Montana Evaluation Report

Last Modified on 10/22/2022 9:34 am CDT

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

The Evaluation in Campus is used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, 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 **MT ESR 2022.** Evaluation formats are selected in Special Ed Eval Types.

Editor Home

The Editor Home lists the editors available on the student's Evaluation.

NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Information	IN PROGRESS	Demo Administrator 3/29/22 9:23 AM	
Student Information	IN PROGRESS	Demo Administrator 3/29/22 9:31 AM	
Parent/Guardian Information	IN PROGRESS	Demo Administrator 3/29/22 9:35 AM	
Enrollment Information	IN PROGRESS	Demo Administrator 3/29/22 9:37 AM	
Parent/Student Comments	IN PROGRESS	Demo Administrator 3/29/22 9:41 AM	
Classroom Based Assessments	IN PROGRESS	Demo Administrator 3/29/22 9:45 AM	
Observations	NOT STARTED		

Editor Home

Header	Description
Name	The name of the editor.
Status	The state of the editor. Statuses can be: • **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 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 Evaluation Information

The following table lists the buttons available for the editors:

Button	Description
Save	Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor. • **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 usually found within the detail screen of 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 Types section for additional information.
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 **Save** after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information.

Button	Description
Cancel	Navigates the user to the Editor Home screen or to the List Screen for List editors.
Status *i.e. Complete, Not Needed, etc.*	Changes the status of the editor. • **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.** • **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. • **In Progress** only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.
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 **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 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 Assessments editor.

Padlock Icon

Only one user at a time can actively work on an editor. A person with a padlock icon displays in the Editors side pane, 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 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 Information | Student Information | Parent/Guardian Information | Enrollment Information | Parent/Student Comments | Classroom Based Assessments | Observations | Assessments | Determination of Eligibility Checklist | Eligibility Determination | Recommendations | Dissenting Report | Not Eligible | Prior Written Notice | Evaluation Report Notes

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

Evaluation Information

The Evaluation Information editor provides basic information regarding the evaluation.

Evaluation Information Editor

▶ Click here to expand...

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.

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
Abegg

First Name
Colton

Middle Name

Suffix

Age
5

Birthdate

Gender
M

Federal Designation
4: Black or African American

Federal Race(s)
4: Black or African American

Race, Ethnicity (state)

Address

Student Number

State ID

Case Manager Information

Name

Title

Phone

Student Information Editor

▶ Click here to expand...

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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 IEP.

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.

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.

Abegg, Harrison - *Father*

Print Sequence   Delete

1 ▼

Address
2927 5th Ave NW Blaine, MT 55449

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

E-mail

Parent/Guardian Information Editor

▶ Click here to expand...

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment.

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

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

Resident District   **Grade**
:   KG

School Name   **School Phone**   **School Year**
Arthur Elementary   (555)555-7890   21-22

District Information

District Number   **District Name**
100   Plainview Schools

District Address   **District Phone**
[redacted]   (763)555-5555

Enrollment Information Editor

▶ Click here to expand...

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Parent/Student Comments

The Parent/Student Comments editor is used to document any evaluation information provided by the parent and/or student.

This editor is required.

Evaluations and Information Provided by the Parent(s) and/or Student

Parent Comments *

Student Comments

Implications for Educational Planning

Parent/Student Comments

▶ Click here to expand...

Classroom Based Assessments

The Classroom Based Assessment editor is used to document any classroom evaluations, results, and implications for instructional planning for the student.

This editor is required.

Classroom Based Assessments Editor

▶ Click here to expand...

Observations

The Observations editor is used to document any evaluations, results, and implications for instructional planning for the student.

Observations Editor

▶ Click here to expand...

Assessments

The Assessments editor is used to document the type of assessments used to evaluate the

student.

▸ Click here to expand...

Determination of Eligibility Checklist

The Determination of Eligibility editor provides a collection of checklists for each disability the student is determined to have. Checklists include the considerations and questions to be addressed for that disability.

▸ Click here to expand...

Eligibility Determination

The Eligibility Determination editor lists the student's determining factor for qualifying for Special Education services.

Eligibility Determination   IN PROGRESS   Editor 10 of 15

Student IS eligible for special education and related services under the Individuals with Disabilites Education Act. Basis for making the determination that the student has a disability and needs special education and related services:

Disability Criteria:

Disability Criteria Checklist Attached

Why does the student need special education and related services? *

Example

Select all disabilities that apply:

Eligibility Determination Editor

▸ Click here to expand...

Recommendations

The Recommendations editor is used to document the recommended areas of service the student may need for the IEP team.

Recommendations Editor

▶ Click here to expand...

Dissenting Report

The Dissenting Report editor is used to document any opinions regarding the student's evaluation and recommended services that do not match those of the rest of the evaluation team.

Dissenting Report Editor

▶ Click here to expand...

Not Eligible

The Not Eligible editor is used to document if the student is not eligible to receive special education services.

Documentation - if not eligible
Student IS NOT eligible for special education and related services under the Individuals with Disabilities Education Act for the following reason(s): *

☐ Does not meet disability criteria
☐ Lack of instruction in reading or math
☐ Does not demonstrate need for special education
☐ English Learner

Discussion:

Recommendation for accommodation or referral for other services as appropriate:

Not Eligible Editor

▸ Click here to expand...

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Prior Written Notice

The prior written notice editor is used to document the action proposed/refused of the initiation or change in the evaluation or identification of the student and detailed explanations and descriptions of additional considerations, factors, and reasoning.

This editor is required.

Action(s) Proposed or Refused
Initiation or change in the evaluation of the student.
☐

Initiation or change in the identification of the student.
☐

Description of the specific proposed or refused action(s): *

Additional Documentation attached
☐

Explanation of why the district proposed or refused to take the action(s): *

Prior Written Notice

▸ Click here to expand...

Evaluation Report Notes

The Evaluation Report Notes editor is used to document any additional notes related to the evaluation meeting.

Evaluation Report Notes NOT STARTED   Editor 15 of 15

Meeting Notes:

Evaluation Report Notes

Previous Versions

Evaluation Report (Montana) [.2211 and previous]