Evaluation (Missouri)

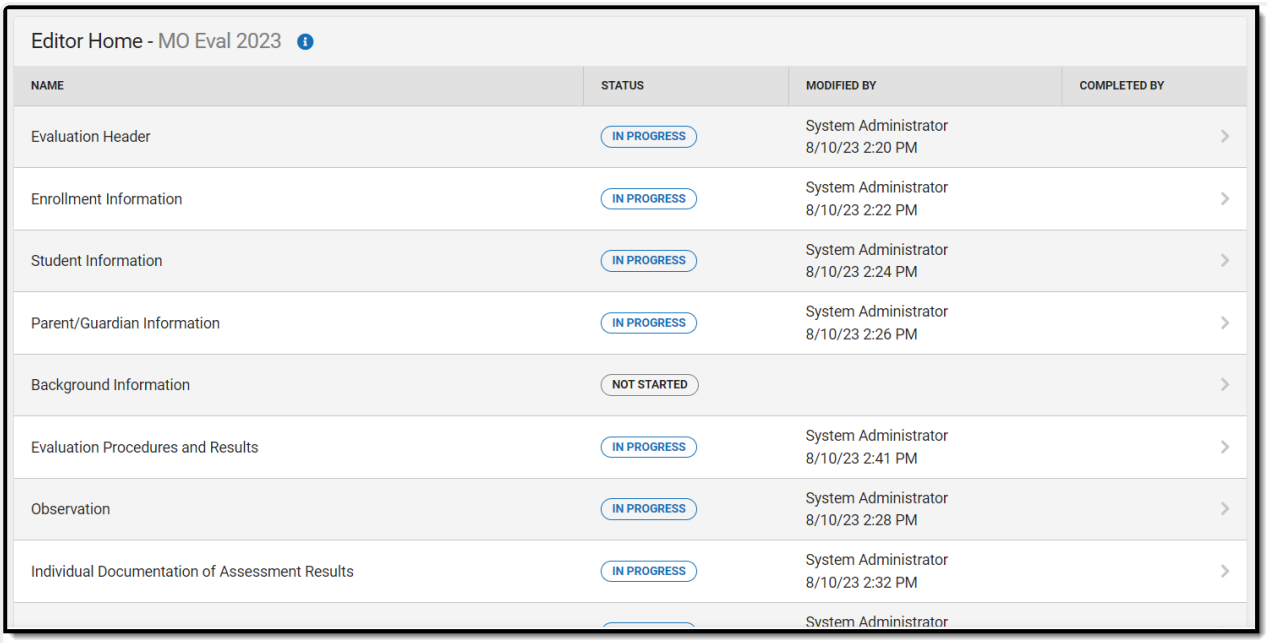
Last Modified on 06/29/2026 10:27 am CDT

Tool Search: Special Ed Documents

Evaluations are used to document the student's educational needs and determine 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. The school district gives a copy of the evaluation summary report, including the documentation of eligibility, to the student's parents. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

The current print format of this document is **MO Eval 2023**. Evaluation formats are set up in the Special Ed Eval Types tool.



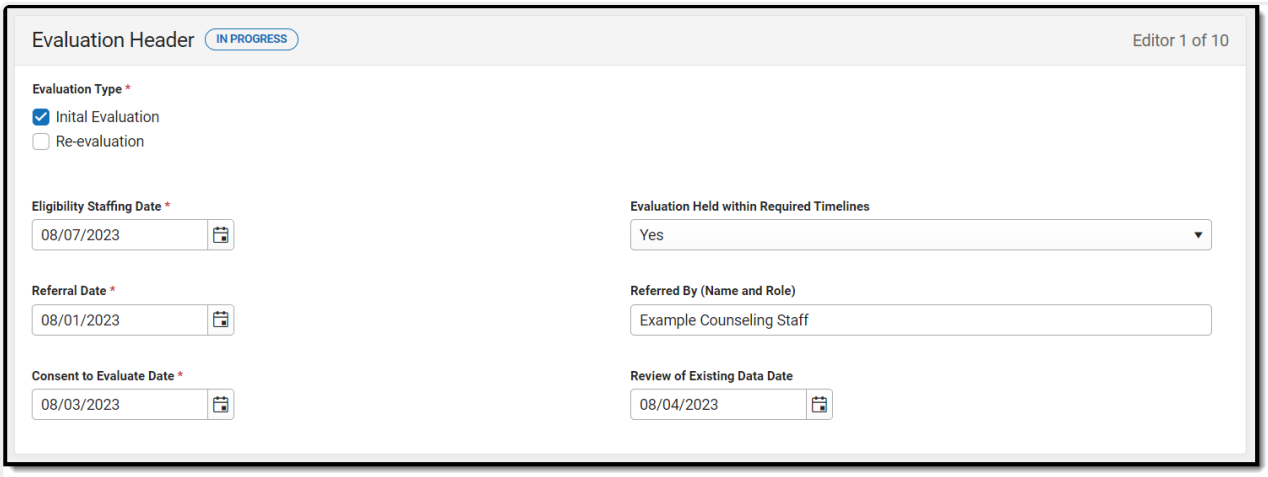
Editor Home

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 Editor

Click here to expand...

Field	Description	Validation
Evaluation Type *Required*	The type of evaluation. Options are Initial Evaluation or Re-evaluation.	Only one checkbox can be selected.
Eligibility Staffing Date *Required*	The date that a student was determined eligible for services/as having met criteria for a disability.	N/A
Evaluation Held within Required Timelines **Required*	Indicates the evaluation was held for the student within the required timeline. Options are Yes or No.	*This field is required to Complete the editor.
Referral Date *Required*	The date the student was referred for an evaluation.	N/A
Referred By (Name and Role)	The person who referred the student or an evaluation.	N/A
Consent to Evaluate Date *Required*	The date the school received consent from the student's parent/guardian(s) to evaluate the student.	N/A
Review of Existing Data Date **Required*	The date existing data was reviewed by the student's team.	*This field is required to Complete the editor.

