

Reevaluation Report (Pennsylvania)

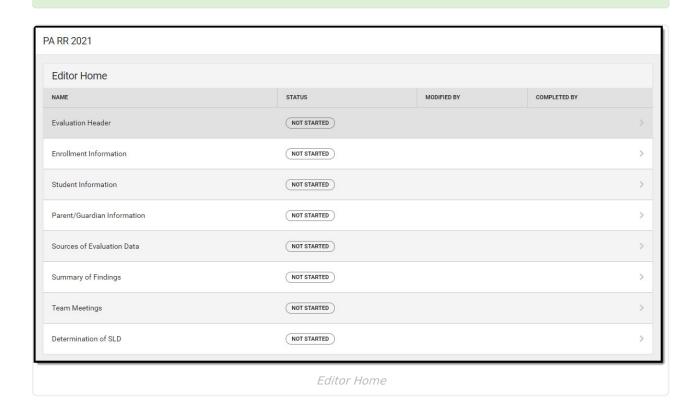
Last Modified on 02/07/2025 10:56 am CST

Tool Search: Special Ed Documents

The Evaluation in Campus is 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 **PA RR 2024**. Evaluation formats are selected in Eval Types.



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	 The state of the editor. Statuses can be: 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. The following statuses are only available for certain state-specific documents: ESign indicates that the editor has functionality related to the eSignature 	
	process. See the following articles for your state's eSignature information: Nevada Plan eSignature Editors Nebraska Plan eSignature Editors Delaware Plan eSignature Editors South Dakota Plan eSignature Editor 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	 Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. 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. 	
Refresh	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. A side panel displays a listing of all the student's applicable enrollment records. See	
	the Enrollments tool documentation for additional information.	
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.	
Status	 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.	
	 status and allows additional edits to be made. The following status is only available for the Nevada IEP: Complete Pending eSignature only displays for certain editors. This button marks the editor as complete until the parent/guardian electronically signs those plan sections via the Campus Parent Portal. See the Special Ed eSignature Process articles for additional information. 	
Print	The following status is only available for the Nevada IEP: • Complete Pending eSignature only displays for certain editors. This button marks the editor as complete until the parent/guardian electronically signs those plan sections via the Campus Parent Portal. See the Special Ed	
Print Editors	 The following status is only available for the Nevada IEP: Complete Pending eSignature only displays for certain editors. This button marks the editor as complete until the parent/guardian electronically signs those plan sections via the Campus Parent Portal. See the Special Ed eSignature Process articles for additional information. 	



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 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:

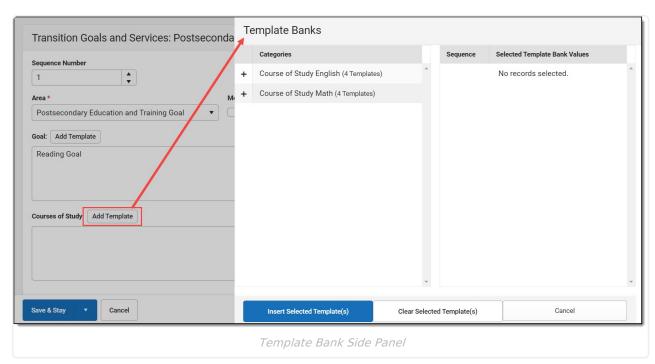
- navigate to the next editor by clicking **Save and Next** or the **Editors** button and selecting the next editor from the side panel.
- click the Cancel button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

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.

