

Evaluation (Delaware)

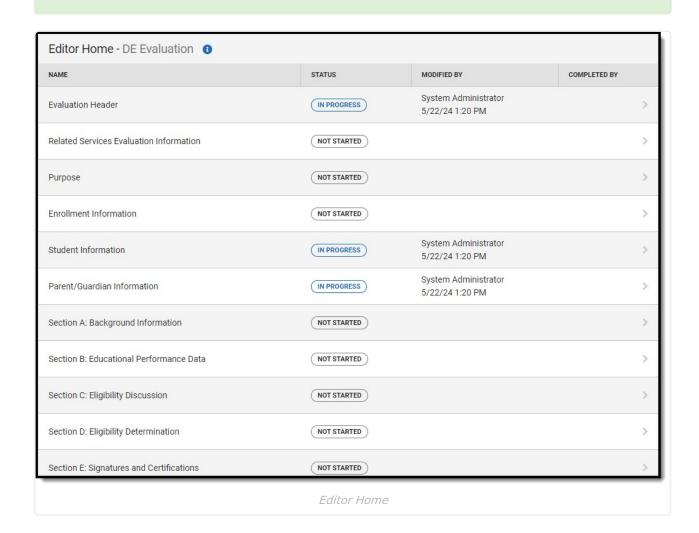
Last Modified on 10/21/2024 8:20 am CD7

Editor Home | General Information | Editor Types | Editor Lock Out and Release Logic | Text Editors | Editors

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, 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 eligibility documentation, is given to the student's parents by the school district.

The current print format is **DE Evaluation 2024**. Delaware is a State Edition and districts cannot change the evaluation format.





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	 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 Delaware Special Ed Plan eSignature Process article 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



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	Changes the status of the editor. • 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. The following status is only available for the Nevada and Delaware: • 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 Delaware Special Ed Plan eSignature Process article for additional information.
Print	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor



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.

Text Editors

Images should not be inserted into text fields.

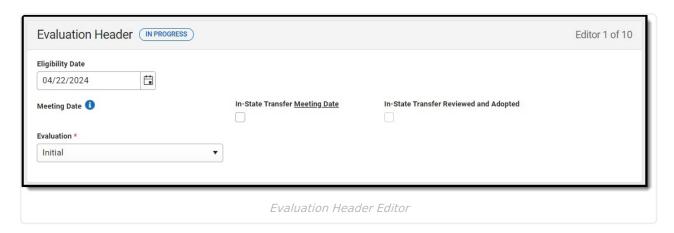
Editors

Evaluation Header | Related Services Evaluation Information | Purpose | Enrollment Information | Student Information | Parent/Guardian Information | Section A: Background Information | Section B: Educational Performance Data | Section C: Eligibility Discussion | Section D: Eligibility Determination | Section E: Signatures and Certifications

Evaluation Header



The Evaluation Header editor documents relevant dates concerning the student's current or future evaluations.



▶ Click here to expand...

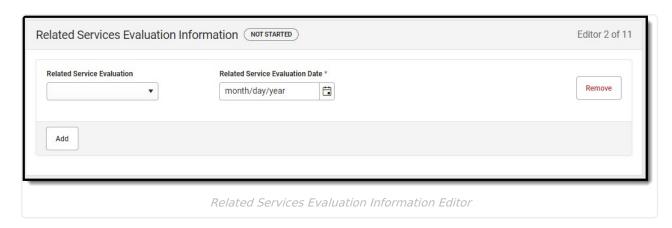
Field	Description	Validation
Eligibility Date *Required	The day the student was determined for eligibility.	*This is required to complete the editor.
Meeting Date *Required The day of the meeting.		*This is required to complete the editor. This date pulls in from the Section E: Signatures and Certifications editor. Only Initial Eligibility Determination or Reevaluation for Eligibility Determination Meeting Invite documents pull in.
In-State Transfer Meeting Date	The date to review the evaluation of a student who transferred to a district from another district within Delaware.	N/A
In-State Transfer Reviewed and Adopted	Indicates that the evaluation of an instate transfer student has been reviewed and accepted.	N/A
Evaluation <i>Required</i>	The type of evaluation. Options are Reevaluation or Initial.	N/A

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Related Services Evaluation Information

The Related Service Evaluation Information editor documents when a related service evaluation was conducted for the student, which can be separate from the regular evaluation process.





Purpose

The only field on the Purpose editor is the "Describe purpose(s) for referral including presenting concerns" text field.