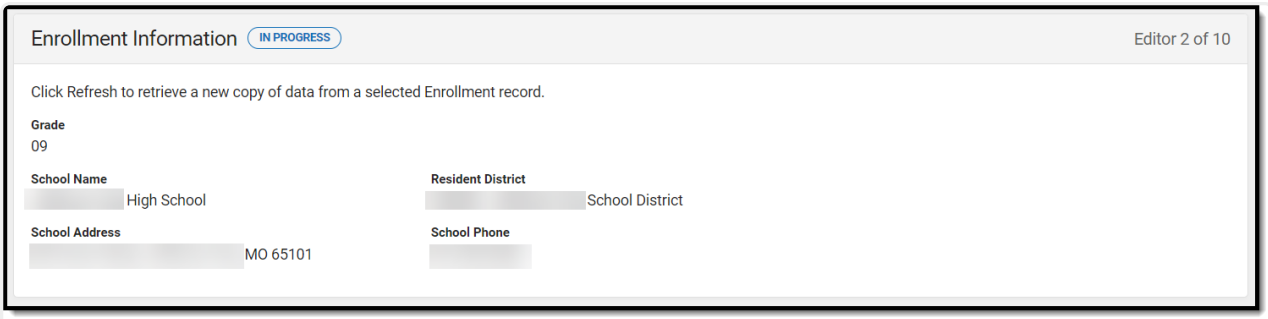
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Enrollment Information

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 Editor

Click here to expand...

Field	Description	UI Location/Database Location (when *Refresh* is clicked)
Grade	The student's current grade.	Enrollments > Grade enrollment.grade
School Name	The name of the school associated with the student's Enrollment record.	This field is pulled from the Enrollment record, then System Administration > Resources > School > State Data Elements > Sub-District.
Resident District	The student's district of residence.	Enrollments > Resident School enrollment.residentSchool
School Address	The address of the school associated with the student's Enrollment record.	This field is pulled from the Enrollment record, then System Administration > Resources > School > Address.

Field	Description	UI Location/Database Location (when *Refresh* is clicked)
School Phone	The phone number of the school associated with the student's Enrollment record.	This field is pulled from the Enrollment record, then System Administration > Resources > School > Phone.

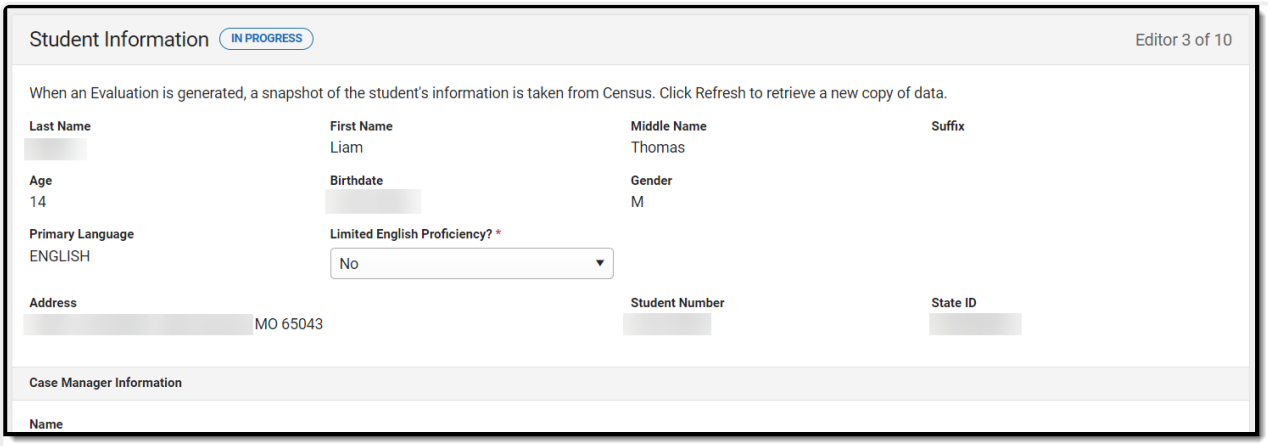
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Student Information

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 Editor

Click here to expand...

Field	Description	UI Location/Database Location (when *Refresh* is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName

Field	Description	UI Location/Database Location (when *Refresh* is clicked)
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Birthdate	The student's date of birth.	Census > People > Demographics > Birth Date identity.birthDate
Age	The age of the student.	Census > People > Demographics > Age
Primary Language	The student's home primary language.	Census > People > Demographics > Language At Home identity.homePrimaryLanguage
Limited English Proficiency? *Required*	Indicates the student has a limited English proficiency. Options are Yes or No. This is the only field that can be modified on this editor.	N/A
Address	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

Field	Description	UI Location/Database Location (when *Refresh* is clicked)
Student Number	The student's identification number.	Census > People > Demographics > Student Number identity.studentNumber
State ID	The student's state identification number.	Census > People > Demographics > State ID identity.stateID
Case Manager		
Name	The name of the student's case manager.	Student Information > Special Ed > General > Team Members > Name teamMember.firstName teamMember.lastName
Title	The role of the student's case manager.	Student Information > Special Ed > General > Team Members > Title teamMember.title
Phone	The phone number of the case manager.	Student Information > Special Ed > General > Team Members > Phone