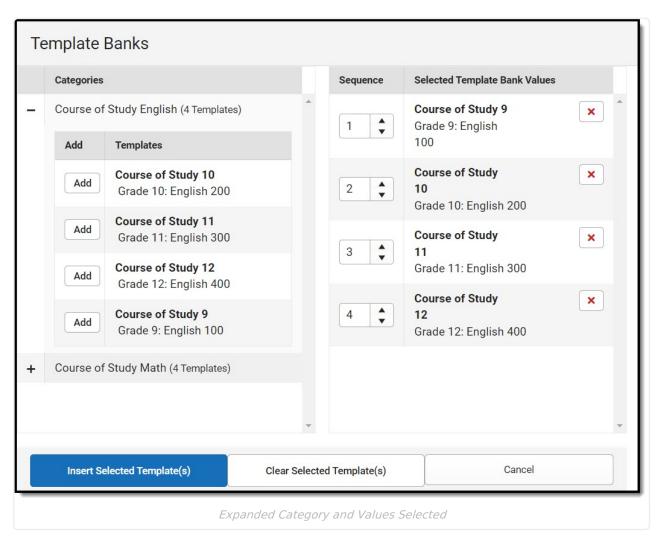
Template Banks

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.





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



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.



Text Editors

Images should not be inserted into text fields.

Editors

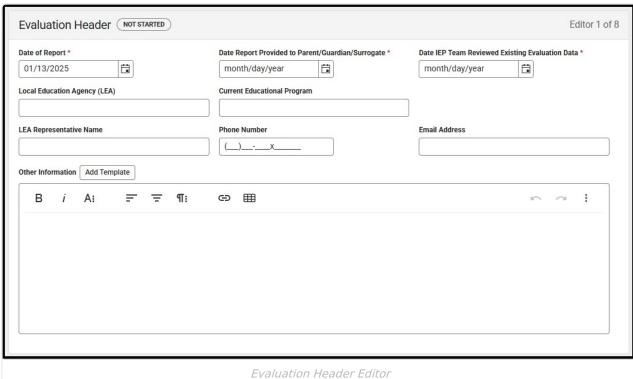
The following section lists each editor and describes each field on the editor.

Evaluation Header

The Evaluation Header editor includes general information about the evaluation, including relevant dates, the type of evaluation, and basic student information.

This editor must be saved before continuing to other parts of the evaluation.





Field	Description	Validation
Date of Report Required	The date the Evaluation was created.	This field auto-populates with today's date, but it can be modified.
Date report Provided to Parent/Guardian/Surrogate Required	The date the Evaluation report was given to the student's parent/guardian/surrogate.	N/A
Date IEP Team Reviews Existing Evaluation Data Required	The date the team reviewed the student's existing Evaluation data.	N/A
Local Education Agency (LEA)	A public board of education or other public authority within a state that maintains administrative control of public elementary or secondary schools in a city, county, township, school district, or other political subdivision of a state.	N/A
Current Educational Program	The student's current educational program.	N/A

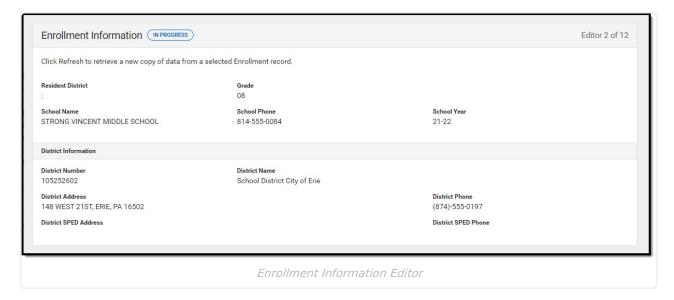


Field	Description	Validation
LEA Representative Name	The name of the LEA representative.	N/A
Phone Number	The phone number for the LEA representative.	N/A
Email Address	The email address for the LEA representative.	N/A
Other Information	Any other information regarding the LEA representative or the student's current education program.	The Template Bank associated with this field is named Evaluation Other Information.

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.



