

How to Complete the Preschool Evaluation Summary

This guide provides step-by-step instructions on how to complete the Preschool Evaluation Summary in ATLAS. It explains how to navigate the dashboard, find the student, open the Preschool Evaluation Summary, edit the document, and submit it.

Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

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Public Schools	pecial Education Data N	Aanagement System		Student • Search	٩	Sedms1 Sedms Kog Out) Chairperson
My Caseload		Im	portant KPI	Agenda		
EI Transition	Students				+ Add R	eferrel Export to Excel
A WaitList	My Caseload Referrals	Evaluations IEP Placement	0	Sort By	Due Date	Advanced Filters
Reports	initial	SEROROVAG7, N73 (Unassigned) NYCID: 283415798 DOB: 08/18/2019 DBN: Datriet: District 24	Eveluation Bile CSE Location 02	Activity Placement Completed	Due Date Complianc Sequest 08/2.9.26 (31 Days)	e Dere Actions Placement: 24
	Initial	RASHVDASH80, MMMA69 NYCD: 101083082 [Doll: 01/25/2020 DBH: Diarriet: Diarriet 24	Excludion Die	Autory Pending Evaluation	Due Date Schedule 08/30/20 138 Days Request 08/30/20 138 Days 138 Days	nDais IEP Meeting: Ad Placement: 24
	initial	AIANNAZARB3, LILY76 Nvicio: Isoleo7328 Cole: 6/(71/2019 DBN: District: District 31	Contraction Sile	Anthry Pending Evaluation	Due Date Complianc Request 10/02/20 171 Days1 Schedule 10/02/20	e Dale Actions Vacement: 26 VEP Meeting: 24
	Initial	MMIN82, ISHA69 NYCID: 101117461 DOB: 07/24/2020 DBN: District: District: 07	Evaluation Site	Addivity Social History Package In Draft	UT Days)	• Date Actions
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1. After you log into ATLAS, you will be directed to the **My Caseload** dashboard.

2. From your dashboard, search for the student for whom you wish to create the Preschool Evaluation Summary Report



Public Schools	Special Education Data N	Management System		Student • Search		م 🕲 😒 Sed Cha	ims1 Sedms (Log Out) iirperson
My Caseload	Students					+ Add Referral Expo	rt to Excel
EI Transition	My Caseload Referrals	Evaluations IEP Placement		Sort By Student Name	▼ Due Da	ate • Advanc	ced Filters
B Reports	Initial	elseei, anii NYGID: 242333022 DOB: 07/25/2020 DBN: BBMB01 District: District 10	Evaluation Site YELED VYALDA	Activity Pending Evaluation	Due Date	Compliance Date Request Placoment: 11/12/2024 (57 Days) Schedule (EP Meeting: 11/12/2024 (57 Days)	Actions
	Initial	titgge, anil NYCID: 242333026 DOB: 07/25/2020 DBN: 88M801 District: District 10	Evaluation Site YELED VYALDA	Activity Social History Package In Draft	Due Date	Compliance Date	Actions
	inital	Mathurr, Kirann NYGD: 242334147 DOB: 01/01/2021 DBN: 88M801 District: District 14	Evaluation Site YELED VYALDA	Activity Pending Evaluation	Due Date	Compliance Date Schedule ICP Meeting: 11/26/2024 (71 Days) Request Placement: 11/26/2024 (71 Days)	Actions

3. Once you have found the student for whom you would like to complete the Preschool Evaluation Summary Report for click on the blue "Actions" button on the right side of their row.

Note: To create the Preschool Evaluation Summary Report, all evaluations **must be finalized for the student.** To check if all evaluations have been finalized, review the assessment planning panel for the student. For more guidance on the assessment planning panel refer to <u>5.2 How to Navigate Assessment Planning</u>.

Students					+ Add Referral Export to Excel
My Caseload Referrals	Evaluations IEP Placement		Sort By Student N	ame • Activity	Due Date Advanced Filters
Initial	ayanya84, nonyhony65 Student ID: 242347046 DOB: 01/01/2021 DBN: District 07	Evaluation Site YELED V'YALDA	Activity IEP In Draft	Activity Due Date Finalize IEP: 12/24/2024 (-22 Days Left)	Compliance Date Request Placement: 01/21/2025 (6 Days)
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4. Scroll down to the Evaluation section and click on Create Pre School Summary. This action will not become available until all assessments have been finalized.



Sort By	Student Name 🔻	Activity Due Date Advanced Filters 	ride feedback
Activity	Activity Due Da	ate Compliance Date	
IEP In Draft	Finalize IE 12/24/2024 (-22 Days Le	View PWN Evaluation Remove from MDE Worklist Create Pre School Summary Assessment Planning Cancel Meetings	
		View Social History Package	

5. You will be directed to the Preschool Evaluations Summary Report. Complete all required sections of the form; including agency information, contact information, summary of findings, and recipient.

Public Schools	Student • Search Q 😯 🚾 Nikkeba Miller (Log Ou
â	Preschool Evaluation Summary Report
My Caseload	Date(s) of Assessment
†† El Transition	Physical Examination - 12/10/2024 ClassroomObservation - 12/10/2024 PsychologicalAssessment - 12/10/2024
	Social History Evaluation - 12/10/2024
Reports	Agency
	Agency Name *
	Street Address 2
	City State V Zip
	Contact Person Telephone Number
	Contact Person Name* Country Of Residence School District Name



- 6. After you have completed all sections of the Preschool Summary Report, navigate to the bottom of the page to complete the form.
 - Press Cancel to cancel the form. This will delete all information within the Preschool Evaluation Summary Report.
 - Press Save to save your work and return to the Preschool Evaluation Summary Report later.
 - Press Submit to submit and finalize the Preschool Evaluation Summary Report.

Recipient Recipient Contact Primary	Full Name of Parent/Guardian	Relationship	Written Language	¥
			Cancel Save	Submit