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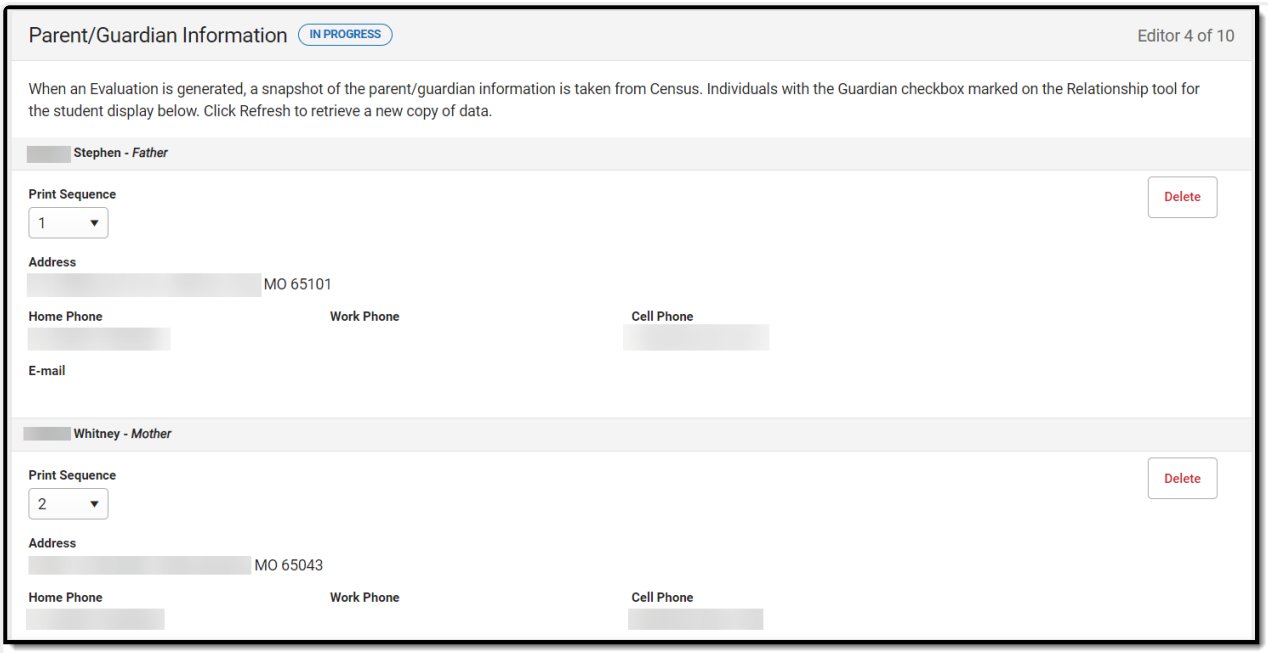
Parent/Guardian Information

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 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 Editor

Click here to expand...

Field	Description	UI Location/Database Field (when *Refresh* is clicked)	Validation
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships > Relationship	This is part of the header for the parent/guardian.
Last Name	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.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This is part of the header for the parent/guardian.
Middle Name	The middle name of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName	This is part of the header for the parent/guardian.

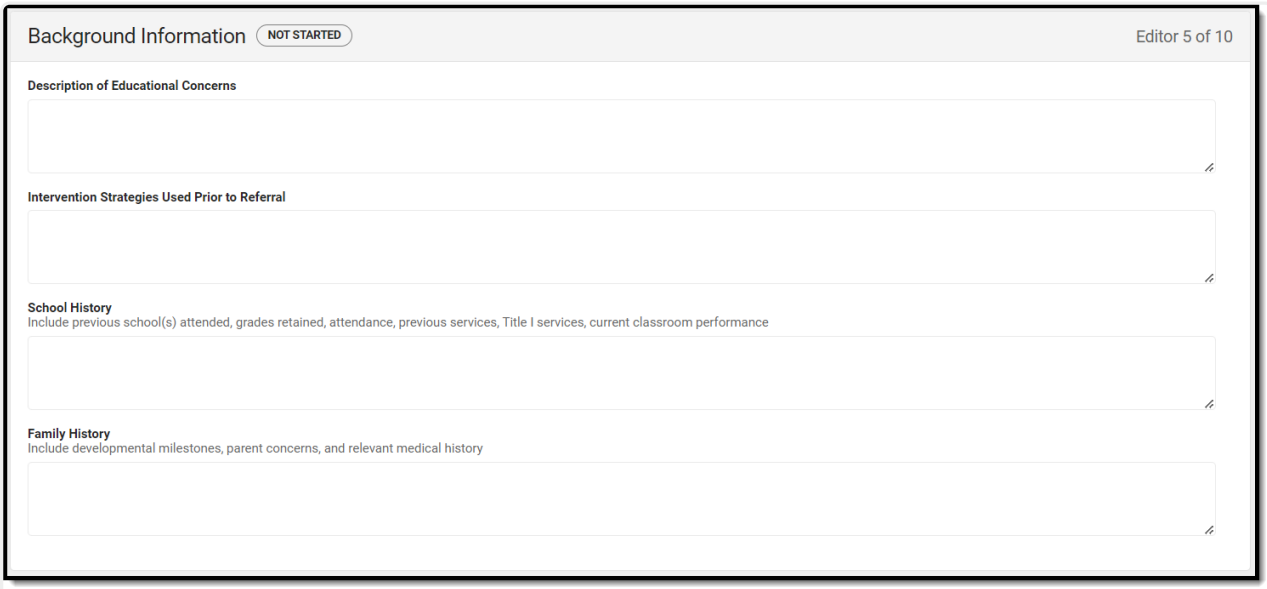
Field	Description	UI Location/Database Field (when *Refresh* is clicked)	Validation
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This is part of the header for the parent/guardian.
Print Sequence	The print order of the parent/guardian(s) on the Evaluation.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number print in the order defined THEN un-sequenced parent/guardian(s) display at the bottom.
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, they is a drop down with an option to select which address. When there is only one address, the drop down only holds one option. The populated address is the one marked "Primary."
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.

