

Topic: Initial Evaluation Report for the DOE
More Info: See *Find Guide* (Download at SpEdDoc.org)
Audience: Special Education Directors
Date: November 1, 2010



The DOE requires selected SU's to report regarding initial evaluation timeliness. SpEdDoc generates a report that fulfills this Indicator 11 requirement and also facilitates ongoing self-monitoring.

Note: SpEdDoc assumes that the earliest evaluation is the initial unless you indicate otherwise. If a student has a new initial (e.g., the student didn't qualify earlier or exited special education), override the default by entering the latest *Decision, Eval Consent* dates and *Eligible* decision in Student Tracking.

Initial Evaluation							
Name	CC #	CC Status	Grd	CM	Init Cons	Init Eval	Days
Long							SubTotal: 1
Samantha BeaWhich	1078749	Tuition	12	RAS	01/20/08	03/25/08	65
On Time							SubTotal: 2
Jolly Jumper		Active	03	PRH	09/17/07	10/31/07	44
Julie Roberts	1018222	Active	10	RAS	02/01/08	02/14/08	13
Unknown							SubTotal: 1
Haywood Yabuzzoff	0	None	11	PRH		12/06/07	
Grand Total: 4							

Init Eval Decision	7/15/10	6/10/10	<input type="checkbox"/> Unknown	<input checked="" type="checkbox"/> Eligible
Init Eval Consent	6/4/10	6/4/10	<input type="checkbox"/> Unknown	

Find and view initial evaluations

- Log into SpEdDoc with the SU Password (to access all the records).
- Click the *Initial Evaluation* button on the Student Main Menu to display a list of Initial Evaluation dates entered in SpEdDoc.
- SpEdDoc calculates the length of those evaluations (based on the Consent and Decision dates). Select a button on the bottom of the Initial Evaluation list to refine your results for last school year or this school year (two examples follow):
- Select the *This Year Init List* button to find just the students with an Initial Evaluation completed this school year (based on the Decision date). Click the italicized column headings to sort, e.g., click the Result heading to sort accordingly.
- Select the *This Year Init Report* button to find the same students as the *This Year Init List* button, but automatically creates a report summarized by the Result:
 - Error (Consent postdates Decision)
 - Long (Decision more than 60 days after Consent)
 - On Time (Decision within 60 days of Consent)
 - Unknown (Can't calculate because of missing Consent date)

Submission of initial evaluation report to the DOE

For any records that indicate Error or Unknown in the Result column, enter the correct dates on the Evaluation Cover Page or, if the initial Evaluation was not created in SpEdDoc, on Student Tracking. Do not leave any marked Unknown unless Consent was not obtained. After eliminating Errors, click the *This Year Init Report* (until June 30). This summarizes and totals the results required for the DOE monitoring report:

- A (Total of all Results shown at end of report)
- B (Total of Long and On Time Results)
- C (Total of On Time Results)