

Evaluation (North Dakota)

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Tool Search: Special Ed Documents

Evaluations document a student's educational needs and determine eligibility for special education services. 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 provides the student's guardians with a copy of the evaluation summary report, which includes 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 **ND Evaluation 2025**. North Dakota is a State Edition, and districts cannot change the evaluation format.

screenshot editor home

Not Needed Status Information

The following editors can be placed in a Not Needed status. Editors marked as Not Needed do not print.

Evaluation Information

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

► [Click here to expand...](#)

Field	Description	Additional Information
Purpose of Meeting	<p>The reason for the meeting.</p> <p>Options include:</p> <ul style="list-style-type: none"> • I: Initial • R: Reevaluation • N: Parent and School have determined re-evaluation is not necessary 	<p>Database</p> <p>Location: evaluation.type</p>

Field	Description	Additional Information
Comprehensive Evaluation Date <i>Required</i>	The date eligibility or continued eligibility was determined.	Database Location: evaluation.date
Consent for Initial Evaluation <i>*Required</i>	The day the district received consent to evaluate the student.	*This field becomes available and required when Initial is selected as the Purpose of Meeting. Database Location: evaluation.consentDate

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	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 > Age
Birthdate	The student's birthdate.	Demographics > Birth Date identity.birthDate

Field	Description	Database and UI Location (when Refreshed is clicked)
Gender	The student's gender.	Demographics > Gender identity.gender
Address	The student's address.	Households > Address Information address.number; address.street; address.tag; address.prefix; address.dir; address.apr; address.city; address.state; address.zip
Student Number	The student's state ID number.	Demographics > State ID
Race	The student's race.	Demographics > Race/Ethnicity
Ethnicity	The student's ethnicity.	Demographics > Race/Ethnicity
Primary Language Spoken at Home	The student's home language.	Demographics > Home Primary Language identity.homePrimaryLanguage
Case Manager Information		
Name	The first and last name of the team member.	Student Information > Special Ed Team Members > Case Manager
Title	The role of the team member.	Student Information > Special Ed Team Members > Case Manager > Title
Phone	The phone number of the team member.	Student Information > Special Ed Team Members > Case Manager > Work Phone
Email Address	The email address of the team member.	Student Information > Special Ed Team Members > Case Manager > Work Email

Parent/Guardian Information

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

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

► [Click here to expand...](#)

Field	Description	Database and UI Location (when Refreshed is clicked)
Print Sequence	The order in which the parent/guardian displays.	N/A
Name	The name of the parent/guardian.	Demographics > Last Name, First Name identity.lastName identity.firstName
Address	The address of the parent/guardian.	Households > Address Information address.number; address.street; address.tag; address.prefix; address.dir; address.apartment; address.city; address.state; address.zip
Home Phone	The parent/guardian's home phone.	Demographics > Personal Contact Information > Home Phone identity.homePhone
Work Phone	The parent/guardian's work phone.	Demographics > Personal Contact Information > Work Phone identity.workPhone
Cell Phone	The parent/guardian's cell phone.	Demographics > Personal Contact Information > Cell Phone identity.cellPhone
E-mail	The parent/guardian's email.	Demographics > Personal Contact Information > Email identity.email

Field	Description	Database and UI Location (when Refreshed is clicked)
Relationship to Student <i>Required</i>	The parent/guardian's relationship to the student. Options include: <ul style="list-style-type: none"> • Surrogate • Guardian • Foster Parent • Individual Acting in Place of Parent • Other 	N/A
Specify Other <i>*Required</i>	A description of the other type of relationship the guardian has with the student. *This field is available and required when Other is selected as the Relationship to Student field. This field is limited to 50 characters.	N/A
Hide Parent Contact Information	When marked, hides the parent's contact information from the printed document.	N/A
Primary Language Spoken at Home	The language the parent/guardian speaks at home.	Demographics > Home Primary Language identity.homePrimaryLanguage

Enrollment Information

The Enrollment Information editor is a read-only editor that retrieves district and school information for the student's enrollment location.

► [Click here to expand...](#)

Field	Description	Additional Information
Resident District	The student's district of residence.	Upon Refresh, this field is pulled from the District Residency tool, but can be manually edited.