Field	Description	UI Location/Database Field (when *Refresh* is clicked)	Validation
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.

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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 Editor

Click here to expand...

Field	Description	Validation
Description of Educational Concerns **Required*	A text field used to describe the team's educational concerns regarding the student.	*This field is required in order to Complete the editor.
Intervention Strategies Used Prior to Referral **Required*	A text field used to describe any previous interventions implemented prior to this referral.	*This field is required in order to Complete the editor.

Field	Description	Validation
School History **Required*	A text field used to describe previous school(s) attended, grades retained, attendance, previous services, Title I services, current classroom performance, etc.	*This field is required in order to Complete the editor.
Family History **Required*	A text field used to describe developmental milestones, parent concerns, and relevant medical history.	*This field is required in order to Complete the editor.

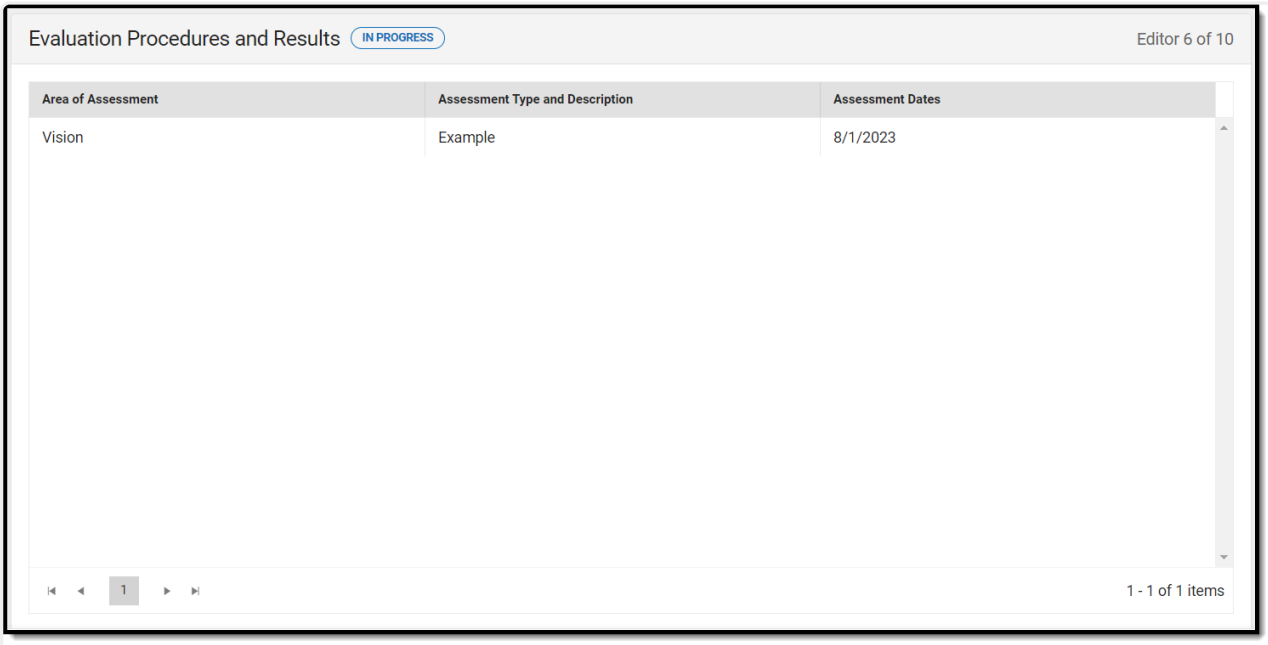
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Evaluation Procedures and Results

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

Click here to expand...

Evaluation Procedures and Results List Screen



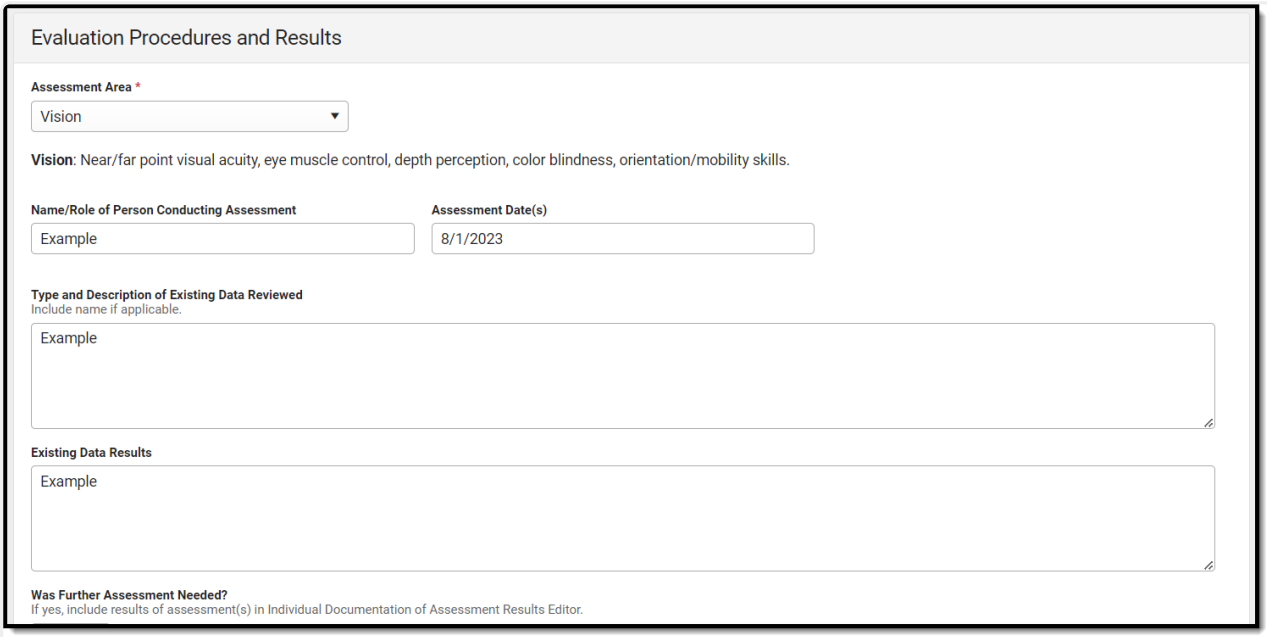
Evaluation Procedures and Results List Screen

