



Directions for Initial Evaluations Age 3-21

Indicator 11 information for the State Performance Plan is collected for all students ages 3-21.

Do Report Students:	Do Not Report Students:
<ul style="list-style-type: none"> • If permission is received (<i>even if the student moves during the testing window OR testing couldn't be completed for some other reason</i>). • If a student is evaluated by outside evaluators. • If a student moves during the evaluation process. • If a student moves into your district from another district or state and requires additional evaluations to determine S.D. eligibility. 	<ul style="list-style-type: none"> • If it is a three year re-evaluation for continued eligibility. • If a student is currently receiving special education services and now being evaluated to add related services. • If they are an initial referral for Birth to 3 services. • If a student moves from another district or state and does not require additional evaluations to determine SD eligibility (even if the district decides they need more information to better serve the student or that there are additional concerns needing to be addressed DO NOT report on Ind 11). • If permission is not obtained

Things to Consider When Reporting *"Initial Evals ages 3-21"*

1. When entering information into Launchpad you must enter each student's Identification Number. This is their SIMS number (if one has been assigned). Otherwise enter "DOB+ student initials".
2. When recording the date permission was received: *This should reflect the date the school received permission **in hand**. This may include during Parent Teacher Conferences or even on a Saturday.* If this date is not recorded on the consent form, the district must then use the date the parent signed consent. **These instances count as day 1.**

3. The last evaluation date must include skill-based evaluations.
4. Counting 25 School Days:
 - Record the number of school days between the date permission was received and the date the last evaluation was completed.
 - Use your school calendar to calculate this information.
 - a. Only count days in which students are in attendance.
 - b. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day. (Exception – if parent dates a questionnaire on one of these days).
 - c. **Do include** make-up days and half days.
 - Evaluations are required to be completed within 25 school days, if the 25 school days is exceeded, you must indicate the reason.
 - Permission to extend the timeline may be given from the parents by signing an extension on the prior notice.
 - a. This will not be counted against the district if this agreed upon timeline is met.
 - b. The school days to complete the evaluation must be recorded and the reason.
 - c. In Launchpad, indicate that a prior notice to extend was given using the dropdown and then provide a reason why the extension was needed using the "Other" box. You may also use this column to explain additional information if needed.
5. If a child moves during the testing process or eligibility could not be determined, you still report the information for which you have.

How to record students not completed during the fiscal year:

Permission Received	Eligibility Determined	Year Recorded for Indicator 11
Prior to July 1, 2018	Prior to July 1, 2018	2017-2018 (last year's report)
Prior to July 1, 2018	After July 1, 2018	2018-2019 (this year's report)
Prior to July 1, 2019	After July 1, 2018	2019-2020 (next year's report)