

# Evaluation (Nebraska)

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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 parents a copy of the evaluation summary report, including the eligibility documentation.

The current print format is the **NE ESR 2024**. Print formats are managed with the [Special Ed Eval Types](#) setup tool.

screenshot

## Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
<b>Name</b>	The name of the editor.

Header	Description
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> 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.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul> <p>The following statuses are only available for certain state-specific documents:</p> <ul style="list-style-type: none"> <li>• <b>ESign</b> indicates that the editor has functionality related to the eSignature process. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> or <a href="#">Delaware Special Ed Plan eSignature Process</a> articles for additional information.</li> <li>• <b>Complete Pending eSignature</b> indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> 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
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> 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.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> 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 <a href="#">Editor Type</a> section for additional information.</li> </ul>

Button	Description
<b>Refresh</b>	<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 <b>Save</b> after clicking Refresh to capture changes.</p> <p>A side panel displays a listing of all the student's applicable enrollment records. See the <a href="#">Enrollments</a> tool documentation for additional information.</p>
<b>Cancel</b>	Navigates the user to the Editor Home screen or the List Screen for List editors.
<b>Status</b>	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> <li>• <b>Complete</b> 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 <b>In Progress</b> to further edit after an editor is marked Complete.</li> <li>• <b>Not Needed</b> 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 <b>In Progress</b> button to further edit after an editor is marked Not Needed.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul> <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>Complete Pending eSignature</b> 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 <a href="#">Nevada Individual Education Plan eSignature Process</a> or <a href="#">Delaware Special Ed Plan eSignature Process</a> articles for additional information.</li> </ul>
<b>Print</b>	Prints the entire document.
<b>Editors</b>	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 <b>Close</b> to collapse the side panel.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	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

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><b>Course of Study 10</b> Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 11</b> Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 12</b> Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 9</b> Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200	<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300	<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400	<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100	1 <input type="button" value="▲"/> <input type="button" value="▼"/> 2 <input type="button" value="▲"/> <input type="button" value="▼"/> 3 <input type="button" value="▲"/> <input type="button" value="▼"/> 4 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 9</b> <input type="button" value="X"/> Grade 9: English 100 <b>Course of Study 10</b> <input type="button" value="X"/> Grade 10: English 200 <b>Course of Study 11</b> <input type="button" value="X"/> Grade 11: English 300 <b>Course of Study 12</b> <input type="button" value="X"/> Grade 12: English 400
Add	Templates											
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<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100											
+ 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.

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## Editors

[Evaluation Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Enrollment Information](#) | [Parent and Background Information](#) | [Current Assessments - Part B](#) | [Current Assessment - PartC](#) | [Observations](#) | [Interpretation of Results](#) | [Results and Eligibility](#)

## Evaluation Information

The Evaluation Information editor provides basic information regarding the evaluation.

▶ [Click here to expand...](#)

Field	Description	Validation
<b>Evaluation Date</b> <i>Required</i>	The day the evaluation team met.	This populates with the day the Evaluation document is created.
<b>Evaluation Type</b> <i>Required</i>	The type of evaluation. Options include: <ul style="list-style-type: none"> <li>• Initial</li> <li>• Reevaluation</li> </ul>	N/A
<b>Consent Date</b> <i>Required</i>	The day the school received consent to evaluate the student.	N/A
<b>Entry Date</b>	The day the student entered the district?  The day the student entered special education services?	N/A
<b>Part C Evaluation</b>	Indicates this is a Part C Evaluation.	When marked, the Current Assessments Part C editor becomes available.  When Part B Evaluation is marked, the Current Assessments Part C editor is placed in a Not Needed status.

Field	Description	Validation
<b>Part B Evaluation</b>	Indicates this is a Part B Evaluation.	<p>When marked, the Current Assessments Part B editor becomes available.</p> <p>When Part C Evaluation is marked, the Current Assessments Part C editor is placed in a Not Needed status.</p>

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## 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.