Column Name	Description
Area of Assessment	The area assessed.

Column Name	Description
Assessment Type and Description	The description of the type of assessment.
Assessment Dates	The date(s) of the assessment.

Evaluation Procedures and Results Detail Screen

Select and existing record or click **New** to view the detail screen.



Evaluation Procedures and Results Detail Screen

Field	Description	Validation
Area of Assessment *Required*	The area assessed. Options include: • Vision • Hearing • Health • Motor • Speech • Language • Intellectual/Cognitive • Adaptive Behavior • Social/Emotional/Behavioral • Academic Achievement • Post-secondary Transition • Assistive Technology	N/A
Name/Role of Person Conducting Assessment	The name and title of the person conducting the assessment.	This field is limited to 150 characters.

Field	Description	Validation
Assessment Date(s)	The date(s) of the assessment.	This field is limited to 150 characters.
Type and Description of Existing Data Reviewed **Required*	A description of the existing data reviewed by the team.	*This field is required in order to Complete the editor. This field is limited to 500 characters.
Existing Data Results **Required*	The results of the existing data.	*This field is required in order to Complete the editor. This field is limited to 10,000 characters.
Was Further Assessment Needed? **Required*	Indicates further assessments are needed. Options are Yes or No.	*This field is required in order to Complete the editor.

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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 Editor

Click here to expand...

Field	Description	Validation
Observation Occurred **Required*	Indicates observation has taken place. Options are: • PRIOR to referral for evaluation • DURING evaluation with parent consent	*This field is required in order to Complete the editor.
Name and Title of Qualified Professional Conducting Observation	The name and role of the person conducting the observation.	This field is limited to 150 characters.
Location(s) of Observation	The location(s) of the observation.	This field is limited to 150 characters.
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	A description of the student's behavior, skills, academic performance, frequency and duration, and any adverse impacts of the student's suspected disability on their educational performance	*This field is required in order to Complete the editor. This field is limited to 10,000 characters.

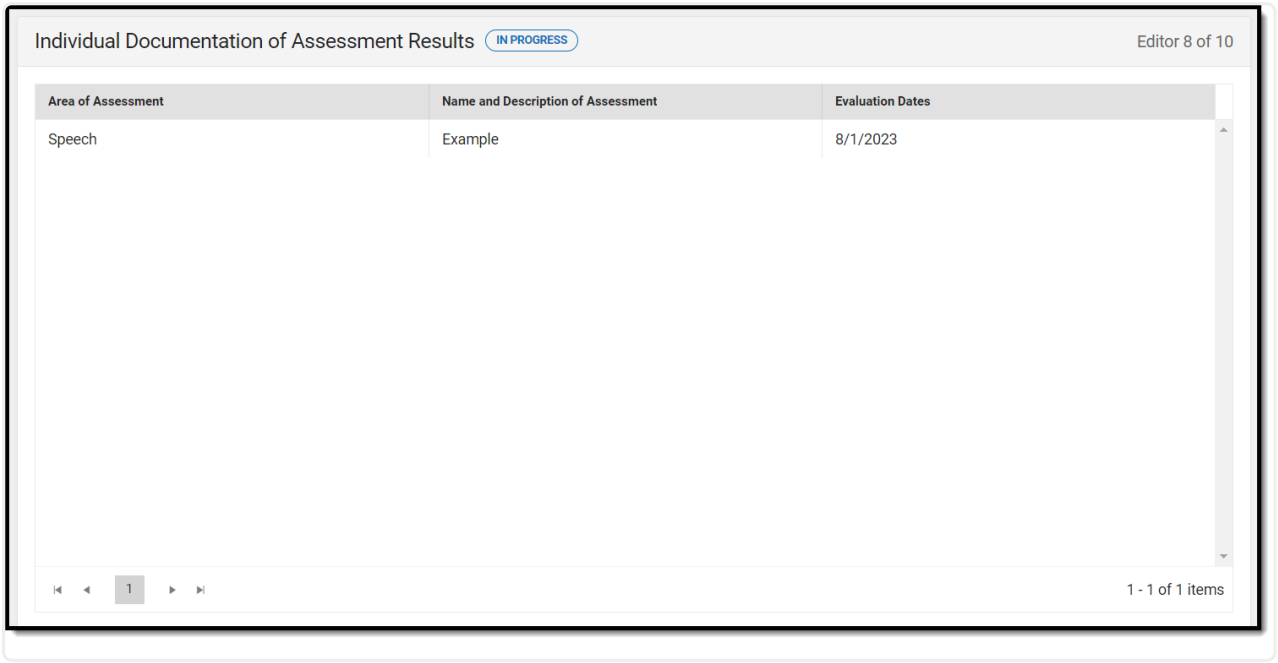
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Individual Documentation of Assessment Results

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...

