

Existing Data Review (Missouri)

Last Modified on 03/11/2024 8:47 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.

The current format of this document is the **MO EDR 2023**. Evaluation formats are managed using the [Special Ed Eval Types](#) tool.

Special Ed Document Editor ☆

Jesse T (JT) Student #: Grade: 01 DOB: Legal

[Student Information](#) > [Special Ed](#) > [Special Ed Document Editor](#)

Related Tools ^

Editor Home - *MO EDR 2023 ⓘ

NAME	STATUS	MODIFIED BY	COMPLETED BY
Existing Data Review Header	IN PROGRESS	System Administrator 11/13/23 9:16 AM	>
Enrollment Information	IN PROGRESS	System Administrator 11/13/23 9:16 AM	>
Student Information	IN PROGRESS	System Administrator 11/13/23 9:19 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 11/13/23 9:20 AM	>
Existing Data Review	IN PROGRESS	System Administrator 11/13/23 9:26 AM	>
Further Assessment Needed	IN PROGRESS	System Administrator 11/13/23 9:28 AM	>
Team Conclusions and Decisions	IN PROGRESS	System Administrator 11/13/23 9:31 AM	>

Print

Cancel

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 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
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.

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 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	Navigates the user to the Editor Home screen or to 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. 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	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 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

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

[Existing Data Review Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Existing Data Review](#) | [Further Assessment Needed](#) | [Team Conclusions and Decisions](#) | [Existing Data Review Team Members](#) | [Prior Written Notice](#)

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

Existing Data Review Header

The Existing Data Review Header editor lists general information about the Review.

Existing Data Review Header IN PROGRESS
Editor 1 of 9

This data review is being conducted as part of *

Initial Evaluation ▼

Specify Other

Date of Referral
needed for initial evaluation or parent referral for evaluation *

09/04/2023 📅

Date of most recent evaluation
for reevaluation ONLY

MM/DD/YYYY 📅

Date review of existing data decision is finalized

10/02/2023 📅

IEP team members and other qualified professionals, as appropriate

met ▼

to review all relevant existing evaluation information in order to determine what additional data, if any, was needed to determine:

1. Whether the child has a particular category of disability or, in the case of a reevaluation, whether the child continues to have a disability;
2. The present levels of performance and educational needs of the student;
3. Whether the child needs special education and related services, or in the case of a reevaluation, whether the child continues to need special education and related services; and
4. Whether any additions or modifications to the special education and related services are needed to enable the child to meet the measurable annual goals set out in the individualized education program of the child and to participate, as appropriate, in the general curriculum.

Existing Data Review Header Editor

▶ [Click here to expand...](#)

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read-only.

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

This editor cannot be placed in a Not Needed status.

Enrollment Information IN PROGRESS
Editor 2 of 9

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

Current Eligibility Category	Grade
<input type="text" value="06: Visual Impairment"/>	01

District Information

District Number	District Name	
<input type="text"/>	<input type="text" value="School District"/>	
District Address		District Phone
<input type="text"/>		<input type="text"/>
District SPED Address		District SPED Phone
<input type="text"/>		<input type="text"/>

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

This editor cannot be placed in a Not Needed status.

Student Information IN PROGRESS
Editor 3 of 9

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	First Name	Middle Name	Suffix
<input type="text"/>	Jesse	Timothy	
Age	Birthdate		
6	<input type="text"/>		
Address	Student Number	State ID	
<input type="text" value="MO 65109"/>	<input type="text"/>	<input type="text"/>	

Case Manager Information

Name	
<input type="text"/>	
Title	Phone
<input type="text"/>	<input type="text"/>

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 from Census. 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.

This editor cannot be placed in a Not Needed status.

Parent/Guardian Information IN PROGRESS
Editor 4 of 9

When an Evaluation is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian checkbox marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

██████████ Jesse Andrew - Father
Delete

Print Sequence

1 ▼

Address

██████████ MO 65251

Home Phone **Work Phone** **Cell Phone**

██████████
██████████
██████████

E-mail **Fax**

██████████
██████████

██████████ Sokvutina - Mother
Delete

Print Sequence

2 ▼

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

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Existing Data Review

The Existing Data Review editor records the review of existing evaluation data regarding the student's academic achievement to determine any additional data is needed, including additional

assessments.

