

## **Hawaii Evaluation**

Last Modified on 10/22/2022 9:33 am CD7

Editor Home | General Evaluation Information | Editor Types | Padlock Icon | Template Banks | Editors

Classic View: Student Information > Special Ed > General > Documents

Search Terms: Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

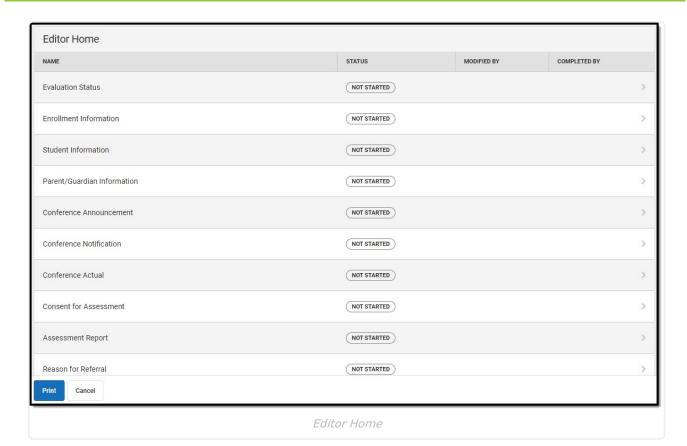
An evaluation must be created whether or not the student is determined to have a disability. A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school district.

The current format of this document is the **HI Eval 2022**. Evaluation formats are selected in the Eval Types tool.

## **Editor Home**

The Editor Home lists the editors available on the student's Evaluation and the Modification and Completion information.





Header **Description** The name of the editor. **Name** The state of the editor. Statuses can be: **Status** • In Progress indicates a user has entered and saved data in that editor. Not Started is the default status for all editors. • Complete indicates a user has clicked the Complete button on the editor. This does not lock the editor from further editing, but indicates the user considers the editor to be 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. **Modified** The date and the user by whom the editor was last edited. Ву Completed The date and the user who clicked the **Complete** button for that editor. By

## **General Evaluation Information**

The following table lists the buttons available for the editors:



Button	Description
Save	<ul> <li>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.</li> <li>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.</li> <li>Save &amp; Stay captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen of List editors, such as Goals and Objectives.</li> <li>Save &amp; Next captures progress and navigates the user to the next editor.</li> <li>Save &amp; 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 Types section for additional information.</li> </ul>
Refresh	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people 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.  A side panel displays listing all applicable Enrollment records for the student. See the Enrollments article for additional information.
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.
Status i.e. Complete, Not Needed, etc.	<ul> <li>Changes the status of the editor.</li> <li>Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click In Progress.</li> <li>Not Needed indicates the editor does not apply to the student's evaluation. This makes the editor read only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the In Progress button.</li> <li>In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul>
Print	Prints the entire evaluation.
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 <b>Close</b> 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 display. 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. An example list editor is the Individual Conference Announcement editor.

### Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon 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. Once the editing user navigates away from an editor, that editor becomes available for others to work on.

## **Template Banks**

Certain fields within several editors have a paper icon displays next to their name. When the icon is clicked, a side panel displays with the available library of predetermined text for that field. Template Banks are managed in System Administration.

## **Editors**

Evaluation Status | Enrollment Information | Student Information | Parent/Guardian Information |
Conference Announcement | Conference Notification | Conference Actual | Consent for Assessment |
Assessment Report | Reason for Referral | Summary and Interpretation of Evaluation Data |
Exclusionary Factors | Eligibility Criteria Checklist | Evaluation Team Information | Eligibility
Decision | Prior Written Notice | Initial Provision of SPED & Related Services

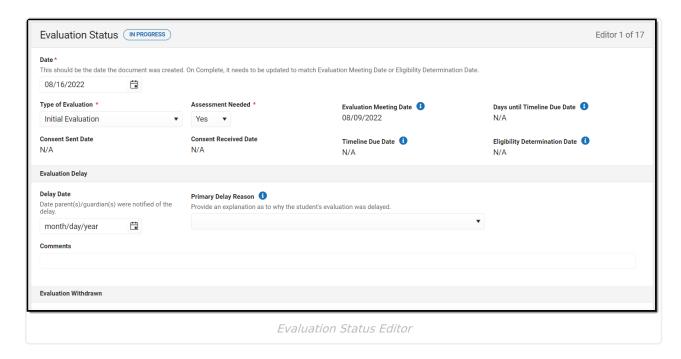
The following section lists each editor and describes each field on the editor.

#### **Evaluation Status**

The Evaluation Status editor includes general information about the evaluation, including relevant dates, the type of evaluation, and basic student information.

This editor must be saved before continuing to other parts of the evaluation.





▶ Click here to expand...

^ Back to Top

#### **Enrollment Information**

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the **General** Evaluation Information section for additional information.



▶ Click here to expand...