Field	Description	Additional Information
Resident Plant	The building associated with the student's residence.	Upon Refresh, this field is pulled from the District Residency tool, but can be manually edited.
Serving District	The student's district providing service.	Upon Refresh, this field is pulled from the Enrollment tool but can be manually edited.
Serving District Address	The address of the district building.	Upon Refresh, this field is pulled from the District Residency tool, but can be manually edited.
Serving Plant	The building in which the student receives services.	Upon Refresh, this field is pulled from the District Residency tool, but can be manually edited.
Serving Plant Phone	The phone number of the building at which the student receives services.	Upon Refresh, this field is pulled from the District Residency tool, but can be manually edited.
Special Education Unit	The name of the special education building.	Upon Refresh, this field is pulled from the Enrollment tool but can be manually edited.
Special Education Unit Address	The location of the special education building.	Upon Refresh, this field is pulled from the District Residency 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		
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

Field	Description	Additional Information
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

Meeting Invitation

The Meeting Invitation editor documents the contact attempts for inviting team members to the team meeting.

► [Click here to expand...](#)

Meeting Invitation List Screen

Column Name	Description
Padlock Icon	Indicates the user currently editing the record.
Meeting Date	The day of the meeting.
Meeting Type	The type of meeting.
Meeting Location	The location of the meeting.
Meeting Purpose	The purpose of the meeting.
Print in Eval	Indicates this record prints.

Meeting Invitation Detail Screen

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

Field	Description	Additional Information
Print in Evaluation	Indicates this record prints.	This defaults to marked.
Print Student Invitation	When marked, a student invitation record prints.	N/A

Field	Description	Additional Information
Print Separate Guardian Letters	When marked, a separate invitation is printed for each guardian.	N/A
Meeting Type <i>Required</i>	<p>The type of meeting. Options include:</p> <ul style="list-style-type: none"> • Student Profile • IWAR* • Student Profile and IWAR* <p>*These options only display when Initial or Reevaluation is selected as the Purpose of Meeting on the Evaluation Information editor.</p>	N/A
Meeting Date <i>Required</i>	The day of the meeting.	N/A
Meeting Time <i>Required</i>	The time of the meeting.	N/A
Time Zone <i>Required</i>	The time zone. Options are Central or Mountain.	N/A
Meeting Location <i>Required</i>	The location of the meeting.	This field is limited to 150 characters.
School Contact Name and Phone Number <i>Required</i>	The name and phone number of the school contact person.	N/A
Invite Date <i>Required</i>	The day of the invitation.	N/A

Field	Description	Additional Information
A copy of the Parental Rights for Public School Students Receiving Special Education Services - Notice of Procedural Safeguards was provided	Indicates a copy of the Procedural Safeguards document was provided to the guardian(s).	N/A
Invite Creator	The person who created the meeting invitation.	The options available pull in from the student's Special Ed Team Members tool.

Field	Description	Additional Information
Purpose of Meeting <i>Required</i>	<p>The meeting's purpose. Options include:</p> <ul style="list-style-type: none"> • Initial Evaluation • Additional evaluation to determine student needs/programming • Three year reevaluation to review continued need for special education services • Discussion of evaluation results, development of an integrated Written Assessment Report and determination if there is a disability under IDEA • Development of an initial individualized Education Program (IEP). This will include a transition plan if your child is 16 years of age within the coming year or is 16 or older • Review or revision of your child's Individualized Education Program (IEP). This will include a transition plan if your child is 16 years of age within the coming year or is 16 or older • Transfer of IEP, Reviewing the incoming IEP of a new student or a student returning to the district • Extended School Year Services. Annually school district must determine if the student qualifies for extended school year services • Other 	<p>Multiple options can be selected.</p>
Specify Other <i>*Required</i>	<p>The other reason for the meeting.</p>	<p>*This field is available and required when Other is selected as the Purpose of Meeting.</p>
Contact Attempts <i>Click Add to insert additional contact attempt records in-line. Click Remove to delete records.</i>		
Contact By	<p>The person who made the contact attempt.</p>	<p>The options available pull in from the student's Special Ed Team Members tool.</p>