Individual Documentation of Assessment Results List Screen

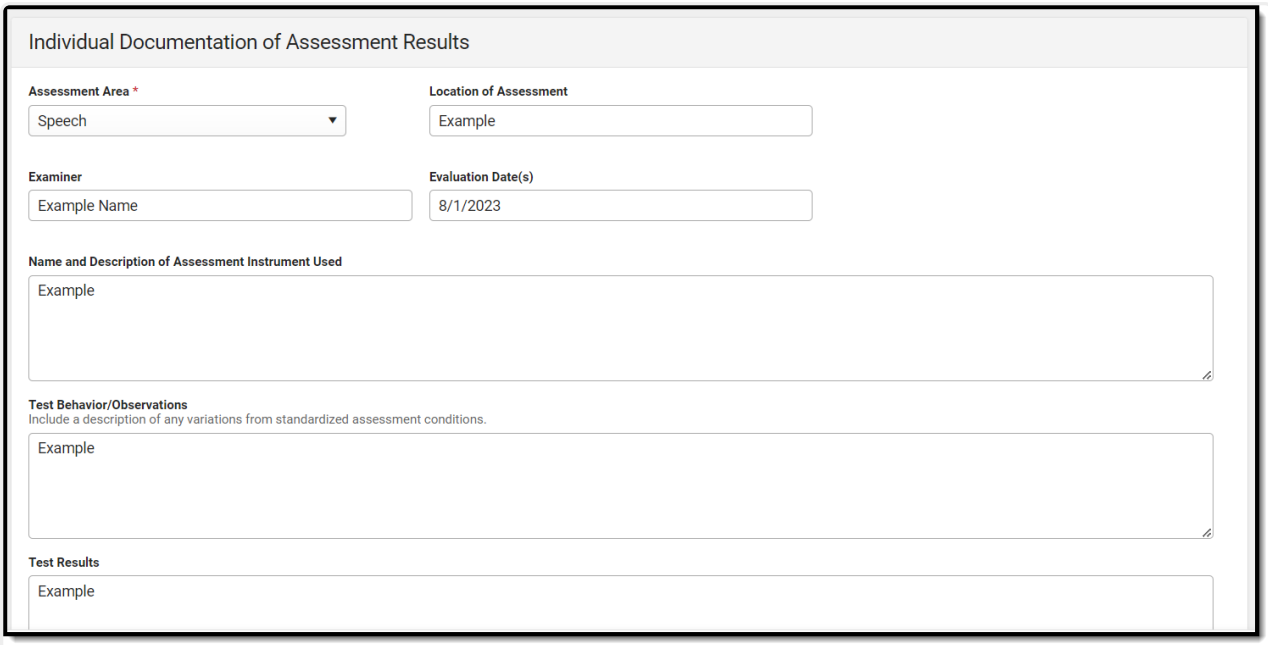


Individual Documentation of Assessment Results List Screen

Column Name	Description
Area of Assessment	The area assessed.
Name and Description of Assessment	The name and description of the assessment.
Evaluation Dates	The date(s) of the evaluation.

Individual Documentation of Assessment Results Detail Screen

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



Individual Documentation of Assessment Results Detail Screen

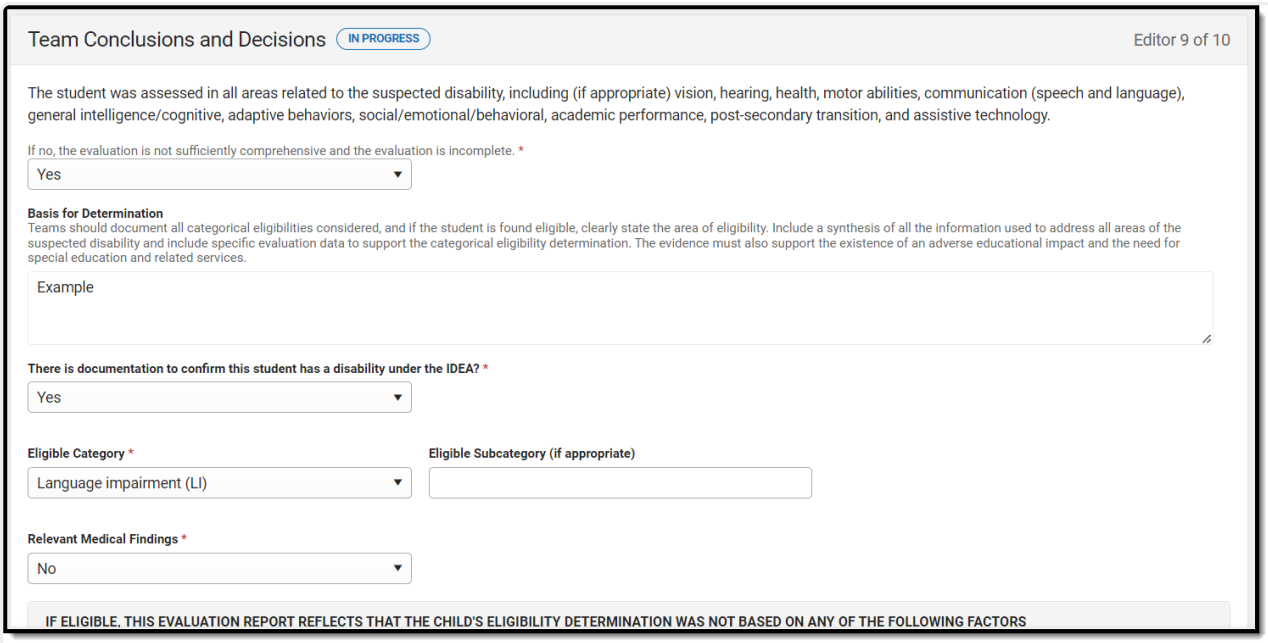
Field	Description	Validation
Area of Assessment *Required*	The area assessed. Options include: • Vision • Hearing • Health • Motor • Speech • Language • Intellectual/Cognitive • Adaptive Behavior • Social/Emotional/Behavioral • Academic Achievement • Post-secondary Transition • Assistive Technology	N/A
Location of Assessment	Where the assessment took place.	This field is limited to 150 characters.
Examiner	The person conducting the assessment.	This field is limited to 150 characters.
Evaluation Date(s) **Required*	The date(s) of the evaluation.	*This field is required in order to Complete the editor. This field is limited to 150 characters.

