Evaluation (Hawaii) [.2211 - .2231]

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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, 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.

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

> 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.

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 Master 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 will 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.
Cancel	Navigates the user to the Editor Home screen or to the Master 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 will have to 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 master list of all records within that editor. Clicking an existing record or the New button will open 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 displays in the Editors side pane, Editor Home, and Master 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 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

The following section lists each editor and describes each field on the editor. Available editors include:

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

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.

Evaluation Status Editor

▶ Click here to expand...

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.

Enrollment 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.

Student Information Editor

▶ Click here to expand...

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 will also return any accidentally deleted people. Manually entered fields will not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information Editor

▶ Click here to expand...

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...

Conference Actual

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

▸ Click here to expand...

Consent for Assessment

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

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

Consent for Assessment

| Consent for Assessment Type | Provided to Parent Date * |
| 102a - Part of an Initial | month/day/year |

Contact Efforts

Contact Date ↓	Contacted By	Contacted Method	Contact Name
No records available.			

New

Contact Results

| Consent Given | Consent Form Signed Date | School Received Consent Form Date |
| ▾ | month/day/year | month/day/year |

Name of Person Signing Consent Form

Revocation
☐

Consent for Assessment Editor

▸ Click here to expand...

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...

Reason for Referral

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

Reason for Referral

This section must be completed to summarize ALL data reviewed and assessment results. This information must draw upon information from a variety of sources, and must be documented and carefully considered. Integration and interpretation of data should be summarized and support the basis for making the determination. It should describe the child's strengths, limitations in the area of concern and the disability worksheet MUST be completed after discussing findings. The worksheet is a part of the Evaluation Summary Report. **This is a required document that is to be provided to the parent and MUST be written in a manner that is easy for parents to understand.**

Reason(s) for Referral
There is a suspicion of a disability due to the following concern(s):

Area(s) related to the suspected disabilities:

☐ Academics	☐ Reading Comprehension	☐ Reading Fluency
☐ Math Calculation	☐ Math Problem Solving	☐ Written Expression
☐ Speaking	☐ Listening	☐ Adaptive Behavior
☐ Cognition	☐ Behavior	☐ Acquisition of Developmental Milestones
☐ Fine Motor	☐ Gross Motor	☐ Hearing
☐ Vision	☐ Social-Emotional	☐ Other

Existing Data
The following existing information was reviewed:
check all that apply and summarize information reviewed as it relates to concern

☐ Evaluations and information provided by parents of the student
☐ Current classroom-based or State assessments
☐ Current classroom-based observations
☐ Preschool Age: Current observations in the natural environment
☐ Observations by teachers and related service providers outside of the classroom

Summary of information related to concerns:

Reason for Referral

▸ Click here to expand...

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.

Summary and Interpretation of Evaluation Data Editor

▸ Click here to expand...

Exclusionary Factors

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

Exclusionary Factors Editor

▸ 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...

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...

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.

Eligibility Decision Editor

▶ Click here to expand...

Prior Written Notice

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

▶ Click here to expand...

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.

Initial Provision of Special Education and Related Services Editor

▶ Click here to expand...