

Referral (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 district.

The current format of this document is the **WI Referral 2023**. Evaluation formats are selected in [Eval Types](#).

Editor Home - **WI Referral 2022 - current new ⓘ

NAME	STATUS	MODIFIED BY	COMPLETED BY
Referral Header	IN PROGRESS	System Administrator 12/7/22 10:28 AM	>
Enrollment Information	IN PROGRESS	System Administrator 12/7/22 10:29 AM	>
Student Information	IN PROGRESS	System Administrator 12/7/22 10:32 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 12/7/22 10:33 AM	>
(R-1) Referral to Special Education	NOT STARTED		>
(IE-1) Notice of Receipt of Referral/Start Initial Evaluation	NOT STARTED		>
(RE-1) Notice of Reevaluation	NOT STARTED		>

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 or Delaware Special Ed Plan eSignature Process articles 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 or Delaware Special Ed Plan eSignature Process articles 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="▼"/>	Course of Study 9 <input type="button" value="X"/> Grade 9: English 100
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											
	2 <input type="button" value="▲"/> <input type="button" value="▼"/>	Course of Study 10 <input type="button" value="X"/> Grade 10: English 200										
	3 <input type="button" value="▲"/> <input type="button" value="▼"/>	Course of Study 11 <input type="button" value="X"/> Grade 11: English 300										
	4 <input type="button" value="▲"/> <input type="button" value="▼"/>	Course of Study 12 <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

[Referral Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [\(R-1\) Referral to Special Education](#) | [\(IE-1\) Notice of Receipt of Referral/Start Initial Evaluation](#) | [\(RE-1\) Notice of Reevaluation](#) | [\(RE-2\) Notice of Additional Reevaluation](#)

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

Referral Header

The Referral Header editor lists general information about the referral for special education evaluation.

This editor must be saved before continuing to other parts of the evaluation. Field definitions may vary by district.

Referral Header IN PROGRESS
Editor 1 of 8

Evaluation Type *

Initial ▼

Person Making Referral/Title *

Counselor

Date Referral Received *

08/15/2022

Method of Notifying Parent of Intent to Refer *

Conference ▼

Date Parent Notified *

08/18/2022

Referral Header Editor

▶ [Click here to expand...](#)

Field Name	Description	Validation
Evaluation Type <i>Required</i>	The type of referral documented. Options include Initial or Reevaluation.	The values available in this dropdown are hard coded.
Date Referral Received <i>Required</i>	The date the school received the referral.	N/A

Field Name	Description	Validation
Person Making Referral / Title <i>*Required</i>	The name and title of the person who referred the student.	*This field is only required when Initial is selected as the Evaluation Type. Ad Hoc: evaluation.personMakingReferral
Date Parent Notified <i>*Required</i>	The date the parent/guardian was notified of the intention to refer the student for special education services.	*This field is only required when Initial is selected as the Evaluation Type. Ad Hoc: The ad hoc field evaluation.dateParentNotified pulls from the Date Parent Notified date from the WI Referral AND the Consent Date field from the WI Eligibility Report.
Method of Notifying Parent of Intent to Refer <i>*Required</i>	The manner in which the parent/guardian was notified. Options include: <ul style="list-style-type: none"> • Conference • Phone Call • Written 	*This field is only required when Initial is selected as the Evaluation Type. The values available in this dropdown are hard coded. Ad Hoc: evaluation.methodParentNotified

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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 IN PROGRESS
Editor 2 of 8

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

Grade

School Name **School Phone**

District of Residence **Serving District**

District Information

District Number **District Name**

District Address **District Phone**

District SPED Address **District SPED Phone**

Enrollment Information Editor

▶ [Click here to expand...](#)

Field Name	Description	Ad hoc/Database Location	Validation
Grade	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 as needed.
School Name	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 as needed.
School Phone	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 as needed.
District of Residence	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.