Field	Description	Validation
Name and Description of Assessment Instrument Used **Required*	The name and description of the assessment.	*This field is required in order to Complete the editor. This field is limited to 500 characters.
Test Behavior/Observations **Required*	A description of the student's behavior during the test, including any variations from standardized assessment conditions.	*This field is required in order to Complete the editor. This field is limited to 10,000 characters.
Test Results **Required*	The results of the assessment.	*This field is required in order to Complete the editor. This field is limited to 10,000 characters.
Summary and Interpretation of Results **Required*	A summary and interpretation of the results.	*This field is required in order to Complete the editor. This field is limited to 10,000 characters.

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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 Editor

Click here to expand...

Field	Description	Validation
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. *Required*	Indicates the student was assessed in all areas related to the student's suspected disability. Options are Yes or No.	N/A
Basis for Determination **Required*	A description for the basis for the team's determination.	*This field is required in order to Complete the editor.

Field	Description	Validation
There is documentation to confirm this student has a disability under the IDEA?	Indicates there is documentation confirming the team's determination. Options are Yes or No.	Additional fields display and are required when this question is marked as Yes.
Eligible Category **Required*	The disability category.	*This field displays and is required when Yes is selected for the *There is documentation to confirm this student has a disability under the IDEA?* question. The values available are from Custom > Attribute/Dictionary > Enrollment > Primary Disability.
Eligible Subcategory (if appropriate) **Required*	The disability sub-category, when applicable.	*This field displays and is required when Yes is selected for the *There is documentation to confirm this student has a disability under the IDEA?* question. The values available are from Custom > Attribute/Dictionary > Enrollment > Primary Disability. Multiple options can be selected.

Field	Description	Validation
Relevant Medical Findings **Required*	A description of any relevant medical findings. Options are Yes or No.	*This field displays and is required when Yes is selected for the *There is documentation to confirm this student has a disability under the IDEA?* question.
Explain Relevant Medical Findings **Required*	An explanation of the relevant medical findings.	*This field displays and is required when Yes is selected for the *Relevant Medical Findings* field. This field is limited to 10,000 characters.
IF ELIGIBLE, THIS EVALUATION REPORT REFLECTS THAT THE CHILD'S ELIGIBILITY DETERMINATION WAS NOT BASED ON ANY OF THE FOLLOWING FACTORS Multiple checkboxes may be selected below. *This sub-category only displays when Yes is selected for the *There is documentation to confirm this student has a disability under the IDEA?* question.		
A lack of appropriate instruction in reading including the essential components of comprehensive literacy instruction as defined in Section 2221(b)(1) of the ESEA *(1. Phonemic Awareness 2. Phonics 3. Vocabulary Development 4. Reading Fluency including oral reading skills 5. Reading Comprehension Strategies)*	Indicates there is a lack of appropriate instruction in reading.	N/A
A lack of appropriate instruction in math	Indicates there is a lack of appropriate instruction in math.	N/A
Limited English Proficiency	Indicates the student has a limited proficiency in English.	N/A

Field	Description	Validation
Describe Any Other Exclusionary Factors Relevant to the Eligibility Category	Options include: • Autism: The evaluation report documents the results of the evaluation and the team's conclusion that the child's autism is not the result of an emotional disability • Specific Learning Disability: The team determines that its findings of a Specific Learning Disability are not primarily the result of... • Language Impairment: The evaluation report documents the team's conclusion that the child's language impairment is not the result of dialectal differences or second language influences • Sound System Disorder: The evaluation report documents the team's conclusion that the child's sound system disorder is not the result of dialectal differences or second language influences • Speech - Voice: The evaluation report documents the child's voice disorder is not the result of any temporary condition, (e.g., normal voice changes, allergies, colds, or other conditions), a medical condition that contraindicates voice therapy intervention, or a dialectal difference or second language influence	Multiple options can be selected.