Field Description	Ad Hoc	Validation
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Field	Description	Ad Hoc	Validation
Resident District	The student's district of residence.	Learner Planning > Learning Plans > residentDistrictNumber	This field is pulled from the Enrollment record and cannot be modified.
School Name	The name of the school associated with the student's Enrollment record.	Learner Planning > Learning Plans > servingSchoolName	This field is pulled from the Enrollment record. This field is read only.
School Phone	The phone number of the school associated with the student's Enrollment record.	N/A	This field is pulled from the Enrollment record. This field is read only.
School Year	The school year associated with the student's Enrollment record.	N/A	This field is pulled from the Enrollment record. This field is read only.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record. This field is read only.
District In	formation		
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
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	N/A

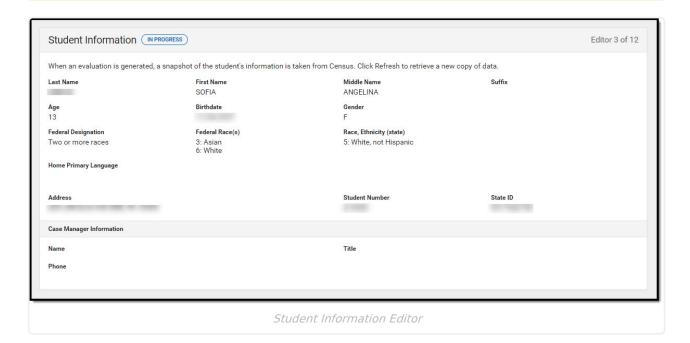


Field	Description	Ad Hoc	Validation
District SPED Phone	The district special ed phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone	N/A

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.



Field Name	Description	Ad Hoc
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



Field Name	Description	Ad Hoc
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
Age	The age of the student.	Census > People > Demographics > Age
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Federal Designation	The student's federally designated race/ethnicity.	Census > People > Demographics > Federal Designation identity.raceEthnicityFed1, raceEthnicityFed2, raceEthnicityFed3, raceEthnicityFed4, raceEthnicityFed5
Federal Race(s)	The student's federal race(s).	Census > People > Demographics > Race(s) identity.raceEthnicity??????
Race, Ethnicity (state)	The student's state race/ethnicity designation.	Census > People > Demographics > State Race/Ethnicity identity.raceEthnicity
Home Primary Language	The student's home primary language.	Census > People > Demographics > First Language identity.homePrimaryLanguage
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
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
Case Manage	r Information	



Field Name	Description	Ad Hoc
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Name	The name of the student's Case Manager.	Student Information > Special Ed > General > Team Members > Name
Title	The title of the staff member.	Student Information > Special Ed > General > Team Members > Caseload Role
Phone	The staff member's phone number.	Student Information > Special Ed > General > Team Members > Other Phone

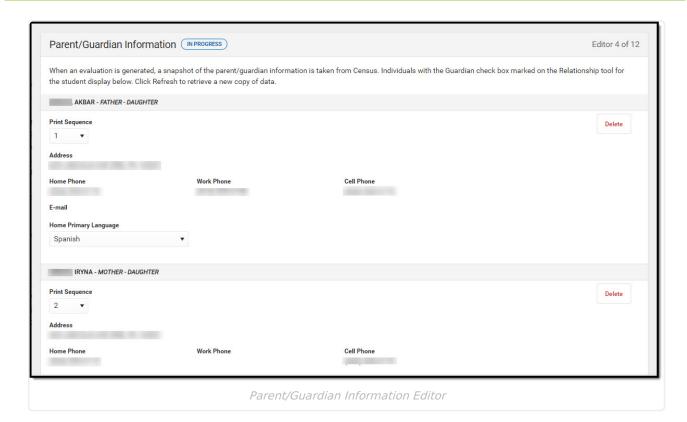
Parent/Guardian Information

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.





Field Name	Description	Ad Hoc	Validation
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.
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 middle name of the parent/guardian.	Census > People > Demographics > Middle Name identity.middleName	This field populates from Census. This is part of the header for the parent/guardian.
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.



Field Name	Description	Ad Hoc	Validation
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, a 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.
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.