Field	Description	Additional Information
Date of Contact <i>Required</i>	The contact attempt date.	N/A
Method of Contact	The contact method. Options include: <ul style="list-style-type: none"> • In Person • Phone • Email • Mail • Text • Other 	N/A
Specify Other <i>*Required</i>	The other method of contact.	*This field is available and required when Other is selected as the Method of Contact.
Meeting Invitees <i>The people who automatically pull into this section come from the student's Special Ed Team Members tool, and their names cannot be modified.</i>		
First Name <i>Required</i>	The first name of the team member.	N/A
Last Name <i>Required</i>	The last name of the team member.	N/A
Role <i>Required</i>	The role of the team member. Options include: <ul style="list-style-type: none"> • Parent • Student • Administrator/Designee/District Representative • Special Education Teacher/Provider • General Education Teacher • Individual to Interpret Implications of Evaluation Results • Other 	The following roles are required to save the record: <ul style="list-style-type: none"> • Administrator/Designee/District Representative • Special Education Teacher/Provider • General Education Teacher • Individual to Interpret Implications of Evaluation Results
Specify Other <i>*Required</i>	The other role of the team member.	*This field is available and required when Other is selected as the Role.

Parent and School have Determined Re-evaluation is Not Necessary

The Parent and School have Determined Re-evaluation is Not Necessary editor documents the discussion and agreement that a re-evaluation is not required for the student.

This editor automatically becomes Not Needed when the Purpose of Meeting on the [Evaluation Information](#) editor is Initial or Reevaluation.

► [Click here to expand...](#)

Field	Description	Additional Information
Document discussion here	A description of the discussion.	This field is limited to 8000 characters.
Check here if the parent agrees that a reevaluation is not necessary	Indicates the parent/guardian agrees a reevaluation is not necessary.	N/A
Check here if the school district agrees that a reevaluation is not necessary	Indicates the school district agrees a reevaluation is not necessary.	N/A

Student Profile

The Student Profile editor contains several expand/collapse sections used to document the sources of information used by the student's team to make an eligibility determination. This includes academic and functional skills, health information, and other factors.

This editor automatically becomes Not Needed when the Purpose of Meeting on the [Evaluation Information](#) editor is N: Parent and School have determined re-evaluation is not necessary.

► [Click here to expand...](#)

Field	Description	Additional Information
Cognitive Functioning - Listening skills, listening comprehension, ability compared to same age peers		
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's cognitive functioning and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Academic Performance - Reading, math, learning styles, etc.		

Field	Description	Additional Information
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's academic performance and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Communicative Status - Receptive and expressive language		
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's communicative status and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Physical Characteristics - Medical, vision, hearing, motor		
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's physical characteristics and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Emotional/Social Development - Social skills, leisure		
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's emotional/social development and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Adaptive Characteristics (including adaptive behavior) - Self care, independent living, self direction, health and safety, work		

Field	Description	Additional Information
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's adaptive characteristics and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Ecological Factors - Functional skills and community participation, home/family, neighborhood		
Student Characteristics/Influences - Sources of Information - Findings	A description of the student's ecological factors and sources of information.	This field is required in order to mark this editor as Complete.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This field is limited to 500 characters.
Other		
Specify Other	Any other student characteristics to be considered.	This field is limited to 500 characters.
Student Characteristics/Influences - Sources of Information - Findings <i>*Required</i>	A description of any other factors and sources of information.	*This field is available and required (to Complete the editor) when Specify Other is populated.
Questions to Answer Through Assessment <i>*Required</i>	A description of any unanswered questions to be answered through the student assessment.	*This field is available when Specify Other is populated. This field is limited to 500 characters.

Field	Description	Additional Information
Check here if the Student Profile has been completed and the team has determined that no additional information is needed to determine/confirm the student's disability and educational needs. The child's parents have been notified of this determination and reasons thereof, and the right to request assessment procedures to determine disability or educational needs in accordance with 300.305(d). <i>*Required</i>	Indicates the Student Profile editor is complete and the team has determined that no additional information is needed to determine/confirm the student's disability and educational needs.	<p>*When the "Questions to Answer Through Assessment" fields are all blank, this field is available and required to mark this editor as Complete.</p> <p>When any "Questions to Answer Through Assessment" fields are populated, this checkbox is unavailable.</p>

Assessment Plan

This editor automatically becomes Not Needed when the Purpose of Meeting on the [Evaluation Information](#) editor is N: Parent and School have determined re-evaluation is not necessary OR the following checkbox is marked on the [Student Profile](#) editor: Check here if the Student Profile has been completed and the team has determined that no additional information is needed to determine/confirm the student's disability and educational needs...

Dividers automatically open when "Questions to Answer Through Assessment" is populated from the [Student Profile](#) editor. When not populated, dividers remain closed.

