

Student Name: _____

Student ID #: _____ DOB: _____

Evaluator Name: _____ Case Manager: _____

Psychological Evaluation Educational Evaluation Psycho-Educational Evaluation

Evaluation Report Requirements:

1. This evaluation was:

- Individually administered
- Conducted in a language or form most likely to yield accurate information
- Scored as a: Standard Score Norm Referenced Score
- Age equivalents are not reported

2. This evaluation includes:

- A functional assessment of academic performance
- One structured observation in a setting other than the testing session (attached and included in written report)
- A physical description of the student is **not** included, unless it is specifically relevant to the results of the assessment.
- An interview with the student's parent (attached and included in written report)
- An interview with the teacher referring the student (attached and included in written report)
- A review of the student's developmental/educational history
- A review of interventions documented by the classroom teacher(s) and others who work with the student
- One or more informal measure(s) which may include, but not be limited to, surveys and inventories; analysis of work; trial teaching; self-report; criterion referenced tests; curriculum based assessment; and informal rating scales
- Beginning at age 14, or younger if appropriate, include assessment(s) to determine appropriate postsecondary outcomes

3. This written report includes:

- Signature and date
- An appraisal of the student's current functioning and an analysis of instructional implication(s) appropriate to the professional discipline of the evaluator
- A statement regarding relevant behavior of the student, either reported or observed and the relationship of that behavior to the student's academic functioning
- If an assessment is not conducted under standard conditions, the extent to which it varied from standard conditions

4. I have ensured that:

- Someone has proofread my report to check for inconsistencies in spelling, grammar, student name, or other errors
- The signed evaluation report has been uploaded to the document repository
- All relevant information has been entered into the appropriate areas of IEP Direct
- The completed protocol is attached to the original signed copy of this report
- All boxes on this requirements page have been checked

Evaluator's Signature: _____ Date: _____

This form must be completed and attached to every evaluation report.