Field Name	Description	Ad Hoc	Validation
Home Primary Language	The home primary language of the parent/guardian.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage	This field populates from Census. The dropdown options are pulled from the Home Primary Language Attribute/Dictionary list. See the Attribute/Dictionary documentation for additional information.

Sources of Evaluation Data

The Sources of Evaluation Data editor is used to describe the variety of data sources used to consider in determining the student's eligibility.



Field	Description
1. Physical condition, social, or cultural background, and adaptive behavior relevant to the student's disability and need for special education: Required	A description of the student's physical condition, background, and behaviors relevant to the student's disability and need for special education.

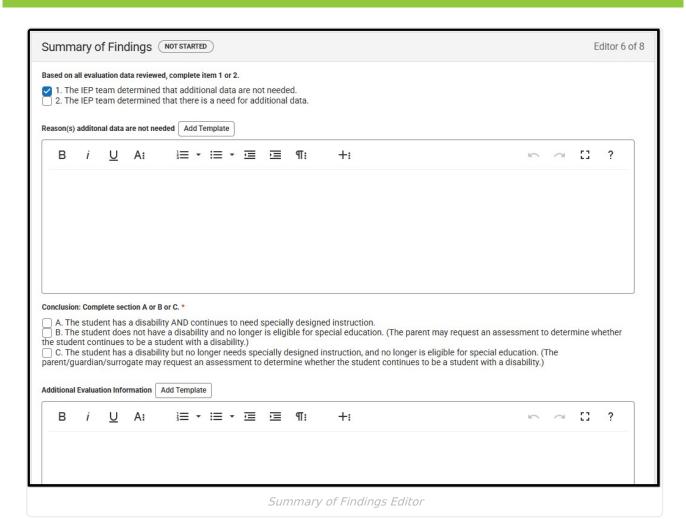


Field	Description
2. Evaluations and information provided by the parent (or documentation of LEA's attempts to obtain parental input): Required	A description of the evaluation information provided by the parent/guardian.
3. Aptitude and achievement tests: <i>Required</i>	A description of any achievement and/or aptitude tests given to the student.
4. Current classroom based assessments and local and/or state assessments: Required	A description of any classroom based or local/state assessments provided to the student.
5. Observations by teacher(s) and related services provider(s), when appropriate: Required	A description of the teachers' observations of the student.
6. Teacher recommendations: <i>Required</i>	A description of the teachers' recommendation for the student.
Determining factors: A student must not be found to be eligible for special education and related services if the determining factor for the student's suspected disability is any of those listed below. Respond Yes or No to, and provide evidence for, each determining factor below.	A description of the determining factors for special education.

Summary of Findings

The Summary of Findings editor documents the student's functional levels in academic achievement, functional performance, and behavioral information.





Field	Description	Additional Information
1. The IEP team determined that additional data are not needed	Indicates the IEP team determined additional data are not needed.	N/A
Reason(s) additional data are not needed: Displays when 1 is marked	Describes why the IEP team determined why additional data are not needed.	The Template Bank associated with this field is called PA RR Additional Data Not Needed.
2. The IEP determined there is a need for additional data	Indicated the IEP team determined additional data is needed.	N/A
Interpretation of additional data: Displays when 2 is marked	Describes the interpretation for additional data.	The Template Bank associated with this field is called PA RR Interpretation of Data.



Field	Description	Additional Information
Conclusion: Complete section A or B or C. Required		
A. The student has a disability AND continues to need specially designed instruction	The IEP team has determined the student has a disability and still needs specially designed instruction.	N/A
B. The student does not have a disability and no longer is eligible for special education. (The parent may request an assessment to determine if the student continues to be a student with a disability.)	The IEP team has determined the student does not have a disability and is no longer eligible to receive special education services.	N/A
C. The student has a disability but no longer needs specially designed instruction, and no longer is eligible for special education. (The parent/guardian/surrogate may request an assessment to determine whether the student continues to be a student with a disability.)	The IEP team has determined the student has a disability, but no longer required specially designed instruction and is no longer eligible for special education services.	N/A
i. Disability Category		
Primary disability category	The student's primary disability.	N/A
Secondary disability category, if any	The student's second disability, if applicable.	N/A
Tertiary disability category, if any	The student's third disability, if applicable.	N/A
Disability Area 4	The student's fourth disability, if applicable.	N/A
Disability 5	The student's fifth disability, if applicable.	N/A
ii. Summary of Findings		



