

# Evaluation (Nevada)

Last Modified on 03/11/2024 8:45 am CDT

[Editor Home](#) | [General Information](#) | [Editor Types](#) | [Editor Lock Out and Release Logic](#) | [Template Banks](#) | [Text Editors](#) | [Editors](#)

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

**Search Terms:** Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

**An evaluation must be created whether or not the student is determined to have a disability.** A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school district.

The current format of this document is the **NV Determination of Eligibility 2023**. Evaluation formats are selected in the [Special Ed Eval Types](#) tool.

Editor Home - NV 2023 Determination of Eligibility <span style="float: right;">?</span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Eligibility Header	IN PROGRESS	System Administrator 5/15/23 10:22 AM	>
Enrollment Information	IN PROGRESS	System Administrator 5/15/23 10:24 AM	>
Student Information	IN PROGRESS	System Administrator 5/15/23 10:26 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 5/15/23 10:30 AM	>
Determination of Eligibility	IN PROGRESS	System Administrator 5/15/23 10:35 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.

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

## General Information

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

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

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

## Editor Types

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

## Editor Lock Out and Release Logic

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

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

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

In order to release an editor, the user must:

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

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

## Template Banks

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

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

*Template Bank Side Panel*

Click the plus (+) icons next to the category to view the available template values.

### Template Banks

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

*Expanded Category and Values Selected*

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

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

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

Courses of Study:

Grade 9: English 100

Grade 10: English 200

Grade 11: English 300

Grade 12: English 400

*Example Template Bank Selections in the Document*

# Text Editors

Images should not be inserted into text fields.

## Editors

[Eligibility Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Determination of Eligibility](#)

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

## Eligibility Header

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

This editor must be saved before entering data into other editors.

Eligibility Header IN PROGRESS
Editor 1 of 5

**Evaluation Type\***

Initial Evaluation

Re-evaluation

**Referral Date**

01/09/2023 📅

**Consent Date**

01/13/2023 📅

**Evaluation Date\***

05/15/2023 📅

**3-Yr Re-Evaluation Date\***

05/15/2026 📅

**Reason for Referral**

Example reason

Eligibility Header Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

## Enrollment Information

The Enrollment Information editor displays information concerning the student's grade level and school of attendance.

This editor is read-only.

Enrollment Information IN PROGRESS
Editor 2 of 5

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

<b>Grade</b>	10
<b>School Name</b>	Douglas High School
<b>School Address</b>	<b>School Phone</b>
<input type="text" value="NV 89423"/>	<input type="text"/>

*Enrollment Information Editor*

▶ [Click here to expand...](#)

[^ Back to Top](#)

## Student Information

The Student Information editor populates information about the student such as demographic data, address and school information.

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

All fields on this editor are read-only EXCEPT Zoned School and Other Zoned School.

Student Information IN PROGRESS
Editor 3 of 5

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

<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Suffix</b>
<input type="text"/>	Nolan	Matthew	
<b>Age</b>	<b>Birthdate</b>	<b>Gender</b>	
12	<input type="text"/>	M	
<b>Race, Ethnicity (state)</b>	<b>Federal Designation</b>	<b>Race(s)</b>	
Caucasian	6: White	White	
<b>Primary Language of the Home</b>	<b>Student English Proficiency Code</b>		
eng-English	<input type="text"/>		
<b>Address</b>	<b>Student Number</b>	<b>State ID</b>	
<input type="text" value="NV 89410"/>	<input type="text"/>	<input type="text"/>	
<b>Zoned School *</b>	<b>Other Zoned School</b>		
<input type="text" value="Douglas High School"/>	<input type="text"/>		
<b>Case Manager</b>			
<input type="text"/>			

*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 IEP.

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

Parent/Guardian Information IN PROGRESS
Editor 4 of 5

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.

Monika - Mother

**Print Sequence**

1

Delete

**Address**

NV 89460

**Home Phone**

[Redacted]

**Work Phone**

[Redacted]

**Cell Phone**

[Redacted]

**E-mail**

[Redacted]

▶ [Click here to expand...](#)

## Determination of Eligibility

The Eligibility Determination editor is used to assist school district individualized education program (IEP) teams in determining if a student can be determined to have an impairment.

▶ [Click here to expand...](#)