



## 2015-16 Directions for Initial Evaluations Age 3-21

Indicator 11 information for the SPP is collected for all students age 3-21.

**Do not include** on the Initial Evaluation spreadsheet:

- Three year re-evaluations for continued eligibility.
- Students evaluated to add related services that are currently in special education.
- Initial referrals for Birth to 3 services.
- Students moving from another district or state who **do not** require additional evaluations (if additional evaluations are needed-have parents sign prior notice and document student as an initial evaluation).

**SUBMISSION OPTION 1:** Complete spreadsheet and upload to Launchpad.

1. This spreadsheet is required for SPP data collection. It will need to be completed for the fiscal year beginning July 1, 2015 and ending June 30, 2016. A compiled district spreadsheet must be uploaded through Launchpad no later than August 1, 2016.
2. Download and save to your computer the Initial Evals 15-16 spreadsheet from the website at: [http://doe.sd.gov/oess/sped\\_SPP.aspx](http://doe.sd.gov/oess/sped_SPP.aspx). A final report uploaded to launchpad should contain all the students for the district, including those done by outside evaluators. The final document must be uploaded to Launchpad and signed off on by August 1, 2016. A copy of your 2015-2016 school calendar will be uploaded to launchpad.

**SPECIAL NOTE:** Directions for Launchpad upload can be found at <http://www.doe.sd.gov/oess/sped-spp.aspx>.

### Worksheet directions for “Initial Evals ages 3-21”

1. Enter Student Identification number in column A: Enter a SIMS number if one has been assigned, otherwise enter “DOB+ student initials”.
2. Record the date permission was received in column B: *This should reflect the date the school received permission*, if this date is not recorded on the consent form then the district must use the date the parent signed consent. **This counts as day 1.**
3. Record the date the last evaluation was completed in column C. This includes skill-based evaluations.
4. Record the number of school days between the date permission was received and the date the last evaluation was completed in column D.
  - Use your school calendar to calculate this information.

- a. Only days in which students are in attendance should be counted.
  - 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.
- Evaluations are required to be completed within 25 school days, if the 25 school days is exceeded, you must indicate the reason in column H.
  - Permission to extend the timeline may be given from the parents by signing to extend 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 “Parents signed prior notice to extend timeline” noted in column H.
5. Record the date eligibility determination was made in column E.
  6. In column F indicate whether the team determined the student eligible or not. This column has a drop down box with “yes”, “no”, or “eligible, parent declined services” or “student moved.”
  7. If student is eligible for special education, in column G indicate the disability area. This column has a drop down box with the disability areas.
  8. If the date from consent to the last evaluation exceeded 25 school days, then the reason must be coded in corresponding column H. This column contains a drop down box.
  9. If “Other” was selected in column H, then you must write the reason for exceeding the timeline in column I. Also use this column to explain additional information if needed.

*\*Sample spreadsheet is available at the end of this document.*

**SUBMISSION OPTION 2:** Enter students directly into Launchpad.

You can find directions on entering students in the Launchpad Guide located at: <http://www.doe.sd.gov/oess/documents/LaunchpGd.pdf>.

*How to record students not completed during the fiscal year:*

Permission Received	Eligibility Determined	Year Recorded for Indicator 12
Prior to July 1, 2015	Prior to July 1, 2015	2014-2015 (last year’s report)
Prior to July 1, 2015	After July 1, 2015	2015-2016 (this year’s report)
Prior to July 1, 2016	After July, 1, 2016	2016-2017 (next year’s report)

*If you find you have a student that should have been reported the previous year, please contact Wendy as soon as possible.*

If you have any questions, please contact [Wendy.Trujillo@state.sd.us](mailto:Wendy.Trujillo@state.sd.us) or call 605-773-3678.

Spreadsheet Examples:

	A	B	C	D	E	F	G	H	I	J
	SIMS Number (If no SIMS - students DOB + Initials)	Date permission received	Date last evaluation completed (including skill- based)	School days from day permission received to day last evaluation completed	Date eligibility determined	Eligible for Special Education	Disability Area	Reason 25 school days was exceeded in column D	Other	
1										
2	EX1: SIMS	09/07/15	09/30/15	18	10/15/15	Yes	0550 - Speech/Language Impairment			
3	EX2: SIMS	02/16/16	04/26/16	48	05/03/16	Eligible, Parent Declined Services		Poor Scheduling	No permission to extend timeline received, evaluator was on maternity leave	
4										
5										
6										
7										
8										
9										