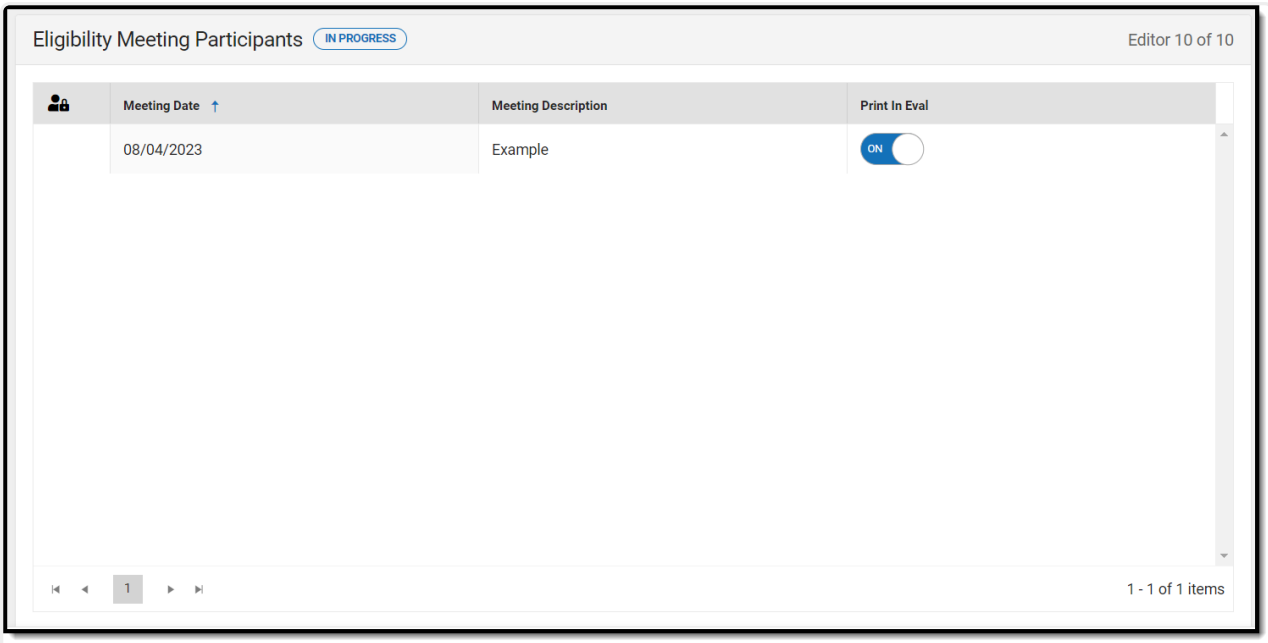
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Eligibility Meeting Participants

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

Click here to expand...

Eligibility Meeting Participants List Screen

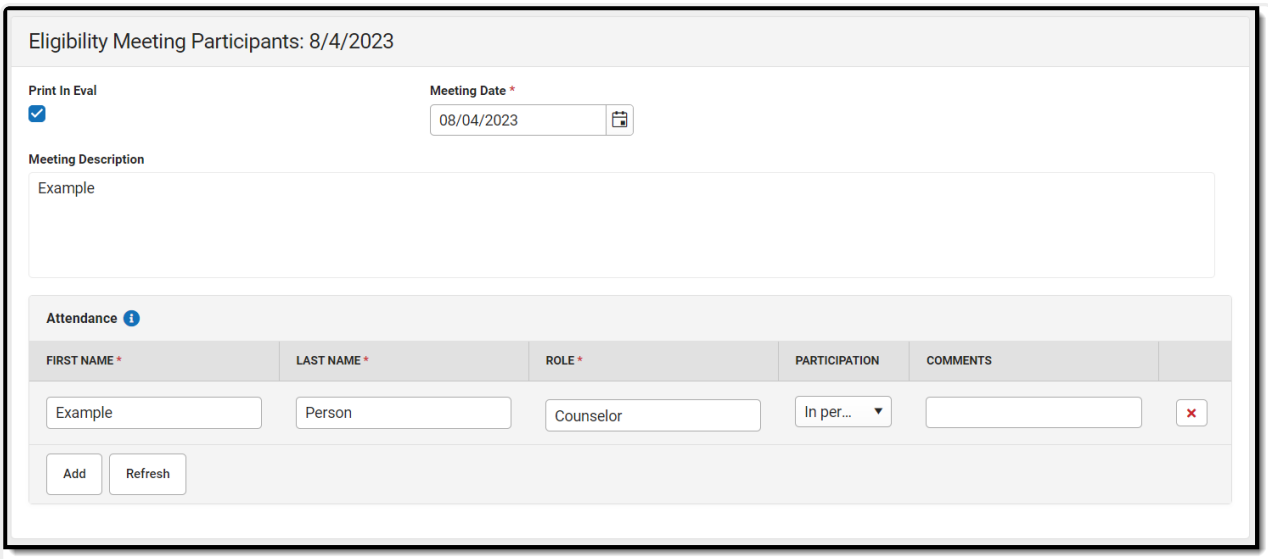


Eligibility Meeting Participants List Screen

Column Name	Description
Padlock Icon	The person currently editing the record.
Meeting Date	The date of the meeting.
Meeting Description	A description of the meeting.
Print in Eval	Indicates this record prints on the evaluation.

Eligibility Meeting Participants Detail Screen

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



Eligibility Meeting Participants Detail Screen

Field	Description	Validation
Print in Eval	Indicates this record prints on the evaluation.	This defaults to unmarked.
Meeting Date *Required*	The date of the meeting.	N/A
Meeting Description	A description of the meeting.	N/A
Attendance		
First Name *Required*	The first name of the attendee.	This pulls in from the Team Members tool, but can be manually entered.
Last Name *Required*	The last name of the attendee.	This pulls in from the Team Members tool, but can be manually entered.
Role *Required*	The title of the attendee.	This pulls in from the Team Members tool, but can be manually entered.
Participation	How the attendee participated in the meeting. Options include: • In person • Virtually • Via phone • In writing	N/A
Agree with SLD Determination? *Required*	Indicates the attendee agrees the student has a specific learning disability. Options include: • Agree • Disagree • N/A	This field only displays when "Specific Learning Disability" is selected from the Team Conclusions and Decisions editor.
Comments	A text field used to describe any additional participation or communication details, such as showed up late, attended half the meeting, etc.	This field is limited to 30 characters.

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