This editor cannot be placed in a Not Needed status.

Existing Data Review IN PROGRESS Editor 5 of 9

👤	Area Reviewed ↑ 1	Data Source ↑ 2	Summary of Information Gained ↑ 3
	Vision	Medical reports	Student has a visual impairment in left eye.

1 - 1 of 1 items

Existing Data Review List Screen

▶ [Click here to expand...](#)

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Further Assessment Needed

The Further Assessment Needed editor indicates additional data is needed for a particular area in order to finish evaluating the student.

Further Assessment Needed IN PROGRESS Editor 6 of 9

	Area Reviewed	Further Assessment Needed
	Vision	No

1 - 1 of 1 items

Further Assessment Needed List Screen

▶ [Click here to expand...](#)

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Team Conclusions and Decisions

The Team Conclusions and Decisions editor is used to document the team's determination concerning the student's suspected disability/disabilities.

Team Conclusions and Decisions IN PROGRESS Editor 7 of 9

Based upon the Review of Existing Data the Team made the following decisions

ADDITIONAL DATA IS NEEDED: Additional data will be collected by administering assessment instrument(s) requiring written parental consent
if checked, choose type of evaluation

Initial Evaluation
MUST provide parent with Prior Written Notice for intent to evaluate and provide a description of the areas to be assessed and the tests to be administered, if known. Parental consent is required to initiate the evaluation

Reevaluation
MUST provide parent with Prior Written Notice for intent to evaluate and provide a description of the areas to be assessed and the tests to be administered, if known. Parental consent is required to initiate the reevaluation

However, IF parent does not respond to two attempts by the public agency to provide Prior Written Notices for intent to reevaluate, the public agency can proceed with reevaluation after the second 10 day waiting period if the parents do not file for due process.

NO ADDITIONAL DATA IS NEEDED: No additional data will be collected
if checked, choose type of evaluation

Initial Evaluation
MUST provide parent with Prior Written Notice and obtain Parental consent and provide an Evaluation Report that includes an eligibility determination based on Review of Existing Data

Reevaluation
Must select one of the reasons listed below

Team Conclusions and Decisions Editor

▶ [Click here to expand...](#)

Existing Data Review Team Members

The Existing Data Review Team Members editor lists those individuals who participated in the student's evaluation and meeting information.

Existing Data Review Team Members IN PROGRESS
Editor 8 of 9

Date of meeting or date decision was finalized *

The following individuals, meeting the requirements of an IEP team and other qualified professionals, made the determination on the Team Conclusions and Decisions editor

First Name *	Last Name *	Title/Role of Team Members *	Indicate Other Role *
<input type="text" value="Martha"/>	<input type="text" value="Example"/>	<input type="text" value="Special Education Teacher*"/>	<input type="checkbox"/>

*Required team participants for the Review of Existing Data - may NOT be excused

Existing Data Review Team Members Editor

▶ [Click here to expand...](#)

Prior Written Notice

The Prior Written Notice editor is used to document attempts to notify the student's parent/guardian regarding the evaluation results determined by the team.

Prior Written Notice Regarding Results of Review of Existing Data IN PROGRESS
Editor 9 of 9

Used ONLY for a Reevaluation When No Additional Data Required

Agency and Parent Rights and Responsibilities in Regards to Reevaluation when no additional data is required

Provide parent with notification (verbal or written) regarding evaluation results. If notification given verbally, the content of notification must be documented.

Parents have the right to request an assessment IF the purpose of conducting the assessment is to determine continued eligibility and to determine the educational needs of the child. If the parent requests additional assessments for any other reason (e.g., additional disability identification, updated test results, etc.) the district/agency would consider it a parent request for reevaluation and provide appropriate Prior Written Notice.

Parents must be notified of their right to further assessment, the decision, and the reason for the decision.

Date of Notification *

The review team has determined

The decision

After reviewing all existing data, the Review Team considered collecting additional data and concluded no additional data is needed at this time to determine the student continues to be a student with a disability.

Disability *

Prior Written Notice Editor

▶ [Click here to expand...](#)

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