Process Compliance Report

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[Report Logic](#) | [Report Editor](#) | [Generate the Process Compliance Report](#)

Tool Search: Process Compliance Report

This report searches for all students who have special education plan information that does not comply with certain requirements. After generating this report, case managers or service providers can review the students to whom they are assigned and follow up with required documentation.

Process Compliance Report Editor

See the [Student Information Reports Tool Rights](#) article for the tool rights needed to generate this report.

The same logic used in this report are applied to Document Warnings.

This report requires that a Case Manager or Service Provider must be assigned on each student's [Team Members](#) tool.

Report Logic

The Process Compliance Report includes records students and documents that meet the following scenarios (called triggers):

- The current date or As of Date (if entered) is within 45 days of the End Date of an IEP.
- The current date or As of Date (if entered) is within 90 days of the End Date of a Three-year or Annual Evaluation.
- The current date or As of Date (if entered) is within 30 days of the student's 18th birthday.
- If a Consent/Evaluation Days value is entered, The time between a Consent Date and an Evaluation Date on an Initial Evaluation is greater than the Days entered (if a Reevaluation has not been done).

No warnings appear for students who are already age 18 or older.

To be included in this report, a student must have an active enrollment in which they are being served by Special Education services.

Report Editor

The following fields are available for entry.

Field	Description
Special Education Staff	Lists all staff members who have the Special Education checkbox marked on their District Assignment. Select All staff members or a specific staff member, or multiple staff members. Only students who have the selected Staff in their Team (in the role specified in the next field) will be included in the report.
Team Role	From the dropdown list, select the Case Managers, Service Providers or All. The Staff members selected above who are indicated as this Role on the student's Team will report.
Consent/Evaluation Days	The number of days between the Consent and Evaluation Date on an Initial Evaluation that should trigger a record.
As Of Date	Enter a date to determine if any of the scenarios described above exist. Enter a date in *mmddyy* format or use the calendar icon to select a date. Leave blank to report based on the current date.
Order By	Results are printed either by Student Name or Compliance Type.
Print in HTML Format	When selected, the report prints in HTML format, not in PDF (standard format).

Generate the Process Compliance Report

1. Select the **Special Education Staff** to include on the report.
2. Select the **Team Role** from the dropdown list.

3. Enter the **Consent/Evaluation Days** number.
4. Enter an **As Of Date** if desired. Leave blank to report based on the current date.
5. Select the **Order By** preference.
6. Mark the **Print in HTML Format**, if desired.
7. Click the **Generate Report** button. The report displays in a new browser window, listing the Case Manager/Service Provider and students, and what the compliance is.

If no student name displays, that case manager/service provider has no students out of compliance.

2011-12 High School 08/27/2012	Process Compliance All Roles Effective Date: 05/01/2012 Page 1 of 8

The Process Compliance report checks the following logic:
* New IEP - a new IEP is due 1 year after the last one. An alert is triggered 45 days before the due date.
* 3-year Evaluation - a new Evaluation is due 3 years after the last one. An alert is triggered 90 days before the due date.
* Annual Evaluation - a new Evaluation may be created every year. An alert is triggered 90 days before the due date.
* Evaluation past-due - an Evaluation is due 30 days after the Notice of Evaluation form.
* Warns when the elapsed days from Date Consent Received to Evaluation Date is greater than the amount specified in the Consent/Evaluation Days field.
* Warns when student is within 30 days of 18th birthday

All alerts will disappear when the new document is created and flagged as completed.

Case Manager, Susan

Student, Angel   Student Number: 123456   Grade: 11
 * IEP due: 04/18/2012
 * 3-year Evaluation due: 05/27/2012

Student, Barusch   Student Number: 234567   Grade: 11
 * IEP due: 03/30/2012

Student, Clive   Student Number: 345678   Grade: 11
 * 3-year Evaluation due: 03/16/2012

Student, Deena   Student Number: 456789   Grade: 11
 * 3-year Evaluation due: 05/17/2012

Student, Elias   Student Number: 567890   Grade: 11
 * IEP due: 05/04/2012

Process Compliance Report Example