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 if:	DO NOT Report Students if:
• permission is received (*even if the student moves during the testing window OR testing couldn't be completed for some other reason*). • a student is evaluated by outside evaluators. • a student moves during the evaluation process. • a student moves into your district from another district or state and requires additional evaluations to determine S.D. eligibility.	• it is a ***three-year*** re-evaluation for continued eligibility. • a student is currently receiving special education services and now being evaluated to add related services. • they are an initial referral for Birth to 3 services. (These are reported on Indicator 12 only.) • a student moves from another district or state and ***does not*** require additional evaluations to determine SD eligibility. • permission is not obtained.

SUBMISSION: Student initial evaluation 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 1st and ending June 30th.

2. <u>All initial evaluation data</u> must be entered in Launchpad and signed off by August 1st 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 uploaded in Launchpad to ensure correct count of days for students enrolled in the district preschool. All students using an alternative calendar must have a comment to communicate which calendar is being used.
   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: can be found at the departments State Performance Plan website under Indicator 11: https://doe.sd.gov/sped/SPP.aspx

July 2025

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

1. When entering information into Launchpad, or the designated spreadsheet, you must enter each student's identification number. This is their Student Information Management System (SIMS) state ID number found in Infinite Campus. If a SIMS number has not yet been assigned, then 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. The date permission was documented as received or the date parent signed the consent, counts as school day 1 (see 4b*).
3. The last evaluation date must include skill-based evaluation date(s).
4. Use your district calendar when counting the 25 school days:
   - Record the number of school days
     a. Starting with the date permission was documented as received in hand or the date parent signed consent. (School day 1)
     b. *When permission is received on a non-school day, then school day 1 will be the next business day school is in session.
     c. Ending with the date the last evaluation (including skill-based) was completed.
        i. Count all days 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 school was cancelled for the entire day, unless the student was brought in or scheduled for testing in another location on those days.
   - Parents may agree to extend the evaluation timeline beyond the 25 school days. The date agreed upon by the district and parent needs to be noted on the PPWN Consent to Evaluate and follow ARSD 24:05:25:03.02. Exception to initial evaluation timeline.
     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 the reason why the extension was needed and the agreed upon date to complete evaluations 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 student moves during the testing process or eligibility could not be determined, report the student's information the district has.

How to record students not completed during the fiscal year:

Permission Received	Eligibility Determined	Year Recorded for Indicator 11
Prior to July 1, 2025	Prior to July 1, 2025	2024-2025 (last year's report)
Prior to July 1, 2025	After July 1, 2025	2025-2026 (this year's report)
Prior to July 1, 2026	After July 1, 2026	2026-2027 (next year's report)

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