

Evaluation (Nebraska)

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

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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.

Editor Home - Eval 2024 i			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Information	IN PROGRESS	System Administrator 8/8/24 9:00 AM	>
Student Information	IN PROGRESS	System Administrator 8/8/24 8:40 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 8/8/24 8:42 AM	>
Enrollment Information	IN PROGRESS	System Administrator 8/8/24 8:43 AM	>
Background Information	IN PROGRESS	System Administrator 8/8/24 8:48 AM	>
Current Assessments - Part C	NOT NEEDED	System Administrator 8/8/24 9:00 AM	System Administrator 8/8/24 9:00 AM >
Current Assessments - Part B	IN PROGRESS	System Administrator 8/8/24 9:00 AM	>
Observations	NOT STARTED		>

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
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.

Button	Description
Refresh	<p>Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted 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	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<p>Changes the status of the editor.</p> <ul style="list-style-type: none"> • Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. 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	Prints the entire document.
Editors	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click Close to collapse the side panel.
Previous	Navigates the user to the previous editor.
Next	Navigates the user to the next editor.

Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor 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.

Template Bank Side Panel

Click the plus (+) icons next to the category to view the available template values.

Template Banks

Categories	Sequence	Selected Template Bank Values										
- Course of Study English (4 Templates) <table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 10 Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 11 Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 12 Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 9 Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	Course of Study 10 Grade 10: English 200	<input type="button" value="Add"/>	Course of Study 11 Grade 11: English 300	<input type="button" value="Add"/>	Course of Study 12 Grade 12: English 400	<input type="button" value="Add"/>	Course of Study 9 Grade 9: English 100	1 <input type="button" value="▲"/> <input type="button" value="▼"/> 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="▼"/>	Course of Study 9 <input type="button" value="X"/> Grade 9: English 100 Course of Study 10 <input type="button" value="X"/> Grade 10: English 200 Course of Study 11 <input type="button" value="X"/> Grade 11: English 300 Course of Study 12 <input type="button" value="X"/> Grade 12: English 400
Add	Templates											
<input type="button" value="Add"/>	Course of Study 10 Grade 10: English 200											
<input type="button" value="Add"/>	Course of Study 11 Grade 11: English 300											
<input type="button" value="Add"/>	Course of Study 12 Grade 12: English 400											
<input type="button" value="Add"/>	Course of Study 9 Grade 9: English 100											
+ 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 Assessment - Part C](#) | [Current Assessments - Part B](#) | [Classroom Observations](#) | [Interpretation of Results](#) | [Results and Eligibility](#)

Evaluation Information

The Evaluation Information editor provides basic information regarding the evaluation. Marking the Part C or Part B checkbox makes certain editors Not Needed.

Evaluation Information
IN PROGRESS
Editor 1 of 10

Evaluation Date *

Evaluation Type *

Consent Date *

Entry Date

Part C Evaluation

Part B Evaluation

Evaluation Information Editor

▶ [Click here to expand...](#)

Field	Description	Validation
Evaluation Date <i>Required</i>	The day the evaluation team met.	This populates with the day the Evaluation document is created.
Evaluation Type <i>Required</i>	The type of evaluation. Options include: <ul style="list-style-type: none"> • Initial • Reevaluation 	N/A
Consent Date <i>Required</i>	The day the school received consent to evaluate the student.	N/A
Entry Date	The day the student entered the district.	N/A

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

Student Information IN PROGRESS
Editor 2 of 10

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 Dixie	Middle Name Lynn	Suffix
Age 15	Birthdate [Redacted]	Gender F	
Address [Redacted] NE 68310		Home Phone [Redacted]	

Student Number
[Redacted]

Student Primary Language
English

Case Manager Information

Name Sarah [Redacted]	Title Teacher (SPEDSTAFF)
Phone [Redacted]	

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
Age	The student's age.	Demographics > Birth Date (calculated) identity.birthDate (calculated)
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate
Gender	The student's gender.	Demographics > Gender identity.gender

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
Home Phone	The student's home phone number.	Households Information > Phone Number
Student Number	The student's ID number.	Enrollment > Student Number identity.studentNumber
Student Primary Language	The language the student primarily speaks.	Demographics > Home Primary Language identity.homePrimaryLanguage
Medicaid Number	The student Medicaid number.	N/A
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

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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.

Parent/Guardian Information IN PROGRESS
Editor 3 of 10

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 ⓘ

1 ▼

Remove

Name
 Sharon Verleen - Mother

Address
 NE 68310

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

E-mail

Home Primary Language
English

Parent/Guardian

Print Sequence ⓘ

2 ▼

Remove

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.

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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.

