

Evaluation (Delaware)

Last Modified on 05/01/2026 9:16 am CDT

Tool Search: Special Ed Documents

Evaluations document the student's educational needs and determine eligibility for special education. This document describes each editor, each field on the editor, 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. The school district gives the student's guardians a copy of the evaluation summary report, including the eligibility documentation. See the core [Plan and Evaluation Information](#) article for information on general functionality, navigation, and additional plan and evaluation features.

The current print format is **DE Evaluation 2025**. Delaware is a State Edition, and districts cannot change the evaluation format.

Editor Home - DE Evaluation ?			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Header	IN PROGRESS	System Administrator 5/22/24 1:20 PM	>
Related Services Evaluation Information	NOT STARTED		>
Purpose	NOT STARTED		>
Enrollment Information	NOT STARTED		>
Student Information	IN PROGRESS	System Administrator 5/22/24 1:20 PM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 5/22/24 1:20 PM	>
Section A: Background Information	NOT STARTED		>
Section B: Educational Performance Data	NOT STARTED		>
Section C: Eligibility Discussion	NOT STARTED		>
Section D: Eligibility Determination	NOT STARTED		>
Section E: Signatures and Certifications	NOT STARTED		>

Editor Home

Images in Text Fields

Delaware users can add images to WYSIWYG text fields in Special Education documents. These images also display on the printed document. See the [Enable image upload in text fields for Special Ed Documents](#) article for setup information.

Evaluation Header

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

Evaluation Header IN PROGRESS
Editor 1 of 10

Eligibility Date

Meeting Date ⓘ **In-State Transfer Meeting Date** **In-State Transfer Reviewed and Adopted**

Evaluation *

Evaluation Header Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Eligibility Date <i>*Required</i>	The day the student was determined for eligibility.	*This is required to complete the editor.
Meeting Date <i>*Required</i>	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 in-state transfer student has been reviewed and accepted.	N/A
Evaluation <i>Required</i>	The type of evaluation. Options are Reevaluation or Initial.	N/A

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.

Related Services Evaluation Information Editor

Purpose

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

Purpose Editor

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).

Enrollment Information IN PROGRESS
Editor 4 of 11

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

Primary Disability: i

Autism

Secondary Disability:

Tertiary Disability:

District of Residence

School Dist

Attending Building

Academy

Grade
09

District Information

District Number
79

District Name
Academy

District Address
DE 19804

District SPED Address
DE 19804

District Phone

District SPED Phone

Enrollment Information Editor

▶ [Click here to expand...](#)

Field	Description	Validation
-------	-------------	------------

Field	Description	Validation
Primary Disability	The student's first disability. Options include: <ul style="list-style-type: none"> • 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 	This pulls in from the Section D: Eligibility Determination editor.
Secondary Disability	The student's second disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the Section D: Eligibility Determination editor.
Tertiary Disability	The student's third disability, when applicable. The options available are the same as the Primary Disability options.	This pulls in from the Section D: Eligibility Determination editor.
District of Residence	The student's district of residence.	This field pulls in from the student's Enrollment tool but can be manually edited.
Attending Building	The building where the student attends school.	Upon Refresh, this field is pulled from the Enrollment tool but can be manually edited.
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		

Field	Description	Validation
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

[^ Back to Top](#)

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 information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
█	Colton		
Birthdate	Student ID		
02/01/2018	103667		
Address			
Case Manager Information			
Name		Title	
Phone			

Student Information Editor

▶ [Click here to expand...](#)

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
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 Information		
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

[^ Back to Top](#)

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.

Parent/Guardian Information Editor 5 of 10

IN PROGRESS

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

Parent/Guardian

Print Sequence Remove

1 ▼

Name
Harrison - Father

Address
2927 5th Ave NW, Blaine, DE 55449

Home Phone **Work Phone** **Cell Phone**
(651)555-1694 (555)555-1101 (555)555-1468

E-mail

Home Primary Language

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

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.

[^ Back to Top](#)

Section A: Background Information

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

Section A: Background Information
NOT STARTED
Editor 6 of 10

Pursuant to 14 DE Admin. Code § 925.6.3.1, the public agency shall draw upon information from a variety of sources, including parent input, teacher recommendations, and other information sources.

1. Describe student strengths

B i A: [Text Alignment Icons] [Link Icon] [Table Icon]
[Undo] [Redo] [More]

2. Describe relevant background information including parent input, academic history, language, behavior, social, emotional, cultural background, relevant medical history (e.g. vision and hearing screenings), and summary of previous evaluations

B i A: [Text Alignment Icons] [Link Icon] [Table Icon]
[Undo] [Redo] [More]

Section A: Background Information Editor

[^ Back to Top](#)

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 B: Educational Performance Data
NOT STARTED
Editor 7 of 10

Pursuant to 14 DE Admin. Code § 925.6.3.1, the public agency shall draw upon information from a variety of sources, including parent input, teacher recommendations, and other information sources.

1. Provide student intellectual and academic assessment data which may include classroom-based assessments, state assessments, cognitive and achievement test scores

B i A: ☰ ☱ ¶: ↻ ⌂
↶ ↷ ⋮

2. Provide relevant student social, emotional, behavioral, and adaptive behavior data

B i A: ☰ ☱ ¶: ↻ ⌂
↶ ↷ ⋮

Section B: Educational Performance Data Editor

[^ Back to Top](#)

Section C: Eligibility Discussion

The Eligibility Discussion editor documents the student's eligibility status and relevant criteria.