Field	Description	Additional Information
Student's education strengths and needs:	Describes the student's educational strengths and needs.	The Template Bank associated with this field is called PA RR 2021: Summary of Findings – Student's education strengths and needs.
Present levels of academic achievement and related developmental needs, including transition needs as appropriate:	Describes the students present level of academic achievement and related developmental needs.	The Template Bank associated with this field is called PA RR 2021: Summary of Findings – Present levels of academic development
Recommendations for consideration by the IEP team regarding an additions or modifications to the special education and related services needed to enable the student to meet the measurable annual goals in the IEP and to participate as appropriate in the general education curriculum (including special considerations the IEP team must consider before developing the IEP, measurable annual goals, specially designed instruction, supplementary aids and services):	Describes the recommendations for consideration by the IEP team.	The Template Bank associated with this field is called PA RR 2021: Summary of Findings – Recommendations for considerations by the IEP team
Additional Evaluation Information	Described any additional evaluation information.	The Template Bank associated with this field is called PA RR Additional Evaluation information.

Team Meetings

The Team Meeting editor is used to document meeting information.



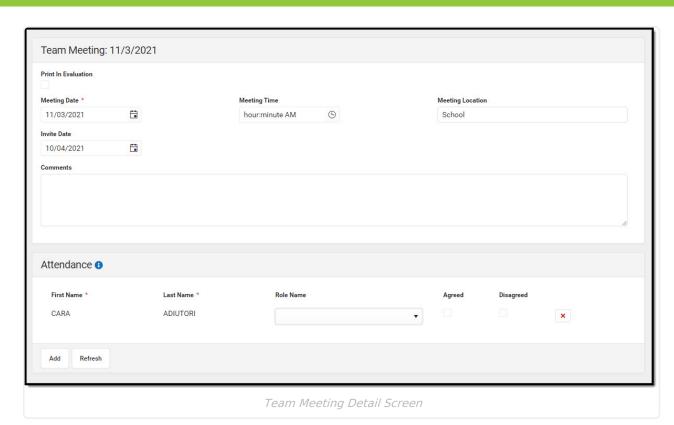
Team Meeting List Screen



Field	Description
Padlock Icon	The user currently working on the record.
Meeting Date	The date of the meeting.
Meeting Location	The location of the meeting.
Print in Evaluation	Indicates this meeting information prints on the Evaluation.

Team Meeting Detail Screen





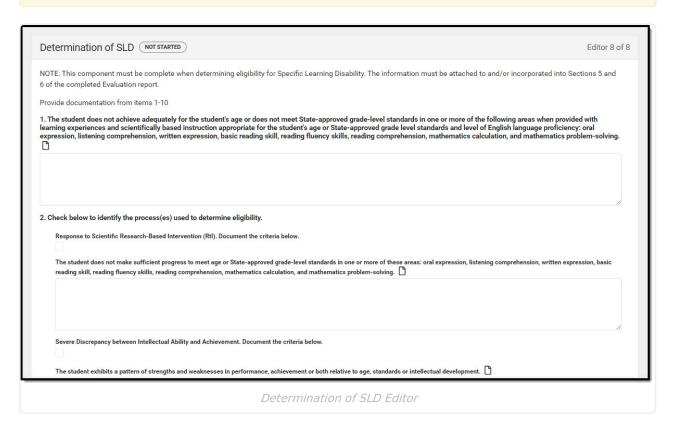
Field Description Print in Evaluation Indicates this meeting information prints on the Evaluation. **Meeting Date** The date of the evaluation meeting. Required **Meeting Time** The time of the meeting. **Meeting Location** The location of the meeting. **Invite Date** The date the team members were invited to the meeting. **Comments** Any comments related to the meeting. **Attendance First Name** The first name of the team member. Required **Last Name** The last name of the team member. Required **Role Name** The role of the team member. **Agreed** Indicated this team member agrees with the evaluation conducted for the student. Indicates this team member disagreed with the evaluation **Disagreed** conducted for the student.



