

Consent to Evaluate (Georgia)

Last Modified on 03/11/2024 8:46 am CDT

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

Search Terms: Special Ed Documents

The Consent to Evaluate in Campus is used to document the student's and parent/guardian's consent to evaluate the student to determine their needs for special education services. 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 **GA Consent to Evaluate 2020**. Evaluation formats are selected in [Eval Types](#).

GA Consent to Evaluate

Editor Home

NAME	STATUS	MODIFIED BY	COMPLETED BY
Consent Header	IN PROGRESS	System Administrator 8/12/20 8:59 AM	>
Enrollment Information	NOT STARTED		>
Student Information	IN PROGRESS	System Administrator 8/12/20 8:59 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 8/12/20 8:59 AM	>

[Print](#)
[Cancel](#)

GA Consent To Evaluate Editors

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 to be 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 the Nevada IEP:</p> <ul style="list-style-type: none"> • ESign indicates that 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
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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 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.
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 people 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 listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.</p>
Cancel	<p>Navigates the user to the Editor Home screen or to the List Screen for List editors.</p>
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. To further edit after an editor is marked Complete, the user must click In Progress. • 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. To further edit after an editor is marked Not Needed, click the In Progress button. • 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	<p>Prints the entire document.</p>
Editors	<p>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.</p>
Previous	<p>Navigates the user to the previous editor.</p>

Button	Description
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 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.

Transition Goals and Services: Postsecondary

Sequence Number: 1

Area: Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study: Add Template

Save & Stay | Cancel

Template Banks

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

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										
<p>- Course of Study English (4 Templates)</p> <table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td>Add</td> <td>Course of Study 10 Grade 10: English 200</td> </tr> <tr> <td>Add</td> <td>Course of Study 11 Grade 11: English 300</td> </tr> <tr> <td>Add</td> <td>Course of Study 12 Grade 12: English 400</td> </tr> <tr> <td>Add</td> <td>Course of Study 9 Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	Add	Course of Study 10 Grade 10: English 200	Add	Course of Study 11 Grade 11: English 300	Add	Course of Study 12 Grade 12: English 400	Add	Course of Study 9 Grade 9: English 100	<p>1</p> <p>2</p> <p>3</p> <p>4</p>	<p>Course of Study 9 <input type="checkbox"/></p> <p>Grade 9: English 100</p> <p>Course of Study 10 <input type="checkbox"/></p> <p>Grade 10: English 200</p> <p>Course of Study 11 <input type="checkbox"/></p> <p>Grade 11: English 300</p> <p>Course of Study 12 <input type="checkbox"/></p> <p>Grade 12: English 400</p>
Add	Templates											
Add	Course of Study 10 Grade 10: English 200											
Add	Course of Study 11 Grade 11: English 300											
Add	Course of Study 12 Grade 12: English 400											
Add	Course of Study 9 Grade 9: English 100											
+ Course of Study Math (4 Templates)												

Insert Selected Template(s) | Clear Selected Template(s) | Cancel

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.



Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

[Consent Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#)

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

Consent Header

The Consent Header is used to document special ed consent information.

Consent Header IN PROGRESS
Editor 1 of 4

Date Sent * <input type="text" value="08/12/2020"/>	Eligibility Type <input type="text" value="Initial"/>	Date consent received <input type="text" value="month/day/year"/>
Referred by <input style="width: 100%;" type="text"/>		

Return Information

Return form by Date

Name	Title	Phone Number
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Contact Information

Name	Title	Phone Number
<input type="text" value="Sam Example"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="(444)333-2222"/>

Consent Header

▶ [Click here to expand...](#)

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

Enrollment Information IN PROGRESS
Editor 2 of 16

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

Babies Can't Wait <input type="text" value="03/09/2020"/>	Resident District 779: Jefferson City	Grade 03
School Name West Jackson Elementary School	School Phone (713)834-2218x392	School Year 2019-20

District Information

District Number 678	District Name Jackson County Schools	
District Address 1660 Winder Highway, Jefferson, GA 30549	District Phone (763)111-5526	
District SPED Address 4321 109th Ave, Blaine, MN 55449	District SPED Phone (123)456-7899	

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

Student Information IN PROGRESS
Editor 3 of 16

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 Adams	First Name Aubrey	Middle Name Lynn	Suffix
Age 9	Birthdate 10/11/2010	Gender F	Home Primary Language Chinese ▼
Address 175 Summerbrook Road Braselton, GA 30517		Student Number 44778	State ID 1701102106

Student Information Editor

▶ [Click here to expand...](#)

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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. 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 16

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.

O'Neal, Adrian - Mother

Print Sequence 1 Delete

Address
175 Summerbrook Road

Home Phone (739)789-9508x019 Work Phone Cell Phone (837)836-6455x626

E-mail

Home Primary Language English, Standard American Interpreter Required

Parent/Guardian Information Editor

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