should document all categorical eligibilities considered, and if the student is found eligible, clearly state the area of eligibility. Include a synthesis of all the information used to address all areas of the suspected disability and include specific evaluation data to support the categorical eligibility determination. The evidence must also support the existence of an adverse educational impact and the need for special education and related services.

Example

There is documentation to confirm this student has a disability under the IDEA? *

Yes

Eligible Category * Eligible Subcategory (if appropriate)

Relevant Medical Findings *

IF ELIGIBLE, THIS EVALUATION REPORT REFLECTS THAT THE CHILD'S ELIGIBILITY DETERMINATION WAS NOT BASED ON ANY OF THE FOLLOWING FACTORS

Team Conclusions and Decisions Editor

▶ [Click here to expand...](#)

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Eligibility Meeting Participants

The Eligibility Meeting Participants editor is used to document who attended the evaluation team meeting.

▶ [Click here to expand...](#)

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Previous Versions

[Evaluation \(Missouri\) \[.2331 and previous\]](#)