Field Name	Description	Ad hoc/Database Location	Validation
Serving District	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.
District Information <i>These fields are read-only.</i>			
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	N/A
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	N/A
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	N/A
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > 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 IN PROGRESS
Editor 3 of 8

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 [REDACTED]	First Name Gabriel	Middle Name L	Suffix
Race, Ethnicity Hispanic/Latino	Gender M	Birthdate [REDACTED]	Student Number [REDACTED]
Student Primary Language English	Interpreter Needed	WISEid [REDACTED]	
Address [REDACTED] WI 53402-5537			

Case Manager Information

Name	Title
Phone	

Student Information Editor

▶ [Click here to expand...](#)

Field	Description	Database Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
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
Race, Ethnicity	The student's state defined race.	Census > People > Demographics > State Race/Ethnicity
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender

Field	Description	Database Location (when Refresh is clicked)
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Student Number	The student's identification number.	Census > People > Demographics > Student Number identity.studentNumber
Student's Primary Language	The student's first language.	Census > People > Demographics > Primary Language identity.homePrimaryLanguage
Interpreter Needed	Indicates the student requires an interpreter. Options are Yes or No.	N/A
WISEid	The student's state ID number.	Census > People > Demographics > State ID identity.stateID
Student 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
Case Manager Information <i>These fields are read-only.</i>		
Name	The first and last name of the team member. Note: 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

Field	Description	Database Location (when Refresh is clicked)
Title	<p>The title of the individual in relation to the special education team membership.</p> <p>Note: 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.</p>	<p>Student Information > Special Ed > General > Team Members > Title</p> <p>teamMember.title</p>
Phone	<p>The phone number of the team member.</p> <p>Note: 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.</p>	<p>Student Information > Special Ed > General > Team Members > Work Phone</p> <p>pcontact.workPhone</p>

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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 displays as 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 8

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.

ROBERT - STEP PARENT

Print Sequence

2

Address 53402-5537

Home Phone Work Phone Cell Phone

E-mail

Primary Language Interpreter Needed

English

Gabriela - PARENT

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

Field	Description	Ad hoc/Location	Validation
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 field populates from Census. This is part of the header for the parent/guardian.
Middle Name	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/Location	Validation
Suffix	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.
Relationship	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.
Print Sequence	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.
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, 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.
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.

Field	Description	Ad hoc/Location	Validation
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.
Email	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.
Primary Language	The parent/guardian's first language.	Census > People > Demographics > Primary Language identity.homePrimaryLanguage	This field populates from Census.
Interpreter Needed	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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(R-1) Referral to Special Education

The Referral to Special Ed editor records why the student was referred to a special education program and how that information was communicated to the parent/guardian.

When this editor is placed in a Not Needed status, it does NOT display on print. It displays on print when the editor is in a Complete or In Progress status.

(R-1) Referral to Special Education Editor 5 of 8

NOT STARTED

If the student lives with someone other than their parent/legal guardian, please fill in the Student lives with fields below

Student Lives With:

Name & Relationship:

Address:

Telephone:

The date the district receives the referral begins the 15 business day deadline by which to complete the review of existing information and to notify the parents of whether additional assessments are needed. In completing the following information, consider concerns about the student's academic and functional performance that affect access, engagement and progress in age/grade level general education curriculum, instruction, environment, or other school activities. For additional information, see [Guide to Special Education Forms](#).

1. Describe why you believe this student has a disability:

Referral to Special Education Editor

▶ [Click here to expand...](#)

Field Name	Description	Validation
Student Lives With		
Name & Relationship	The name of the person the student lives with and the relationship between them and the student.	N/A
Phone	The phone number of the person the student lives with.	N/A
Address	The address where the student lives.	N/A
<p>The date the district receives the referral begins the 15 business day deadline by which to complete the review of existing information and to notify the parents of whether additional assessments are needed. In completing the following information, consider concerns about the student's academic and functional performance that affect access, engagement and progress in age/grade level general education curriculum, instruction, environment, or other school activities. For additional information, see Guide to Special Education Forms.</p>		
1. Describe why you believe this student has a disability	A description of the criteria used to determine if the student has a disability.	N/A

Field Name	Description	Validation
2. What are your Areas of Concern	<p>The area of concern for the student's disability. Options include:</p> <ul style="list-style-type: none"> • Academics/Pre-Academic Delays • Problems with Learning • Behavioral - Emotional Problems • Visual Problem • Communication Problems • Hearing Problems • Physical/Medical Problems • Sensory/Perceptual Skills • Delayed Self-Help Skills • Other 	N/A
Specify Other <i>*Required</i>	A description of the other area of concern.	*When Other is selected above, this field becomes available and is required.
3. If known, include information about any of the following		
a. Early Learning or Academic Achievement	A description of the student's early learning or academic achievement level.	N/A
b. Functional Performance	A description of the student's functional performance.	N/A
c. Relevant Medical Information	A description of the student's medical information as it pertains to their special education needs.	N/A
d. Programs, Services or Interventions that have been used to Address this Student's Needs and the Results of such Interventions	A description of the interventions provided to the student to address their needs and the results of those interventions.	N/A

