

## Directions for Initial Evaluations Age 3-21

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

<b>DO Report Students if:</b>	<b>DO NOT Report Students if:</b>
<ul style="list-style-type: none"> <li>• permission is received (<i>even if the student moves during the testing window OR testing couldn't be completed for some other reason</i>).</li> <li>• a student is evaluated by outside evaluators.</li> <li>• a student moves during the evaluation process.</li> <li>• a student moves into your district from another district or state and requires additional evaluations to determine S.D. eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• it is a <b>three-year</b> re-evaluation for continued eligibility.</li> <li>• a student is currently receiving special education services and now being evaluated to add related services.</li> <li>• they are an initial referral for Birth to 3 services. (These are reported on Indicator 12 only.)</li> <li>• a student moves from another district or state and <b>does not</b> require additional evaluations to determine SD eligibility.</li> <li>• permission is not obtained.</li> </ul>

**SUBMISSION:** Student initial testing information must be entered into Launchpad (it is recommended that you do this periodically throughout the year so that you do not get back logged or miss any students).

1. Indicator 11 data collection is completed for each fiscal year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.
2. All initial evaluation data must be entered in Launchpad and signed off by August 1<sup>st</sup> each year. You must create a copy of your most current school calendar for each reporting year. It is imperative that you note **snow days and/or other non-school days** to ensure accuracy. This can be indicated by typing in the cancelled school days before uploading to Launchpad.
  - a. If, and only if, your district's policies state that your preschool program (if applicable) will be following a different calendar than the district calendar, that preschool calendar must also be created in Launchpad to ensure correct count of days for students enrolled in the district preschool.
  - b. If using a preschool calendar, be sure to indicate in the comment section the student is a preschool student to ensure the correct count of school days.
3. Directions for entering student information: 2024 Launchpad Guide  
Indicator 11 TA Guide: <https://doe.sd.gov/sped/SPP.aspx>

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

1. When entering information into Launchpad or the spreadsheet you must enter each student’s Identification Number. This is their SIMS number (if one has been assigned). Otherwise enter “DOB+ student initials”.
2. Recording the date permission was received: *This should reflect the date the school received permission **in-hand** (see 4b\*).* 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 evaluation date.
4. Use your district calendar when counting the 25-school days:
  - Record the number of school days
    - a. Starting with the date permission was received in hand (day 1),
    - b. When permission is received on a non-school day, then day 1 will be the next business day in which school is in session. \*
    - c. Ending with the date the last evaluation (including skill-based) was completed.
      - i. Count all days in between in which school is scheduled including **make-up days, half days, late start or early release days.**
      - ii. Do not include vacation days, weekends, teacher workdays, or days on which school was cancelled for the entire day unless student was brought in or scheduled for testing in another location on those days.
  - 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 the agreed upon timeline is met.
    - b. The school days to complete the evaluation must be recorded and the reason.
    - c. In Launchpad, indicate that “Parent agreed to extend the timeline” using the dropdown. **Provide a reason why the extension was needed using the “Comment” box. You may also use this column to explain additional information if needed.**
  - If the 25-school day count exceeds the timeline, and parents did not agree to extend the timeline, you must use the dropdown box to choose reason and explain in the comments.
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, 2024	Prior to July 1, 2024	2023-2024 (last year’s report)
Prior to July 1, 2024	After July 1, 2024	2024-2025 (this year’s report)
Prior to July 1, 2025	After July 1, 2025	2025-2026 (next year’s report)

If you have questions, please contact: Part B 619 Coordinator or call 605-773-3678.