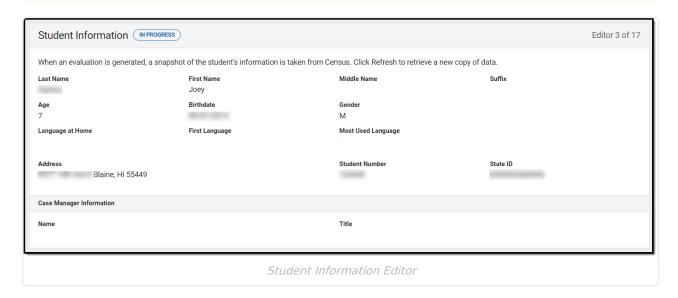
^ Back to Top

## **Student Information**



The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Evaluation Information section for additional information.



▶ Click here to expand...

^ Back to Top

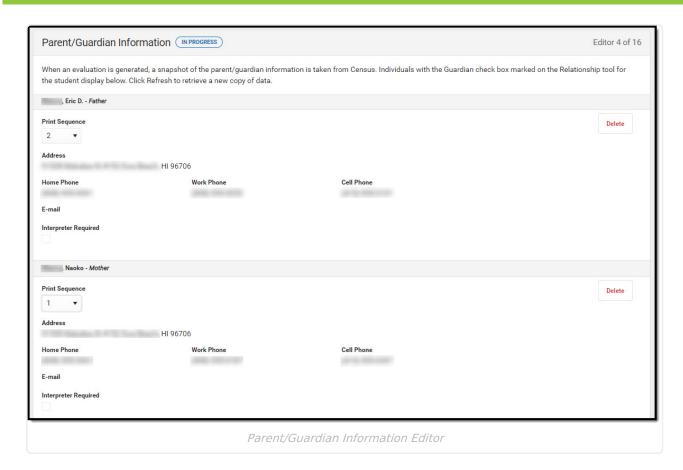
## **Parent/Guardian Information**

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian from the Evaluation.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.





▶ Click here to expand...

^ Back to Top

## **Conference Announcement**

The Conference Announcement editor is used to document planned meetings of the Evaluation team.

This editor is not optional and must be completed.

▶ Click here to expand...

## **Conference Notification**

The Conference Notification editor is used to document when notifications were sent out informing the team of meetings.

▶ Click here to expand...

^ Back to Top



#### **Conference Actual**

The Conference Actual editor is used to document meetings that took place.

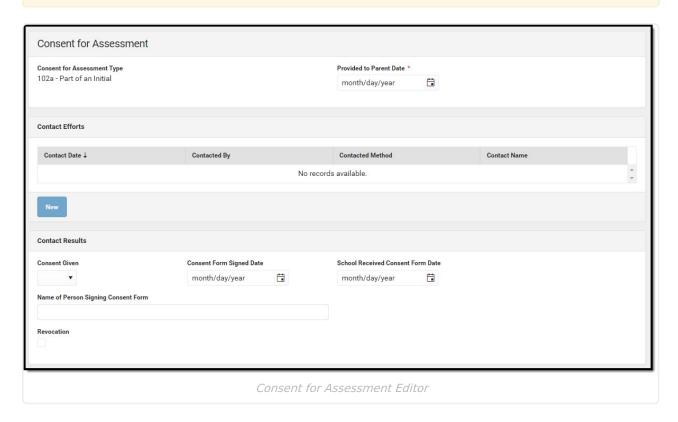
▶ Click here to expand...

^ Back to Top

#### **Consent for Assessment**

The Consent for Assessment editor is used to document the consent gathered to assess the student.

This editor is not available when Triennial Agreement is selected as the Evaluation Type. This editor is also not available when No is selected in the Assessment Needed field on the Evaluation Status editor.



▶ Click here to expand...

^ Back to Top

## **Assessment Report**

The Assessment Report editor is used to document how data has been gathered concerning the



student.

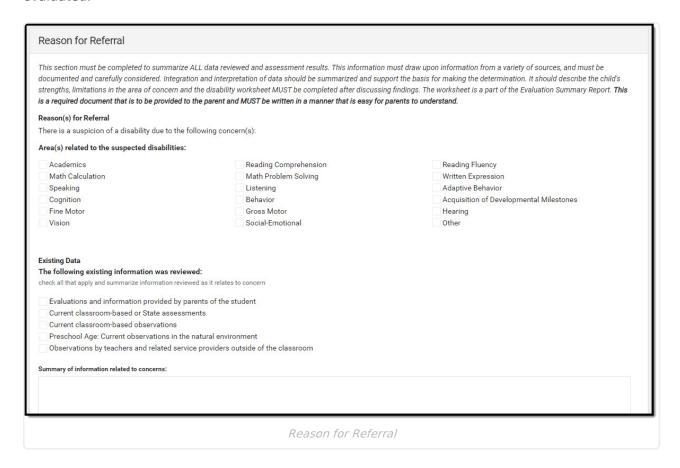
**Note**: Information from this editor displays at the end of the Evaluation document when printed.

Click here to expand...

^ Back to Top

#### **Reason for Referral**

The Reason for Referral editor is used to document the reason the student was referred to be evaluated.