▶ [Click here to expand...](#)

Field Name	Description	Database and UI Location (when Refreshed is clicked)
<b>Last Name</b>	The student's last name.	Demographics > Last Name identity.lastName
<b>First Name</b>	The student's first name.	Demographics > First Name identity.firstName
<b>Middle Name</b>	The student's middle name.	Demographics > Middle Name identity.middleName
<b>Suffix</b>	The student's suffix.	Demographics > Suffix Name identity.suffix
<b>Age</b>	The student's age.	Demographics > Birth Date (calculated) identity.birthDate (calculated)
<b>Birthdate</b>	The student's birthdate.	Demographics > Birth Date identity.birthDate
<b>Gender</b>	The student's gender.	Demographics > Gender identity.gender

Field Name	Description	Database and UI Location (when Refreshed is clicked)
<b>Address</b>	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
<b>Home Phone</b>	The student's home phone number.	Households Information > Phone Number
<b>Student Number</b>	The student's ID number.	Enrollment > Student Number identity.studentNumber
<b>Student Primary Language</b>	The language the student primarily speaks.	Demographics > Home Primary Language identity.homePrimaryLanguage
<b>Medicaid Number</b>	The student Medicaid number.	N/A
<b>Case Manager Information</b>		
<b>Name</b>	The first and last name of the team member.	Student Information > Special Ed Team Members
<b>Title</b>	The role of the team member.	Student Information > Special Ed Team Members
<b>Phone</b>	The phone number of the team member.	Student Information > Special Ed Team Members

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## 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.

▶ [Click here to expand...](#)

Field	Description
<b>Print Sequence</b>	The order in which the parent/guardian displays.



Field	Description
<b>Name</b>	The name of the parent/guardian.
<b>Address</b>	The address of the parent/guardian.
<b>Home Phone</b>	The parent/guardian's home phone.
<b>Work Phone</b>	The parent/guardian's work phone.
<b>Cell Phone</b>	The parent/guardian's cell phone.
<b>Email</b>	The parent/guardian's email.
<b>Home Primary Language</b>	The language the parent/guardian speaks at home.

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## Enrollment Information

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

Users must click **Refresh** to place the editor in a Complete status.

▶ [Click here to expand...](#)

Field	Description	Validation
<b>School of Attendance</b>	The name of the school where the student attends.	This pulls in from the selected Enrollment record when users click <b>Refresh</b> .
<b>School Phone</b>	The phone number of the school.	This pulls in from the selected Enrollment record when users click <b>Refresh</b> and cannot be modified.
<b>School Year</b>	The school year tied to the student's enrollment.	This pulls in from the selected Enrollment record when users click <b>Refresh</b> and cannot be modified.

Field	Description	Validation
<b>Grade</b>	The student's grade.	This pulls in from the selected Enrollment record when users click <b>Refresh</b> and cannot be modified.  <b>Database Location:</b> enrollment.grade
<b>District Information</b>		
<b>District Number</b>	The district number associated with the Enrolled school.	District Information > State District Number
<b>District Name</b>	The district name associated with the Enrolled school.	District Information > Name
<b>District Address</b>	The district address associated with the Enrolled school.	District Information > Address
<b>District Phone</b>	The district phone number associated with the Enrolled school.	District Information > Phone
<b>District SPED Address</b>	The district special education address associated with the Enrolled school.	District Information > SPED Address
<b>District SPED Phone</b>	The district special ed phone number associated with the Enrolled school.	District Information > SPED Phone

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## Parent and Background Information

The Parent and Background Information editor documents the reason the student was referred for special education.

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## Current Assessments - Part B

[▶ Click here to expand...](#)

### Current Assessment Part B List Screen

Column Name	Description
<b>Padlock Icon</b>	Indicates the person currently editing the record.
<b>Assessment Area</b>	The area assessed.

Column Name	Description
<b>Results of Evaluation</b>	The first 100 characters of the evaluation results.
<b>Date of Assessment</b>	The day the student was assessed.

