

Existing Data Review (Missouri)

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.

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 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
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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 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	<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	<p>Navigates the user to the Editor Home screen or 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. 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	<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>

Button	Description
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

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																					
- Course of Study English (4 Templates) <table border="1" style="margin-top: 5px;"> <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	<table border="1" style="margin-top: 5px;"> <tbody> <tr> <td>1</td> <td>Course of Study 9 Grade 9: English 100</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>Course of Study 10 Grade 10: English 200</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>Course of Study 11 Grade 11: English 300</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>Course of Study 12 Grade 12: English 400</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	1	Course of Study 9 Grade 9: English 100	<input type="checkbox"/>	2	Course of Study 10 Grade 10: English 200	<input type="checkbox"/>	3	Course of Study 11 Grade 11: English 300	<input type="checkbox"/>	4	Course of Study 12 Grade 12: English 400	<input type="checkbox"/>
Add	Templates																						
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1	Course of Study 9 Grade 9: English 100	<input type="checkbox"/>																					
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3	Course of Study 11 Grade 11: English 300	<input type="checkbox"/>																					
4	Course of Study 12 Grade 12: English 400	<input type="checkbox"/>																					
+ 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

[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 Editor 1 of 9

This data review is being conducted as part of *

Specify Other

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

Date of most recent evaluation
 for reevaluation ONLY

Date review of existing data decision is finalized

IEP team members and other qualified professionals, as appropriate

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...](#)

Field	Description	Validation
This data review is being conducted as part of <i>Required</i>	The type of evaluation. Options include: <ul style="list-style-type: none"> Initial Evaluation Required Three Year Reevaluation Other 	N/A
Specify Other <i>*Required</i>	The other type of evaluation.	*This field is available and required when Other is selected above.
Date of Referral <i>Required</i>	The date the student was referred for evaluation.	N/A
Date of most recent evaluation	The date of the previous evaluation.	This is only needed for Required Three Year Reevaluation evaluation types.
Date review of existing data decision is finalized <i>*Required</i>	The day the existing data review was completed.	*This field is required in order to Complete the editor.
IEP team members and other qualified professionals, as appropriate	Indicates how the IEP team members worked together to complete the review. Options include: <ul style="list-style-type: none"> met conferred 	N/A

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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

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...](#)

Field	Description	Validation
Current Eligibility Category	The primary disability of the student.	<p>This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.</p> <p>Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1).</p> <p>Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.</p>

Field	Description	Validation
Grade	The student's current grade.	This field auto-populates from the selected Enrollment on Refresh and is read-only. Enrollments > Grade (Enrollment.grade)
District Information		
District Number	The district number associated with the Enrolled school.	This field is read-only and auto-populates from District Information > State District Number.
District Name	The district name associated with the Enrolled school.	This field is read-only and auto-populates from District Information > Name.
District Address	The district address associated with the Enrolled school.	This field is read-only and auto-populates from District Information > Address.
District Phone	The district phone number associated with the Enrolled school.	This field is read-only and auto-populates from District Information > Phone.
District SPED Address	The district special ed address associated with the Enrolled school.	This field is read-only and auto-populates from District Information > SPED Address.
District SPED Phone	The district special ed phone number associated with the Enrolled school.	This field is read-only and auto-populates from District Information > SPED Phone.

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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 [Redacted]	First Name Jesse	Middle Name Timothy	Suffix
Age 6	Birthdate [Redacted]		
Address [Redacted] MO 65109		Student Number [Redacted]	State ID [Redacted]

Case Manager Information

Name	
Title	Phone

Student Information Editor

▶ [Click here to expand...](#)

Field	Description	Location (when <i>Refresh</i> is clicked)
Last Name	The student's last name.	Demographics > Last Name identity.lastName
First Name	The student's first name.	Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Demographics > Suffix Name identity.suffix
Birthdate	The student's date of birth.	Demographics > Birth Date identity.birthDate
Age	The age of the student.	Demographics > Age
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.	Household Addresses > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.appt; address.city; address.state; address.zip

Field	Description	Location (when <i>Refresh</i> is clicked)
Student Number	The student's identification number.	Demographics > Student Number identity.studentNumber
State ID	The student's state identification number.	Demographics > State ID identity.stateID
Case Manager		
Name	The name of the student's case manager.	Special Ed Team Members > Name teamMember.firstName teamMember.lastName
Title	The role of the student's case manager.	Special Ed Team Members > Title teamMember.title
Phone	The phone number of the case manager.	Special Ed Team Members > Phone

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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...](#)

Field	Description	Location (when Refresh is clicked)	Validation
Relationship	The relation of the parent/guardian to the student.	Relationships > Relationship	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.	Demographics > First Name identity.firstName	This is part of the header for the parent/guardian.
Middle Name	The middle name of the parent/guardian.	Demographics > Middle Name identity.middleName	This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	Demographics > Suffix Name identity.suffix	This is part of the header for the parent/guardian.