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(IE-1) Notice of Receipt of Referral/Start Initial Evaluation

The Notice of Receipt or Referral/Start Initial Evaluation editor is used to document the school received a referral for the student and who was involved.

Notice of Receipt of Referral and Start of Initial Evaluation NOT STARTED Editor 6 of 8

Date Referral Received * Date Notification will be Sent By * Date Notice sent with Statement of Parental Rights

Other options, if any, such as the selection of the IEP team participants which were considered and the reason(s) they were rejected and a description of any other factors relevant to the proposed action:

None

Contact Name Contact Phone

Title

Alternate Contact Name Alternate Contact Phone

(IE-1) Notice of Receipt of Referral and Start of Initial Evaluation

▶ [Click here to expand...](#)

Field Name	Description	Validation
Notice of Receipt of Referral and Start of Initial Evaluation		
Date Referral Received <i>Required</i>	The date the school received the referral.	This auto-populates with the Date Referral Received from the Referral Header editor. Ad Hoc: evaluation.dateReferralRecieved
Date Notification will be Sent By <i>Required</i>	The date the notification will be sent to the team members.	N/A
Date Notice sent with Statement of Parental Rights	The date the notice of the receipt of referral and a statement of the parent/guardian(s) rights was sent.	N/A

Field Name	Description	Validation
Other options, if any, such as the selection of IEP team participants which were considered and the reason(s) why they were rejected and a description of any other factors relevant to the proposed action	A description of the IEP team participants, the proposed interventions that were rejected, and any other factors related to the proposed action.	Users can enter text into this area or mark None, which makes this field unavailable.
None	Indicates no additional options have been identified.	When marked, the text area above becomes unavailable.
Contact Name	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. Ad Hoc: evaluation.noticeInitialEvalContactName
Contact Phone	The phone number of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Phone , but can be modified.
Title	The title of the special education contact.	N/A
Alternate Contact Name	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.
Alternate Contact Phone	The phone number of the alternate special education contact.	System Administration > Resources > District Information > District > Alternate SPED Phone.
Attendance		

Field Name	Description	Validation
First Name <i>Required</i>	The first name of the team member.	This auto-populates from the Team Member tool as is read-only. When Adding a person manually, this is an open text field.
Last Name <i>Required</i>	The last name of the team member.	This auto-populates from the Team Member tool as is read-only. When Adding a person manually, this is an open text field.
Role <i>Required</i>	<p>The role of the team member.</p> <p>State Defined values include:</p> <ul style="list-style-type: none"> • Representative of LEA • Special Education Teacher • Regular Education Teacher • Related Services Personnel • SLD Eval/RTI - Licensed to assess data • SLD Eval/RTI - Licensed to implement interventions • SLD Eval/RTI - Licensed to conduct diagnostic evaluations 	<p>State defined values display above district defined values.</p> <p>The state defined values are in a locked attribute dictionary, Evaluation.nEvalTMTITLEStateDefined.</p> <p>The state defined values are in an unlocked attribute dictionary, Evaluation.teamMemberTitleDistrictDefined.</p>

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(RE-1) Notice of Reevaluation

The Notice of Reevaluation editor is used to document the ways in which the school was notified of the need to reevaluate the student.

(RE-1) Notice of Reevaluation NOT STARTED Editor 7 of 8

Date *

The Reason the School District Intends to Reevaluate your Child is:

The School District Received a Request for a Reevaluation.