Enrollment Information IN PROGRESS
Editor 4 of 10

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

School of Attendance

School Year

School Phone

Grade

District Information

District Number

District Address

District SPED Address

District Name
 BEATRICE PUBLIC SCHOOLS

District Phone

District SPED Phone

Enrollment Information Editor

▶ [Click here to expand...](#)

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

Field	Description	Validation
District Information		
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

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Parent and Background Information

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

Parent and Background Information IN PROGRESS
Editor 5 of 10

- Reasons for Referral
- Parents
- School Personnel

Parent and Background Information
Add Template

Example

Parent and Background Information Editor

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Current Assessment - Part C

The Current Assessments Part C editor documents the area assessed and the results of the student's evaluation.

Current Assessments - Part C IN PROGRESS Editor 6 of 10

	Assessment Area	Result of Evaluation	Date of Assessment ↓
🔒	Sensory/Health/Physical Status	Example	08/05/24

1 - 1 of 1 items

Current Assessments - Part C List Screen

▶ [Click here to expand...](#)

Current Assessment Part C List Screen


Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Assessment Area	The area assessed.
Results of Evaluation	The first 100 characters of the evaluation results.
Date of Assessment	The day the student was assessed.

Current Assessment Part C Detail Screen

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

Evaluation Conducted - Part C

Area to be evaluated * **Date of Assessment**

Sensory/Health/Physical Status 08/05/2024 

Result of Evaluation Add Template

Example

Needs

Current Assessments - Part C Detail Screen

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

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Current Assessments - Part B

The Current Assessments Part B editor documents the area assessed and the results of the student's evaluation.

Current Assessments - Part B IN PROGRESS Editor 7 of 10

🔒	Assessment Area	Result of Evaluation	Date of Assessment ↓
	Academic Information	Example	08/05/24

1 - 1 of 1 items

Current Assessments - Part B List Screen

▶ [Click here to expand...](#)

Current Assessment Part B List Screen


Column Name	Description
Padlock Icon	Indicates the person currently editing the record.
Assessment Area	The area assessed.
Results of Evaluation	The first 100 characters of the evaluation results.
Date of Assessment	The day the student was assessed.

Current Assessment Part B Detail Screen

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

Evaluation Conducted - Part B

Area to be evaluated * Date of Assessment

Academic Information 08/05/2024 

Result of Evaluation [Add Template](#)

Example

Needs

Current Assessments - Part B Detail Screen

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

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Classroom Observations

The Classroom Observations editor documents any classroom observations. The only field on this editor is the Classroom Observations text field, which is limited to 8000 characters. This field is associated with a [Special Ed Template Bank](#).

Classroom Observations
NOT STARTED
Editor 8 of 10

Classroom Observations
Add Template

Classroom Observations Editor

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Interpretation of Results

The Interpretation of Results editor documents the interpretation and summary of the observation data. The only field on this editor is the Classroom Observations text field, which is limited to 8000 characters. This field is associated with a [Special Ed Template Bank](#) called NE Eval 24 Interpretation.

Interpretation and Summary of Results
NOT STARTED
Editor 9 of 10

Interpretation and Summary of Results
Add Template

Interpretation and Summary of Results Editor

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Results and Eligibility

The Results of Eligibility editor documents the overall evaluation results and the student's eligibility for special education services.

Results and Eligibility IN PROGRESS
Editor 10 of 10

Based on the information in this report

A. Does not meet eligibility for the following reason(s)

- Does not have a disability
- Does not demonstrate need for special education service at this time
- Learning difficulty is due to a lack of instruction in reading, math or limited English proficiency
- No longer qualifies for special education services
- No longer eligible under developmental delay criteria and does not meet other eligibility criteria

B. Does meet eligibility for the following reason(s)

- Meets entrance criteria for the disability(ies) indicated below (initial evaluation)
- Continues to have a disability and demonstrate a need for special education service (reevaluation)
- The student qualifies through a team override decision for the following disability(ies)

Select all disabilities that apply

Autism
✕

Results and Eligibility Editor

▶ [Click here to expand...](#)

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

Field	Description	Validation
B. Does meet eligibility for the following reason(s)	Options include: <ul style="list-style-type: none"> • Meets entrance criteria for the disability(ies) indicated below (initial evaluation) • Continues to have a disability and demonstrate a need for special education service (reevaluation) • The student qualifies through a team override decision for the following disability(ies) 	Only section A OR B options can be selected. Multiple options can be selected.
Select all disabilities that apply	Options include: <ul style="list-style-type: none"> • Autism • Behavior Disorder • Blind • Deafness • Deaf-blindness • Developmental Delay • Hard of Hearing • Hearing Impaired • Legally Blind • Mental Handicap • Multiple Impairments • Orthopedic Impairment • Other Health Disabilities • Partial Sighted • Specific Learning Disabilities • Speech/Language Impairment • Traumatic Brain Injury • Visual Impairment 	Multiple options can be selected.

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