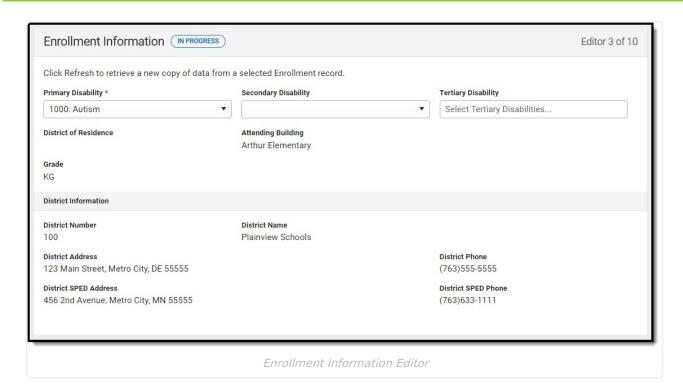


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Enrollment Information

The Enrollment Information editor is a read-only editor that pulls in district and school information where the student is enrolled. This editor also documents the student's disability(ies).





Field	Description	Validation
Primary Disability Required	The student's first disability. Options include: • 1000 Autism • 1100 Deaf-Blind • 1400 Developmental Delay • 0200 Emotional Disability • 0700 Hearing Impairment • 0300 Learning Disability • 0100 Mild Intellectual Disability • 0400 Moderate Intellectual Disability • 0603 Orthopedic Impairment • 0601 Other Health Impairment • 0900 Partially Sighted • 1600 Pre-School Speech Delay • 0500 Severe Intellectual Disability • 1200 Speech and/or Language Impairment • 1300 Traumatic Brain Injury • 0800 Visually Impaired	N/A



Field	Description	Validation
Secondary Disability	The student's second disability, when applicable. The options available are the same as the Primary Disability options.	N/A
Tertiary Disability	The student's third disability, when applicable. The options available are the same as the Primary Disability options.	N/A
District of Residence	The student's district of residence.	This field pulls in from the student's Enrollment tool.
Attending Building	The building where the student attends school.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified.
Grade	The student's grade.	Upon Refresh, this field is pulled from the Enrollment tool and cannot be modified. Database
		Location: enrollment.grade
District Information	n e e e e e e e e e e e e e e e e e e e	
District Number	The district number associated with the Enrolled school.	District Information > State District Number
District Name	The district name associated with the Enrolled school.	District Information > Name
District Address	The district address associated with the Enrolled school.	District Information > Address
District Phone	The district phone number associated with the Enrolled school.	District Information > Phone
District SPED Address	The district special education address associated with the Enrolled school.	District Information > SPED Address
District SPED Phone	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

Student Information

The Student Information editor pulls demographic information regarding the student. This is a read-only editor.



The **Refresh** button retrieves a fresh copy of data from the student's record.

Student Information (IN PROGRESS)			Editor 4 of 10	
When a Plan is generated	, a snapshot of the student's informat	ion is taken from Census. Click Refresh	to retrieve a new copy of data.	
Last Name	First Name Colton	Middle Name	Suffix	
Birthdate 02/01/2018	Student ID 103667			
Address				
Case Manager Information				
Name		Title		
Phone				
	C+	udent Information Editor		

Field Name	Description	Database and UI Location (when Refreshed 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 birthdate.	Demographics > Birth Date identity.birthDate
Student ID	The student's ID number.	Enrollment > Student Number identity.studentNumber



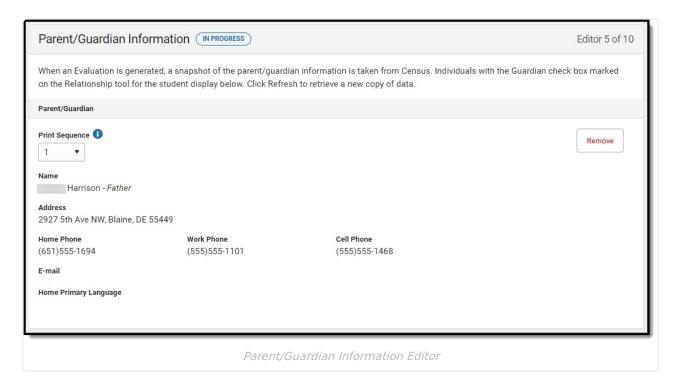
Field Name	Description	Database and UI Location (when Refreshed is clicked)
Address	The student's address.	Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Case Manager I	nformation	
Name	The first and last name of the team member.	Student Information > Special Ed Team Members
Title	The role of the team member.	Student Information > Special Ed Team Members
Phone	The phone number of the team member.	Student Information > Special Ed Team Members

Parent/Guardian Information

The Parent/Guardian Information editor pulls the contact information of the student's parent/guardian(s).