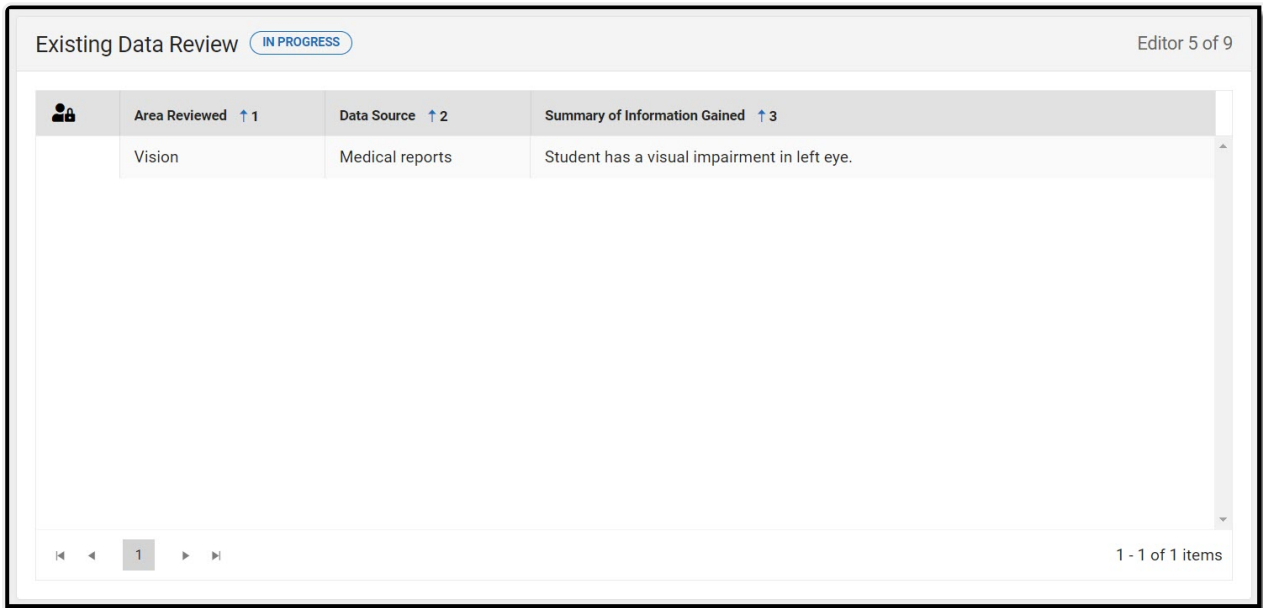
Field	Description	Location (when <i>Refresh</i> is clicked)	Validation
Print Sequence	The print order of the parent/guardian(s) on the Evaluation.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number print in the order defined THEN un-sequenced parent/guardian(s) display at the bottom.
Address	The parent/guardians' address.	Households Addresses > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.aprt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, there is a drop down with an option to select which address. When there is only one address, the drop down only holds one option. The populated address is the one marked Primary.
Home Phone	The home phone number of the parent/guardian.	Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Demographics > Cell Phone	This field populates from Census.
Email	The primary email address for the parent/guardian.	Demographics > Email	This field populates from Census.
Fax	The parent/guardians' fax number.	N/A	N/A

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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 List Screen

▶ [Click here to expand...](#)

Existing Data Review List Screen

Column Name	Description
Padlock Icon	The user currently editing the team meeting record.
Area Reviewed	The area reviewed.
Data Source	The source of data.
Summary of Information Gained	Any student strengths or concerns raised by the IEP team based on the data reviewed.

Existing Data Review Detail Screen

Select an existing record or click **New** to view the detail screen.

Existing Data Review

In making this determination, the following information was reviewed by the team
 Note: Not all areas will have all data sources addressed

Area Reviewed * **Data Source ***

Vision Medical reports

Type and description of data reviewed *
 Include name and date of the previous assessment if applicable

Medical records from doctor.

Summary of information gained *
 Describe strengths and concerns

Student has a visual impairment in left eye.

Existing Data Review Detail Screen

Field	Description	Validation
Area Reviewed <i>Required</i>	The area reviewed. Options are: <ul style="list-style-type: none"> • Vision • Hearing • Health • Motor • Speech • Language • Intellectual/Cognitive • Adaptive Behaviors • Social/Emotional/Behavioral • Academic Achievement • Post-secondary Transition • Assistive Technology 	The option selected determines which values display in the Data Source field.
Data Source <i>Required</i>	The source of data. Click the Click to expand link to view all values available. ▶ Click here to expand... <p>Options when Vision is selected are:</p> <ul style="list-style-type: none"> • General screening • School health records • Previous assessments • Medical reports • Teacher • Parent • Other 	Options available in this dropdown are determined by the selection made in the Area Reviewed field.