▶ Click here to expand...

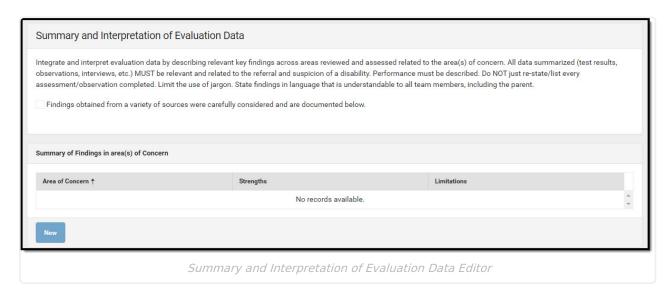
^ Back to Top

# Summary and Interpretation of Evaluation Data

Integrate and interpret evaluation data by describing relevant key findings across areas reviewed



and assessed related to the area(s) of concern. All data summarized (test results, observations, interviews, etc.) MUST be relevant and related to the referral and suspicion of a disability. Performance must be described. Do NOT just re-state/list every assessment/observation completed. Limit the use of jargon. State findings in language that is understandable to all team members, including the parent.

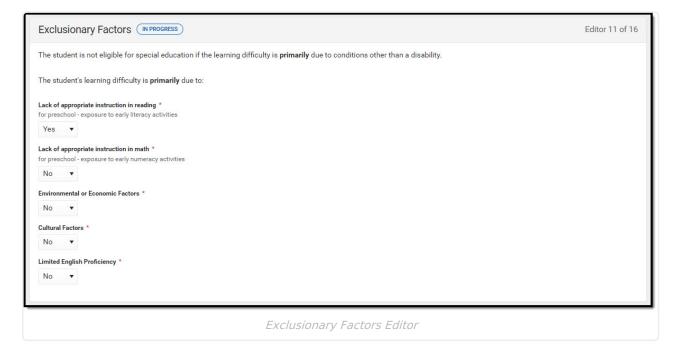


▶ Click here to expand...

^ Back to Top

## **Exclusionary Factors**

The Exclusionary Factors editor is used to document any factors excluding the student from regular education.



▶ Click here to expand...



## **Eligibility Criteria Checklist**

The Eligibility Criteria Checklist is used to document if the student meets the criteria for difference disabilities.

▶ Click here to expand...

^ Back to Top

#### **Evaluation Team Information**

The Evaluation Team Information editor lists each member of the student's evaluation team and whether they agreed with the result of the evaluation.

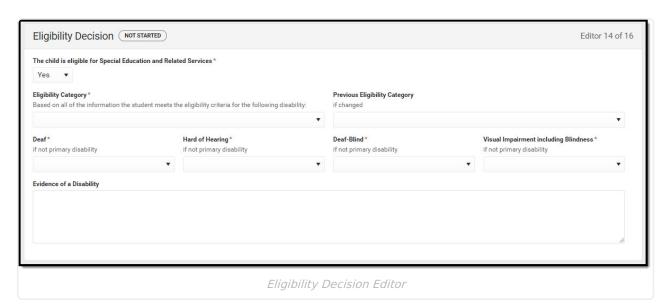
The Team Member list is based on the Team Members tool. This editor is only available when Specific Learning Disability is a selected checklist on the Eligibility Checklist editor, as this prints at the end of that specific document.

▶ Click here to expand...

^ Back to Top

## **Eligibility Decision**

The Eligibility Decision editor indicates if the student is eligible for special education services, the areas of eligibility, and the reasons that led to this conclusion.





▶ Click here to expand...

^ Back to Top

#### **Prior Written Notice**

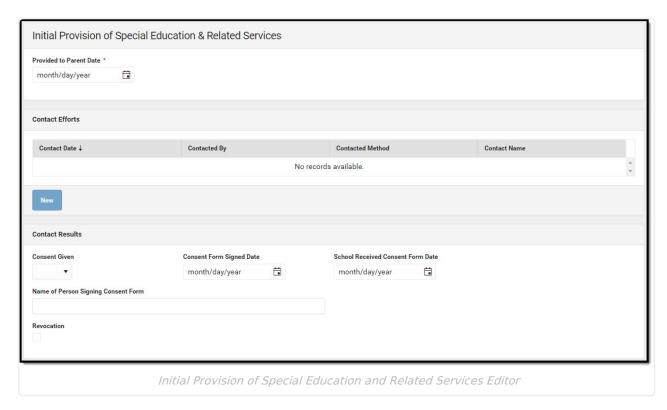
The Prior Written Notice editor is used to document meeting notices provided to the parent/guardian.

▶ Click here to expand...

^ Back to Top

#### Initial Provision of SPED & Related Services

The Initial Provision of SPED & Related Services editor is used to document an initial provision sent to the parent/guardian.



▶ Click here to expand...

^ Back to Top

#### **Previous Versions**

Evaluation (Hawaii) [.2235] Evaluation (Hawaii) [.2211 - .2231]