The **Refresh** button retrieves a fresh copy of data from the parent/guardian's record.





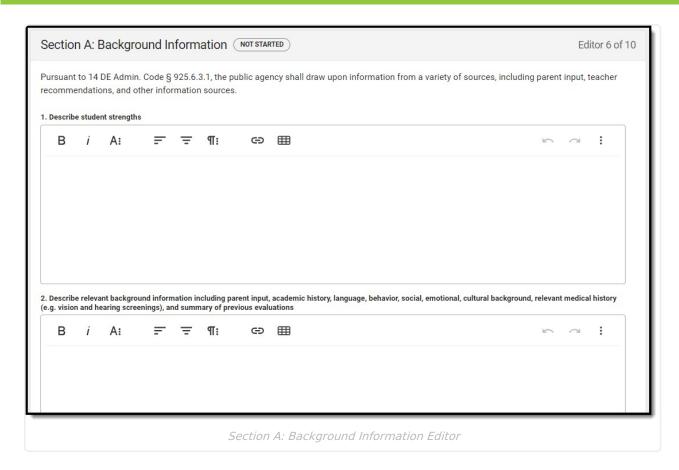
Field	Description
Print Sequence	The order in which the parent/guardian displays.
Name	The name of the parent/guardian.
Address	The address of the parent/guardian.
Home Phone	The parent/guardian's home phone.
Work Phone	The parent/guardian's work phone.
Cell Phone	The parent/guardian's cell phone.
Email	The parent/guardian's email.
Home Primary Language	The language the parent/guardian speaks at home.

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Section A: Background Information

The Background Information editor is used to document the student's strengths and relevant data.

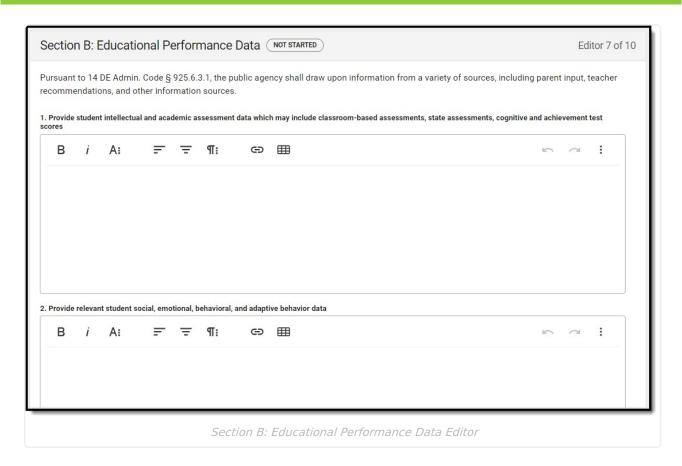




Section B: Educational Performance Data

The Educational Performance Data editor is used to document assessment data to determine the student's special education eligibility.

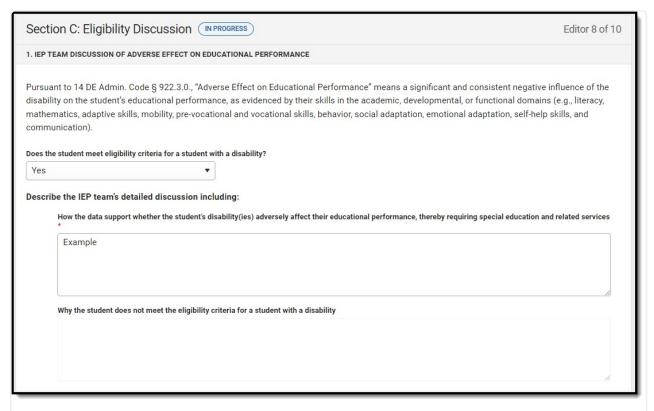




Section C: Eligibility Discussion

The Eligibility Discussion editor is used to document the student's eligibility status and relevant criteria.