Determination of SLD

The Determination of SLD (Specific Learning Disability) is used to document details related to the determination for eligibility.

This editor must be completed when determining eligibility for Specific Learning Disability.





Field	Description
1. The student does not achieve adequately for the student's age or does not meet State-approved grade-level standards in one or more of the following areas when provided with learning experiences and scientifically based instruction appropriate for the student's age or State-approved grade level standards and level of English language proficiency: oral expression, listening comprehension, written expression, basic reading skill, reading fluency skills, reading comprehension, mathematics calculation, and mathematics problemsolving.	Describes if the student is not achieving an academic standard that complies with state-approved grade-level standards.
2. Check below to identify the process(es)	used to determine eligibility.
Response to Scientific Research-Based Intervention (RtI). Document the criteria below.	Indicates that a scientific research based intervention was used to determine the student's special ed eligibility.
The student does not make sufficient progress to meet age or State-approved grade-level standards in one or more of these areas: oral expression, listening comprehension, written expression, basic reading skill, reading fluency skills, reading comprehension, mathematics calculation, and mathematics problemsolving.	Describes the areas the student is not meeting state approved grade-level standards.
Severe Discrepancy between Intellectual Ability and Achievement. Document the criteria below.	Indicates that an intellectual ability and achievement process was used to determine the student's special ed eligibility.
The student exhibits a pattern of strengths and weaknesses in performance, achievement or both relative to age, standards or intellectual development.	Describes the student's pattern of behaviors related to their academic achievement for their age and development.
3. The instructional strategies used and the student-centered data collected	Describes the instructional strategies used.
4. The educationally relevant medical findings, if any	Describes relevant medical findings.



Field	Description	
5. The effects of the student's environment, culture, economic background	Describes the effects of the student's environment.	
6. Data demonstrating that prior to referral or as part of the referral process for a specific learning disability, the student's regular education instruction was delivered by qualified personnel, including the English as a Second Language (ESL) program, if applicable	Describes the data collected prior to the student's referral or as part of the referral process indicating the student was taught by a qualified personnel.	
7. Data based on documentation of repeated assessments of achievement at reasonable intervals, reflecting progress during instruction, which was provided to the parents	Describes data provided by the parent/guardian(s) of the student.	
8. An observation in the student's learning environment (including the regular classroom setting) to document the student's academic performance and behavior in the areas of difficulty. Note the relationship of that behavior to the student's academic functioning.	Describes the student' academic performance and behaviors in the areas of difficulty.	
9. Other data, if needed, as determined by the evaluation team	Describes any other data pertaining to the evaluation.	
10. Include a statement for each item below to support the conclusions of the evaluation team that the findings are not primarily the result of		
Visual, hearing, motor disability	A statement of the student's conclusion regarding the student's visual, hearing, motor disability.	
Intellectual Disability	A statement of the student's conclusion regarding the student's intellectual disability.	
Emotional Disturbance	A statement of the student's conclusion regarding the student's emotional disturbance.	
Cultural factors	A statement of the student's conclusion regarding the student's cultural factors.	
Environmental or economic disadvantage	A statement of the student's conclusion regarding the student's environmental or economic disadvantage.	



Field	Description
Limited English proficiency	A statement of the student's conclusion regarding the student's limited English proficiency.