Field	Description	Validation
	<p>Options when Hearing is selected are:</p> <ul style="list-style-type: none"> • General screening • School health records • Previous assessments • Medical reports • Teacher • Parent • Other <p>Options when Health is selected are:</p> <ul style="list-style-type: none"> • General screening • School health records • Previous assessments • Medical reports • Teacher • Parent • Other <p>Options when Motor is selected are:</p> <ul style="list-style-type: none"> • General screening • School health records • Previous assessments • Medical reports • Teacher • Parent • Other <p>Options when Speech is selected are:</p> <ul style="list-style-type: none"> • General screening • Previous assessments • Medical reports • Teacher • Parent • Related service provider • Other <p>Options when Language is selected are:</p> <ul style="list-style-type: none"> • General screening • Previous assessments • Medical reports • Teacher • Parent • Related service provider • Other <p>Options when Intellectual/Cognitive is selected are:</p>	

Field	Description	Validation
	<ul style="list-style-type: none"> • Previous assessments • Medical reports • School records • Teacher • Parent • Other <p>Options when Adaptive Behaviors is selected are:</p> <ul style="list-style-type: none"> • Previous assessments • Medical reports • School records • Teacher • Parent • Other <p>Options when Social/Emotional/Behavioral is selected are:</p> <ul style="list-style-type: none"> • Previous assessments • Medical reports • Teacher • Parent • Student • Counselor • Related service provider • Outside agency • School records • Other <p>Options when Academic Achievement is selected are:</p> <ul style="list-style-type: none"> • Classroom/teacher assessments • Curriculum-based assessments • LEA-wide assessments • State-wide MAP assessments • Previous assessments • School records • Teacher • Parent • Student • Intervention strategies • Current IEP progress report • Other <p>Options when Post-Secondary Transition is selected are:</p> <ul style="list-style-type: none"> • Education • Training • Employment 	

Field	Description	Validation
	<ul style="list-style-type: none"> • Independent Living • Vocational interest inventories • Previous assessments • Teacher • Parent • Student • Employer • Current IEP transition plan • Outside agency • Other <p>Options when Assistive Technology is selected are:</p> <ul style="list-style-type: none"> • Previous assessments • Medical reports • Teacher • Parent • Student • Related service provider • Outside agency • Other 	
Type and description of data reviewed <i>Required</i>	A description of the type of data reviewed, including names and dates of previous assessments completed when applicable.	This field has a limit of 8000 characters.
Summary of information gained <i>Required</i>	Any student strengths or concerns raised by the IEP team based on the data reviewed.	This field has a limit of 8000 characters.

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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...](#)

Further Assessment Needed List Screen

Column Name	Description
Padlock Icon	The user currently editing the team meeting record.
Area Reviewed	The area reviewed.
Further Assessment Needed	Indicates further assessment for the area reviewed is necessary.

Further Assessment Needed Detail Screen

Select an existing record or click **New** to view the detail screen.

Further Assessment Needed

Area/Data Source Reviewed * Further Assessment Information Needed *

Vision No

Assessment Instruments, if known

N/A

Further Assessment Needed Detail Screen

Field	Description	Validation
Area/Data Source Reviewed <i>Required</i>	The area and/or data source reviewed. Options include: <ul style="list-style-type: none"> • Vision • Hearing • Health • Motor • Speech • Language • Intellectual/Cognitive • Adaptive Behaviors • Social/Emotional/Behavioral • Academic Achievement • Post-secondary Transition • Assistive Technology 	When an option is selected, that value is removed from the dropdown.
Further Assessment Information Needed <i>Required</i>	Indicates further assessment information is needed. Options are Yes or No.	N/A
Assessment Instruments, if known	Any assessment instruments needed for further assessment.	This field has a limit of 8000 characters.

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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...](#)

Field	Description	Validation
ADDITIONAL DATA IS NEEDED: Additional data will be collected by administering assessment instrument(s) requiring written parental consent	Indicates additional data needs to be collected to make a determination.	When marked, either the Initial Evaluation or Reevaluation checkbox must be marked. Either this field OR No Additional Data is Needed can be marked, not both.
Initial Evaluation	Indicates an initial evaluation is needed.	This field is available when Additional Data is Needed is marked. Either this or Reevaluation must be marked when available.
Reevaluation	Indicates a reevaluation is needed.	This field is available when Additional Data is Needed is marked. Either this or Initial Evaluation must be marked when available.
NO ADDITIONAL DATA IS NEEDED: No additional data will be collected	Indicates no additional data is needed to make a determination.	When marked, either the Initial Evaluation or Reevaluation checkbox must be marked. Either this field OR Additional Data is Needed can be marked, not both.