Section C: Eligibility Discussion Editor

Field	Description	Validation		
1. IEP TEAM DISCUSSION OF AL	1. IEP TEAM DISCUSSION OF ADVERSE EFFECT ON EDUCATIONAL PERFORMANCE			
Does the student meet eligibility criteria for a student with a disability?	Indicates the student's eligibility for having a disability. Options are Yes or No.	N/A		
How the data support whether the student's disability(ies) adversely affect their educational performance, thereby requiring special education and related services *Required	A description of how the data supports the student's eligibility status.	*This field is available and required when Yes is selected from the "Does the student meet eligibility criteria for a student with a disability?" field. This field is limited to 8000 characters.		



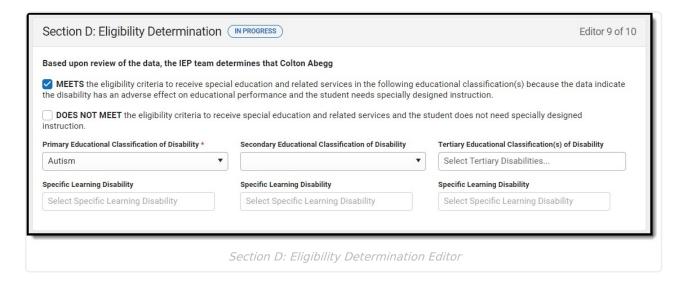
Field	Description	Validation
Why the student does not meet the eligibility criteria for a student with a disability *Required	A description as to why the student does not meet the disability criteria.	*This field is available and required when No is selected from the "Does the student meet eligibility criteria for a student with a disability?" field. This field is limited to 8000 characters.
Is SLD being considered?	Indicates SLD is being considered. Options are Yes or No.	N/A
Indicate whether the child does not achieve adequately for the child's age or to meet State-approved grade-level standards (14 DE Admin. Code § 925.6.11.1.1) * *Required	Indicates the student does not achieve adequately for their age to meet state grade-level standards.	*This field is available and required when Yes is selected from the "Is SLD being considered?" field.
Describe the child's insufficient progress (14 DE Admin. Code § 925.6.11.1.2), and/or identify the child's pattern(s) of strength and weakness (14 DE Admin. Code § 925.6.11.1.3) *Required	A description of the student's progress.	*This field is available and required when Yes is selected from the "Is SLD being considered?" field. This field is limited to 8000 characters.
2. STATEMENT OF ASSURANCE		
Educational Performance: As per the special rule for eligibility determination in 14 DE Admin. Code § 925.6.2, the IEP team has determined that the child's educational performance	Indicates the student's educational performance. Options are Is or Is Not.	N/A



Field	Description	Validation
Information Sources: In making the eligibility determination described above, the school district, charter school, or other public agency assures it has drawn upon information from a variety of sources and information from all such sources is documented and carefully considered.	Indicates a variety of sources were considered. Options are Yes or No.	N/A
Documentation: The IEP team has acquired all of the documentation required for consideration of eligibility determination as indicated in the documentation section located in subsection .6 of each educational classification of disability under consideration as listed in 14 DE Admin. Code § 925.6.	Indicates all documentation has been acquired. Options are Yes or No.	N/A

Section D: Eligibility Determination

The Eligibility Determination editor documents the team's decision regarding the student's eligibility determination.





Field	Description	Validation
Based upon review of the data, the IEP team determines that <student name=""></student>	 The team's determination. Options include: MEETS the eligibility criteria to receive special education and related services in the following educational classification(s) because the data indicate the disability has an adverse effect on educational performance and the student needs specially designed instruction. DOES NOT MEET the eligibility criteria to receive special education and related services and the student does not need specially designed instruction. 	Only one option can be selected.
Primary Educational Classification of Disability *Required	The student's disability. Options include: Autism Deaf-Blind Developmental Delay Emotional Disability Hearing Impairment Specific Learning Disability Intellectual Disability Orthopedic Impairment Other Health Impairment Speech or Language Impairment Traumatic Brain Injury Visual Impairment Including Blindness	*This field is available and required when MEETS is selected from the "Based upon review of the data, the IEP team determines that" dropdown. Only one option can be selected.