Section C: Eligibility Discussion NOT STARTED
Editor 9 of 11

1. IEP TEAM DISCUSSION OF ADVERSE EFFECT ON EDUCATIONAL PERFORMANCE

Pursuant to 14 DE Admin. Code § 922.3.0., "Adverse Effect on Educational Performance" means a significant and consistent negative influence of the disability on the student's educational performance, as evidenced by their skills in the academic, developmental, or functional domains (e.g., literacy, mathematics, adaptive skills, mobility, pre-vocational and vocational skills, behavior, social adaptation, emotional adaptation, self-help skills, and communication).

Describe the IEP team's detailed discussion including:

- How the data support whether the student's disability(ies) adversely affect their educational performance, thereby requiring special education and related services
- Why the student does not meet the eligibility criteria for a student with a disability

If SLD is being considered

- 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)
- 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)

Describe

B i A: ☰ ☱ ¶: 🔗 📄
↶ ↷ ⋮

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

Section C: Eligibility Discussion Editor

▶ [Click here to expand...](#)

Field	Description	Validation
1. IEP TEAM DISCUSSION OF ADVERSE EFFECT ON EDUCATIONAL PERFORMANCE		
Describe	A description of how data supports the team's decisions, whether SLD was considered, etc.	N/A
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
<p>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.</p>	<p>Indicates a variety of sources were considered. Options are Yes or No.</p>	<p>N/A</p>
<p>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.</p>	<p>Indicates all documentation has been acquired. Options are Yes or No.</p>	<p>N/A</p>

[^ Back to Top](#)

Section D: Eligibility Determination

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

This editor cannot be placed in a Not Needed status.

Section D: Eligibility Determination IN PROGRESS Editor 9 of 10

Based upon review of the data, the IEP team determines that Colton Abegg

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.

Primary Educational Classification of Disability *

Autism

Secondary Educational Classification of Disability

Tertiary Educational Classification(s) of Disability

Select Tertiary Disabilities...

Specific Learning Disability

Select Specific Learning Disability

Specific Learning Disability

Select Specific Learning Disability

Specific Learning Disability

Select Specific Learning Disability

Section D: Eligibility Determination Editor

▶ [Click here to expand...](#)

Field	Description	Validation
<p>Based upon review of the data, the IEP team determines that <Student Name></p>	<p>The team's determination. Options include:</p> <ul style="list-style-type: none"> • 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. 	<p>Only one option can be selected.</p> <p>When "DOES NOT MEET..." is selected, the Primary Disability field on the Enrollment Information displays as DID NOT QUALIFY, and is read-only.</p>

Field	Description	Validation
<p>Primary Educational Classification of Disability <i>*Required</i></p>	<p>The student's disability. Options include:</p> <ul style="list-style-type: none"> • 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 	<p>*This field is available and required when MEETS is selected from the "Based upon review of the data, the IEP team determines that" dropdown.</p> <p>Only one option can be selected.</p> <p>The disability selected here pulls in as read-only for the Primary Disability field on the Enrollment Information editor.</p>
<p>Secondary Educational Classification of Disability</p>	<p>The student's secondary disability. Options include:</p> <ul style="list-style-type: none"> • 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 	<p>This field is available when MEETS is selected from the "Based upon review of the data, the IEP team determines that" dropdown.</p> <p>Only one option can be selected AND cannot be selected in the Primary Educational Classification of Disability field.</p>

Field	Description	Validation
Tertiary Educational Classification(s) of Disability	The student's third disability. Options include: <ul style="list-style-type: none"> • 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 <i>*Required</i>	Options include: <ul style="list-style-type: none"> • 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.
Specific Learning Disability <i>*Required</i>	Options include: <ul style="list-style-type: none"> • 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.

Field	Description	Validation
Specific Learning Disability <i>*Required</i>	Options include: <ul style="list-style-type: none"> • 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.

[^ Back to Top](#)

Section E: Signatures and Certifications

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

Section E: Signatures and Certifications IN PROGRESS Editor 10 of 10

Meeting Invite i Meeting Date
 04/08/2024

Invitation Date Meeting Location Meeting Time
 04/01/2024 School, Room 150

MEETING PURPOSE

No Meeting Purpose selected

Attendance

First Name *	Last Name *	Role Name	This report DOES NOT reflect team member's conclusions	Remove
Glissa-Jean	<input type="text"/>	1	<input type="checkbox"/>	<input type="button" value="x"/>
Harrison	<input type="text"/>	2	<input type="checkbox"/>	<input type="button" value="x"/>
Saul	<input type="text"/>	3	<input type="checkbox"/>	<input type="button" value="x"/>
Alexander	<input type="text"/>	4	<input type="checkbox"/>	<input type="button" value="x"/>

Section E: Signatures and Certifications Editor

▶ [Click here to expand...](#)

Field	Description	
Meeting Invite <i>Required</i>	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.
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	<p>The person's role. Click the expand link to view the list of available roles.</p> <p>▶ Click here to expand...</p> <ul style="list-style-type: none"> • Student • Parent • LEA Representative/Designee • General 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 • School Counselor • School Nurse • School Social Worker • Special Education Administrator • Special Education Classroom Teacher • Special Education Paraprofessional • Supervisor • Supportive Services Staff • Teacher English as a Second Language • Teacher's Aid • Other 	<p>Displays as read-only and pulls from the Meeting Invitation document, unless manually adding people.</p>
This report DOES NOT reflect team member's conclusions	<p>Indicates this person disagrees with the conclusions of the team.</p>	<p>N/A</p>

[^ Back to Top](#)