Date Reevaluation Request Received Request Received From School Staff Making Request

Specify Other:

Areas of Concern:
 e.g., academics, cognitive learning, communication, independence and self-determination, physical/health, social and emotional learning

The School District Determined that the Educational or Related Services Needs of your Child Warrant a Reevaluation

(RE-1) Notice of Reevaluation Editor

▶ [Click here to expand...](#)

Field Name	Description	Validation
Notice of Reevaluation		
Date <i>Required</i>	The date of the notice or reevaluation.	Ad Hoc: evaluation.noticeReevalDate
The Reason the School District Intends to Reevaluate your Child is:		
The School District Received a Request for a Reevaluation.	Indicates the school district received a request for reevaluation for the student.	When marked, the two checkboxes, The School District Determined... and Based on when... cannot be selected.
Date Reevaluation Request Received <i>*Required</i>	The date the school received the request.	*When the above checkbox is marked, this field is available and required.
Request Received From <i>*Required</i>	Who sent the request. Options include: <ul style="list-style-type: none"> • Parent/Guardian • Child's Teacher • Other 	*When the above checkbox is marked, this field is available and required.
School Staff Making Request <i>*Required</i>	The name of the staff member submitting the request.	*This field is available and required when Child's Teacher is selected from the Request Received From dropdown.

Field Name	Description	Validation
Specify Other <i>*Required</i>	A description of the other person who sent the request.	When Other is selected above, this field is available and required.
Areas of Concern	A description of the area(s) of concern to be addressed in the reevaluation.	*When the above checkbox is marked, this field is available and required.
The School District Determined that the Educational or Related Services Needs of your Child Warrant a Reevaluation.	Indicates the school district determined the need for a reevaluation for the student.	When marked, the two checkboxes, The School District Received... and Based on when... cannot be selected.
Explain / Describe <i>*Required</i>	An explanation as to why the school district thinks a reevaluation is warranted.	*When the above checkbox is marked, this field is available and required.
Areas of Concern <i>*Required</i>	A description of the area(s) of concern to be addressed in the reevaluation.	*When the above checkbox is marked, this field is available and required.
Based on when the Last Evaluation / Reevaluation of your Child was Completed, a Reevaluation is Due.	Indicates a reevaluation is due.	When marked, the two checkboxes, The School District Received... and The School District Received... cannot be selected.
Date of Last Evaluation <i>*Required</i>	The date the last evaluation for the student took place.	*When the above checkbox is marked, this field is available and required.

Field Name	Description	Validation
Other options, if any, such as the selection of the IEP team participants which were considered and the reason(s) they were rejected and a description of any other factors relevant to the proposed action:	A description of the IEP team participants, the proposed interventions that were rejected, and any other factors related to the proposed action.	Users can enter text into this area or mark None, which makes this field unavailable.
None	Indicates no other options were considered.	When marked, the text area above becomes unavailable.
Notification of this request will be sent within 15 business days of	Indicates when the notification will be sent. Options include: <ul style="list-style-type: none"> • The date the district received the request to reevaluate • The date of this notice (request didn't initiate reeval) 	The values available in this dropdown are hard coded.
Date Notification will be Sent By	The date the notification will be sent to the team members.	N/A

Field Name	Description	Validation
Procedural Safeguards	<p>A statement for the procedural safeguards.</p> <p>Options include:</p> <ul style="list-style-type: none"> You received a copy of your procedural safeguard rights in a brochure about parent and child rights earlier this year. If you would like another copy of this brochure, please contact the district at the telephone number above. A copy of the parent and child rights brochure is enclosed with this notice. 	<p>Only one option may be selected.</p>
Contact Name	<p>The name of the special education contact.</p>	<p>This auto-populates from System Administration > Resources > District Information > District > SPED Contact First Name/SPED Contact Last Name, but can be modified.</p> <p>Ad Hoc: evaluation.noticeReevalContactName</p>
Contact Phone	<p>The phone number of the special education contact.</p>	<p>This auto-populates from System Administration > Resources > District Information > District > SPED Phone, but can be modified.</p>
Title	<p>The title of the special education contact.</p>	<p>N/A</p>
Alternative Contact Name	<p>The name of the alternate special education contact.</p>	<p>This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Contact First Name/Alternate SPED Contact Last Name, but can be modified.</p>
Alternate Contact Phone	<p>The phone number of the alternate special education contact.</p>	<p>This auto-populates from System Administration > Resources > District Information > District > Alternate SPED Phone, but can be modified.</p>