Field	Description	Validation
Secondary Educational Classification of Disability	The student's secondary disability. Options include:	This field is available when MEETS is selected from the "Based upon review of the data, the IEP team determines that" dropdown. Only one option can be selected AND cannot be selected in the Primary Educational Classification of Disability field.
Tertiary Educational Classification(s) of Disability	The student's third disability. Options include: • Autism • Deaf-Blind • Developmental Delay • Emotional Disability • Hearing Impairment • Specific Learning Disability • Intellectual Disability • Orthopedic Impairment • Other Health Impairment • Speech or Language Impairment • Traumatic Brain Injury • Visual Impairment Including Blindness	This field is available when MEETS is selected from the "Based upon review of the data, the IEP team determines that" dropdown. Multiple selections can be made. This selection cannot be select in Primary or Secondary Educational Classification of Disability fields.
Specific Learning Disability *Required	Options include: Basic Reading Skills Reading Fluency Skills Reading Comprehension Mathematics Calculation Mathematics Problem Solving Oral Expression Listening Comprehension Written Expression	*This field is available and required when Specific Learning Disability is selected from the "Primary Educational Classification of Disability" Multiple selections can be made.

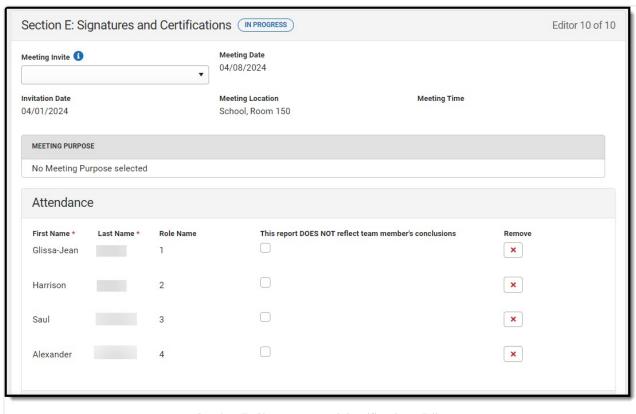


Field	Description	Validation
Specific Learning Disability *Required	Options include: Basic Reading Skills Reading Fluency Skills Reading Comprehension Mathematics Calculation Mathematics Problem Solving Oral Expression Listening Comprehension Written Expression	*This field is available and required when Specific Learning Disability is selected from the "Secondary Educational Classification of Disability" field. Multiple selections can be made.
Specific Learning Disability *Required	Options include: Basic Reading Skills Reading Fluency Skills Reading Comprehension Mathematics Calculation Mathematics Problem Solving Oral Expression Listening Comprehension Written Expression	*This field is available and required when Specific Learning Disability is selected from "Tertiary Educational Classification(s) of Disability." Multiple selections can be made.

Section E: Signatures and Certifications

The Signatures and Certifications editor documents the team members' conclusions.





Section E: Signatures and Certifications Editor

Field	Description	
Meeting Invite Required	The Meeting Invite document associated with this Evaluation.	Only Initial Eligibility Determination or Reevaluation for Eligibility Determination Meeting Invite documents are available in this dropdown. The Meeting Invitation must be locked to display in this dropdown.
Meeting Date	The day of the meeting.	This is read-only and pulls in from the locked Meeting Invitation document.
Invitation Date	The day of the meeting invitation.	This is read-only and pulls in from the locked Meeting Invitation document.
Meeting Location	The location of the meeting.	This is read-only and pulls in from the locked Meeting Invitation document.



Field	Description	
Meeting Time	The time of the meeting.	This is read-only and pulls in from the locked Meeting Invitation document.
Meeting Purpose	The description of the meeting purpose.	This is read-only and pulls in from the locked Meeting Invitation document.
Attendance		
First Name	The person's first name.	Displays as read-only and pulls from the Meeting Invitation document, unless manually adding people.
Last Name	The person's last name.	Displays as read-only and pulls from the Meeting Invitation document, unless manually adding people.



Field	Description	
Role Name	The person's role. Click the expand link to view the list of available roles. Click here to expand Student Parent LEA Representative/Designee General Education teacher Special Education Teacher Special Education Teacher Speech Language Pathologist Career and Tech Education Administrator Advocate Audiologist Teacher COTA Curriculum Specialist Designee Educational Diagnostician Instructional Aide Interpreter Occupational Therapist Orientation and Mobility Specialist Physical Therapist Recreation Therapist Recreation Therapist School Counselor School Nurse School Social Worker Special Education Administrator Special Education Paraprofessional Supervisor Supportive Services Staff Teacher English as a Second Language Teacher's Aid Other	Displays as read-only and pulls from the Meeting Invitation document, unless manually adding people.
This report DOES NOT reflect team member's conclusions	Indicates this person disagrees with the conclusions of the team.	N/A