

ER Quick Tips

BACKGROUND:

WCED is engaged in a sincere effort to comply with MDE Evaluation Monitoring standards and to help districts provide Evaluation Reports to families that are respectful, clear, and concise.

GENERAL TIPS:

- Use the “Summary First ER template” found in SpEd Forms:

Local Templates	
LD EL	<input type="button" value="Select"/>
LD New ER	<input type="button" value="Select"/>
Summary first ER template	<input type="button" value="Select"/>

- Student’s name: If cutting and pasting from a template/another ER, use the binoculars to find and replace the name, parent name, school info, etc.
- Each evaluator should write in third person. Ex. Joseph was observed to . . . vs. I observed that Joseph was . . .
- If you are using a test template, each evaluator should review the test description and ensure the description is short and concise. As a special education professional, what would you need in that section if the student moved into one of your districts? As a parent, what would you want to see in that section?
- The reason for the evaluation is explained at the beginning of the ER. It is not necessary to provide a reason at the beginning of each section.
- Each evaluator should use spell check before finishing their section.
- Observations - a brief summary noting significant information relevant to referral is sufficient. See Observations on the Information Network for more information.
- Basic Psych Processes (BPP) - summarize your findings in a brief paragraph, do not insert the full BPP chart that you may have used to collect information. See the Basic Psych Processes (BPP) link on the Information Network for examples.

- If using a template, read the language in the template and modify for each student. If the template has language regarding what the strengths indicate and there are no strengths, the sentence should be modified or removed. Parents think you wrote every word in the ER and don't realize it was a template being used for numerous evals.
- The person who oversees the evaluation is responsible for the final copy to be free of spelling, grammar, and formatting inconsistencies.
- ER date is the date of the ER/IEP meeting with one exception - if, despite your best effort, you go beyond the Evaluation Due Date timeline in order to have a parent meeting, then you should use the 30th day as the date and mail the finished ER home to the parent. See ER Meeting Guidelines in the Information Network for more info.
- LD Evaluation is the only evaluation report that requires signatures to indicate agreement with conclusions. It is considered Best Practice for the other areas.
- In situations when the team discussed eligibility for numerous areas such as OHD, EBD and ASD, only include the full criteria in the area the student qualified for, add a few sentences at the beginning of the criteria section regarding the rationale for choosing the final eligibility area vs other areas considered.
- Initial vs. Re-evaluation decisions:
 - Categorical Evaluations by age 7: The process is a re-evaluation so check the re-evaluation box and if the evaluation plan is not returned after 14 days, the plan goes into effect ; if addressing a new criteria area, student must meet initial criteria. See Categorical Evaluations on the Information Network for more information.
 - If a student is currently being served in Special Education under Part B (Age 3 to 21) then any evaluation is a re-evaluation. Ex. Student currently receives SpEd for Speech Artic and you want to do an Academic Referral, the evaluation would be a re-evaluation for process but initial for any new criteria area. Same 14-day timeline as indicated above.
 - If a student is dismissed, and you are beyond the follow up year, and the student is referred again, the evaluation is considered an initial for both process and criteria.
- Dismissal:
 - Evaluate (may be a review of current data) and step through criteria to show that the student no longer meets criteria and is not a student with a disability. Do not send consent pages with the PWN.
- Does not qualify - Prior Written Notice (PWN) - if a student is assessed but does not qualify (covers a dismissal as well), send a PWN but do not include the consent page.
- Parent permission - for an initial evaluation, permission must be given. In a co-parenting situation, you do not need permission from both parents. However, if one parent steps forward and disagrees with conducting an assessment, you may not proceed. Contact your Administrator or WCED Coordinator.