Field Name	Description	Validation
Attendance		
First Name <i>Required</i>	The first name of the team member.	This auto-populates from the Team Member tool as is read-only. When Adding a person manually, this is an open text field.
Last Name <i>Required</i>	The last name of the team member.	This auto-populates from the Team Member tool as is read-only. When Adding a person manually, this is an open text field.
Role Name <i>Required</i>	<p>The role of the team member.</p> <p>State Defined values include:</p> <ul style="list-style-type: none"> • Representative of LEA • Special Education Teacher • Regular Education Teacher • Related Services Personnel 	<p>State defined values display above district defined values.</p> <p>The state defined values are in a locked attribute dictionary, Evaluation.nReEvalTMTTitleStateDefined.</p> <p>The state defined values are in an unlocked attribute dictionary, Evaluation.teamMemberTitleDistrictDefined.</p>

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(RE-2) Notice of Additional Reevaluation

The Notice of Additional Reevaluation editor is used to document the need to reevaluate the student more than once a year.

Notice of Agreement to Conduct a Reevaluation More than Once a Year NOT STARTED Editor 8 of 8

Date * **Date Notification will be Sent By ***

Date of Discussion * **Place of Discussion**

It was agreed that a reevaluation of your child is necessary at this time for the following reason(s):

Other options, if any, related to the above action which were considered and the reason(s) they were rejected including a description of any other relevant factors, include:

None

Notice of Additional Reevaluation Editor

▶ [Click here to expand...](#)

Field Name	Description	Validation
Notice of Agreement to Conduct a Reevaluation More than Once a Year		
Date <i>Required</i>	The date the notice of agreement to conduct a reevaluation for the student more than once per year was sent.	Ad Hoc: evaluation.noticeAddReevalDate
Date Notification will be Sent By <i>Required</i>	The Date on which the notification of determination will be sent to the Parent/Guardian.	N/A
Date of Discussion <i>Required</i>	The date the IEP discussed the agreement.	N/A
Place of Discussion	The location of the discussion. Options include: <ul style="list-style-type: none"> • Met in Person • Spoke on the Phone • Exchanged Emails 	The values available in this dropdown are hard coded.
It was agreed that a reevaluation of your child is necessary at this time for the following reason(s):	A description of the reasons a reevaluation of the student is necessary.	N/A

Field Name	Description	Validation
Other options, if any, related to the above action which were considered and the reason(s) they were rejected including a description of any other relevant factors, include	A description of the IEP team participants, the proposed interventions that were rejected, and any other relevant factors.	Users can enter text into this area or mark None, which makes this field unavailable.
None	Indicates other options were not considered.	When marked, the text area above becomes unavailable.
Other options, if any, related to the selection of IEP team participants which were considered and the reason(s) they were rejected and a description of any other factors relevant to the proposed action	A description of the IEP team participants, the proposed interventions that were rejected, and any other factors related to the proposed action.	Users can enter text into this area or mark None, which makes this field unavailable.
None	Indicates other options were not considered.	When marked, the text area above becomes unavailable.
Contact Name	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. Ad hoc: evaluation.noticeAddReevalContactName

Field Name	Description	Validation
Contact Phone	The phone number of the special education contact.	This auto-populates from System Administration > Resources > District Information > District > SPED Phone, but can be modified.
Title	The title of the special education contact.	N/A
Alternative Contact Name	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.
Alternate Contact Phone	The phone number of the alternate special education contact.	Auto-populates from System Administration > Resources > District Information > District > Alternate SPED Phone, but can be modified.
Attendance		
First Name <i>Required</i>	The first name of the team member.	This field is required. Pulls in from Team Members Tool as Read Only or is an open text field when Add button is used.
Last Name <i>Required</i>	The last name of the team member.	This field is required. Pulls in from Team Members tool as Read Only or is an open text field when Add button is used.
Role Name <i>Required</i>	<p>The role of the team member.</p> <p>State Defined values include:</p> <ul style="list-style-type: none"> • Representative of LEA • Special Education Teacher • Regular Education Teacher • Related Services Personnel 	<p>State defined values display above district defined values.</p> <p>The state defined values are in a locked attribute dictionary, Evaluation.nRevalTMTTitleStateDefined.</p> <p>The state defined values are in an unlocked attribute dictionary, Evaluation.teamMemberTitleDistrictDefined.</p>

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Previous Versions

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