## Current Assessment Part B Detail Screen

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

Field	Description	Validation
<b>Area to be evaluated</b> <i>Required</i>	Options include: <ul style="list-style-type: none"> <li>• Intellectual Information</li> <li>• Academic Information</li> <li>• Communication Information</li> <li>• Functional Information</li> <li>• Health Information</li> <li>• Social Information</li> <li>• Transition Information</li> </ul>	N/A
<b>Date of Assessment</b>	The day the student was assessed.	N/A
<b>Result of Evaluation</b>	The evaluation results.	This field is limited to 8000 characters.  The <a href="#">Template Bank</a> associated with this field is named NE Eval Result of Evaluation.
<b>Needs</b>	A description of the student's needs.	This field is limited to 8000 characters.

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## Current Assessment - PartC

▶ [Click here to expand...](#)

### Current Assessment Part C List Screen

Column Name	Description
<b>Padlock Icon</b>	Indicates the person currently editing the record.
<b>Assessment Area</b>	The area assessed.

Column Name	Description
<b>Results of Evaluation</b>	The first 100 characters of the evaluation results.
<b>Date of Assessment</b>	The day the student was assessed.

## Current Assessment Part C Detail Screen

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

Field	Description	Validation
<b>Area to be evaluated</b> <i>Required</i>	Options include: <ul style="list-style-type: none"> <li>• Adaptive/Self-Help Development</li> <li>• Cognitive Development</li> <li>• Physical Development</li> <li>• Sensory/Health/Physical Status</li> <li>• Social and Emotional Development</li> <li>• Speech and Language</li> </ul>	N/A
<b>Date of Assessment</b>	The day the student was assessed.	N/A
<b>Result of Evaluation</b>	The evaluation results.	This field is limited to 8000 characters.  The <a href="#">Template Bank</a> associated with this field is named NE Eval Result of Evaluation.
<b>Needs</b>	A description of the student's needs.	This field is limited to 8000 characters.

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## Observations

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## Interpretation of Results

# Results and Eligibility

▶ [Click here to expand...](#)

Field	Description	Validation
<p><b>A. Does not meet eligibility for the following reason(s)</b></p>	<p>Options include:</p> <ul style="list-style-type: none"> <li>• Does not have a disability</li> <li>• Does not demonstrate need for special education service at this time</li> <li>• Learning difficulty is due to a lack of instruction in reading, math or limited English proficiency</li> <li>• No longer qualifies for special education services</li> <li>• No longer eligible under developmental delay criteria and does not meet other eligibility criteria</li> </ul>	<p>Only section A OR B options can be selected.</p> <p>Multiple options can be selected.</p>
<p><b>B. Does meet eligibility for the following reason(s)</b></p>	<p>Options include:</p> <ul style="list-style-type: none"> <li>• Meets entrance criteria for the disability(ies) indicated below (initial evaluation)</li> <li>• Continues to have a disability and demonstrate a need for special education service (reevaluation)</li> <li>• The student qualifies through a team override decision for the following disability(ies)</li> </ul>	<p>Only section A OR B options can be selected.</p> <p>Multiple options can be selected.</p>

Field	Description	Validation
<p><b>Select all disabilities that apply</b></p>	<p>Options include:</p> <ul style="list-style-type: none"> <li>• Autism</li> <li>• Behavior Disorder</li> <li>• Blind</li> <li>• Deafness</li> <li>• Deaf-blindness</li> <li>• Developmental Delay</li> <li>• Hard of Hearing</li> <li>• Hearing Impaired</li> <li>• Legally Blind</li> <li>• Mental Handicap</li> <li>• Multiple Impairments</li> <li>• Orthopedic Impairment</li> <li>• Other Health Disabilities</li> <li>• Partial Sighted</li> <li>• Specific Learning Disabilities</li> <li>• Speech/Language Impairment</li> <li>• Traumatic Brain Injury</li> <li>• Visual Impairment</li> </ul>	<p>Multiple options can be selected.</p>

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