► [Click here to expand...](#)

Field	Description	Additional Information
Consideration for Nonbiased Assessment <i>Required</i>	Any areas that might impact how the student will be assessed. Options include: <ul style="list-style-type: none"> • Culture • Environment • Economic • Sensory (Vision, Hearing, Motor) • Other 	Multiple options may be selected.

Field	Description	Additional Information
Specify Other <i>*Required</i>	Any other areas that might impact how the student will be assessed.	*This field is available and required when Other is selected as the "Consideration for Non-biased Assessment." This field is limited to 150 characters.
Cognitive Functioning - Listening skills, listening comprehension, ability compared to same age peers		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated. This field is limited to 500 characters.
Academic Performance - Reading, math, learning styles, etc.		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.

Field	Description	Additional Information
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Communicative Status - Receptive and expressive language		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Physical Characteristics - Medical, vision, hearing, motor		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>

Field	Description	Additional Information
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Emotional/Social Development - Social skills, leisure		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Adaptive Characteristics (including adaptive behavior) - Self care, independent living, self direction, health and safety, work		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>

Field	Description	Additional Information
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Ecological Factors - Functional skills and community participation, home/family, neighborhood		
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>
Other		
Specify Other	Any other student characteristics to be considered.	This pulls in as read-only from the Student Profile editor.
Questions to Answer Through Assessment	A description of any unanswered questions to be answered through the student assessment.	This pulls in as read-only from the Student Profile editor.
Assessment Procedures <i>*Required</i>	A description of the assessment procedures.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p>

Field	Description	Additional Information
Person(s) Responsible <i>*Required</i>	The person or people responsible for assessing the student.	<p>*This field is available and required in order to mark the editor as Complete when Questions to Answer Through Assessment is populated.</p> <p>This field is limited to 500 characters.</p>

Specific Learning Disability Consideration

▶ [Click here to expand...](#)

Integrated Written Assessment Report

▶ [Click here to expand...](#)

IWAR/RTI/SLD

▶ [Click here to expand...](#)

Eligibility Determination

▶ [Click here to expand...](#)

Specific Learning Disability

▶ [Click here to expand...](#)

Additional Documentation

▶ [Click here to expand...](#)

Meeting Attendance

The Meeting Attendance editor documents who attended the team meeting. Data from this editor pulls in from the [Meeting Invitation](#) editor.

▶ [Click here to expand...](#)

Meeting Attendance List Screen

Meeting Attendance List Screen

Column Name	Description
Padlock Icon	Indicates the user currently editing the record.
Meeting Date	The day of the meeting.
Meeting Type	The type of meeting.
Print in Eval	Indicates this record prints.

Meeting Attendance Detail Screen

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

Field	Description	Additional Information
Print in Eval	Indicates this record prints.	This defaults to marked.
Remove IWAR signature column from print	When marked, the signature column does not print.	This field is available when the student's Primary or Secondary Disability is not SLD on the Eligibility Determination editor.
Meeting Invitation <i>Required</i>	When marked, a student invitation record prints.	The options available in this dropdown pull in from the Meeting Invitation editor.
Invite Date	The day of the invitation.	This field is read-only.
Meeting Type	The type of meeting.	This field is read-only.
Meeting Date	The day of the meeting.	This field is read-only.
Meeting Time	The time of the meeting.	This field is read-only.
Time Zone	The time zone. Options are Central or Mountain.	This field is read-only.
Meeting Location	The location of the meeting.	This field is read-only.
Purpose of Meeting <i>Required</i>	The meeting's purpose.	This field is read-only.
Attendance <i>The people who automatically pull into this section come from the Meeting Invitation editor and cannot be modified. Additional team member records can be manually entered.</i>		
First Name <i>Required</i>	The first name of the team member.	N/A

Field	Description	Additional Information
Last Name <i>Required</i>	The last name of the team member.	N/A
Role <i>Required</i>	The role of the team member.	N/A
Specify Other <i>*Required</i>	The other role of the team member.	*This field is available and required when Other is selected as the Role.
Attended	Indicates the person attended the meeting.	N/A
Agree with Determination <i>*Required</i>	Indicates this person agrees with the team's determination. Options are Yes or No.	*This field is available and required when the student's Primary or Secondary Disability is SLD on the Eligibility Determination editor.

Prior Written Notice

► [Click here to expand...](#)