Field	Description	Validation
Initial Evaluation	Indicates an initial evaluation needed.	This field is available when No Additional Data is Needed is marked. Either this or Reevaluation must be marked when available.
Reevaluation	Indicates a reevaluation is needed.	This field is available when No Additional Data is Needed is marked. Either this or Initial Evaluation must be marked when available.
Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability	A sub-category of Reevaluation. Indicates sufficient data exists to prove the student meets criteria for having a disability.	Only one of the Reevaluation sub-checkboxes can be selected.
Disability Category <i>*Required</i>	The primary disability of the student.	<p>*This field is available and required when Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability is marked.</p> <p>This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.</p> <p>Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1).</p> <p>Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.</p>

Field	Description	Validation
Disability Subcategory	The student's secondary disability.	<p>*This field is available when Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability is marked.</p> <p>This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.</p> <p>Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1).</p> <p>Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.</p>
As evidenced by <i>*Required</i>	A text area used to describe the justification for the disability determination.	<p>*This field is available and required when Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability is marked.</p> <p>This field has a limit of 8000 characters.</p>
The child continues to demonstrate adverse educational impact due to their disability as evidenced by these specific educational concerns <i>*Required</i>	Indicates the student is adversely impacted by their disability.	<p>*This field is available and required when Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability is marked.</p> <p>This field has a limit of 8000 characters.</p>
Based on the information, the child continues to demonstrate the need for special education and related services	Indicates the student requires special education and related services. Options are Yes or No.	<p>*This field is available and required when Sufficient information exists to determine the child continues to meet eligibility criteria as a student with a disability is marked.</p>

Field	Description	Validation
Sufficient information exists to change the current identification FROM	Indicates their is evidence that the student's disability is changing from the previous determination.	Only one of the Reevaluation sub-checkboxes can be selected.
Previous Disability <i>*Required</i>	The previous disability.	<p>*This field is available and required when Sufficient information exists to change the current identification FROM is marked.</p> <p>This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.</p> <p>Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1).</p> <p>Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.</p>
New Disability <i>*Required</i>	The new disability.	<p>*This field is available and required when Sufficient information exists to change the current identification FROM is marked.</p> <p>This field auto-populates from the selected Enrollment on Refresh. Users can also manually edit the value when needed.</p> <p>Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1).</p> <p>Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.</p>

Field	Description	Validation
Sufficient information exists on which to base the decision that the student does not continue to show evidence of the disability indicated in the initial or most recent evaluation and does not continue to need special education and related service	Indicates the student was previously determined to have a disability, but no longer shows evidence of the disability and does not need special education or related services anymore.	Only one of the Reevaluation sub-checkboxes can be selected.

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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...](#)

Field	Description	Validation
Date of meeting or date decision was finalized <i>Required</i>	The day of the meeting OR the day the determination was made.	N/A
First Name <i>Required</i>	The first name of the team member.	This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.

Field	Description	Validation
Last Name <i>Required</i>	The last name of the team member.	This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.
Title/Role of Team Members <i>*Required</i>	The role of the team member. Options include: <ul style="list-style-type: none"> • Parent* • LEA Representative* • Regular Education Teacher* • Special Education Teacher* • Person to Interpret Instructional Implications of Evaluation Results* • Other 	*This field is required in order to Complete the editor. The following are required members of the team: <ul style="list-style-type: none"> • Parent • LEA Representative • Regular Education Teacher • Special Education Teacher • Person to Interpret Instructional Implications of Evaluation Results This field auto-populates with value from Link to Team Member, but allows for manual entry when a text field.
Indicate Other Role <i>*Required</i>	The other role of the team member.	*Always displays, but is required when Other is selected as the Role above.

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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 *

09/18/2023

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 *

06: Visual Impairment

Prior Written Notice Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Date of Notification <i>Required</i>	The date team members were notified of the meeting.	
Disability <i>Required</i>	The student's disability.	Options available are managed in a locked Attribute Dictionary > Enrollment > Primary Disability (Enrollment.disability1). Ad hoc Inquiries: Learner Planning > Learning Plans > disability1.
Name	The team member's name.	N/A
Role	The role of the team member.	N/A
Phone Number	The team member's phone number.	N/A

Field	Description	Validation
Method of Notification	The method of communication. Options include: <ul style="list-style-type: none"> • Verbal • Written • In Person • Regular Mail • By Phone • Certified Mail • Other 	N/A
Specify Other <i>*Required</i>	The other method of communication.	*This field is available and required when Other is selected from Method of Notification.
How notified	When Verbal is selected as the Method of Notification, the options in this field are In Person or By Phone. When Written is selected as the Method of Notification, the options include Regular mail, Certified mail, or Other.	N/A
Specify Other <i>*Required</i>	The other written method of communication.	*This field is available and required when Other is selected from How Notified.

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