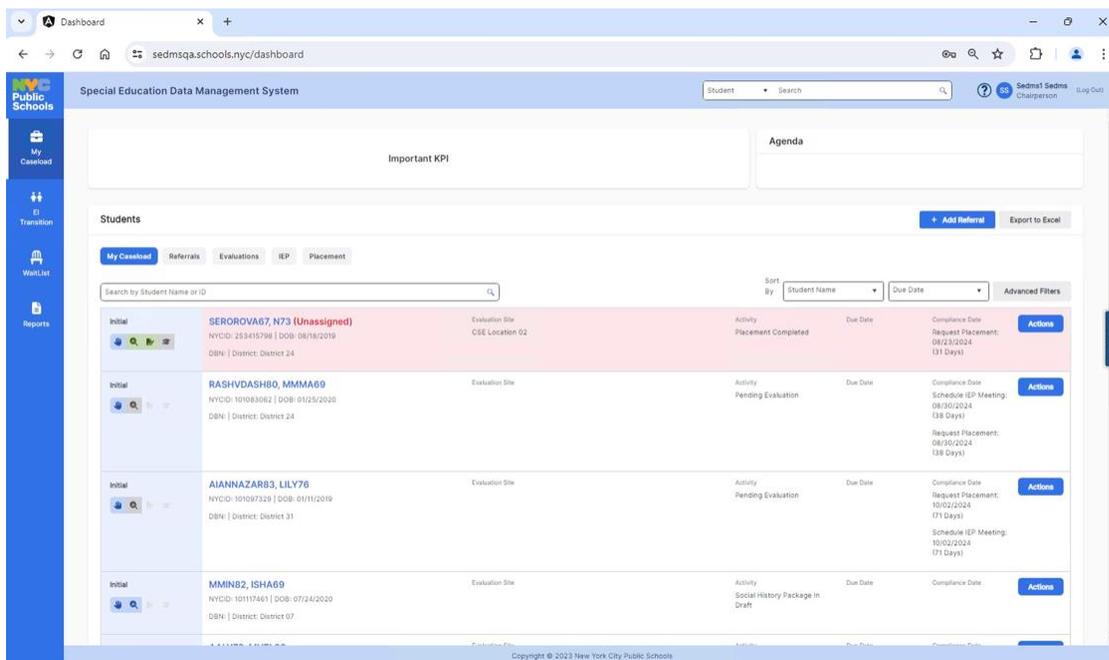


How to Complete the Preschool Evaluation Summary

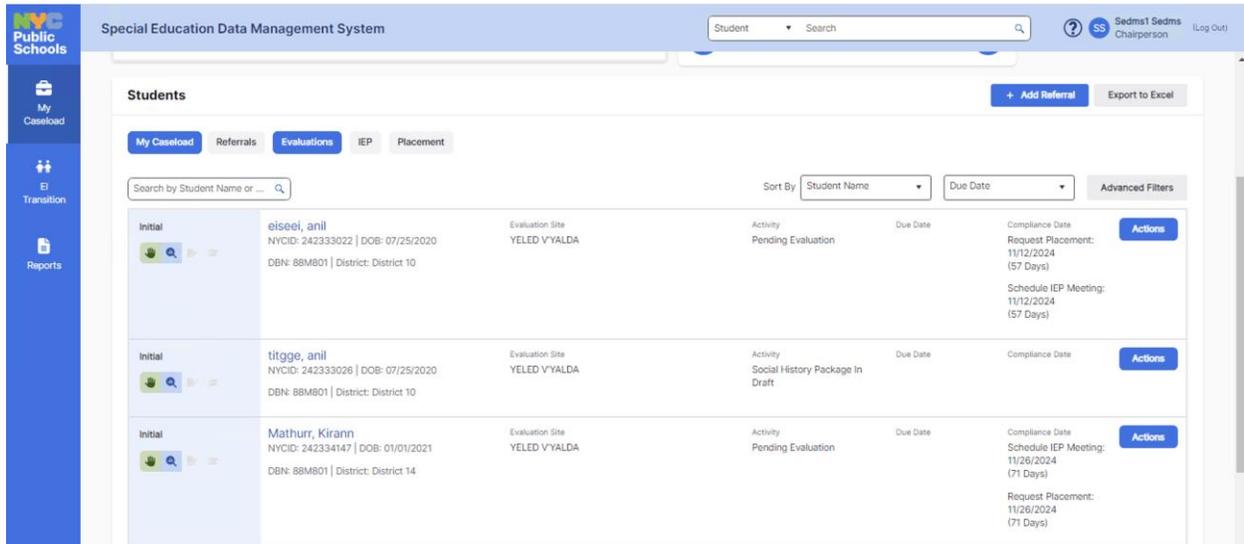
This guide provides step-by-step instructions on how to complete the Preschool Evaluation Summary in ATLAS. It explains how to navigate the dashboard, find the student, open the Preschool Evaluation Summary, edit the document, and submit it.

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.

1. After you log into ATLAS, you will be directed to the **My Caseload** dashboard.

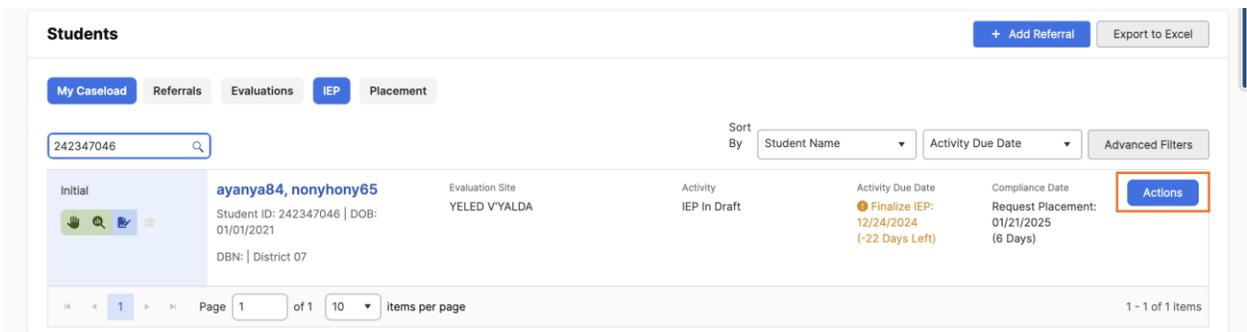


2. From your dashboard, search for the student for whom you wish to create the Preschool Evaluation Summary Report



- 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 [5.2 How to Navigate Assessment Planning](#).



- 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 / Hide Feedback

Activity	Activity Due Date	Compliance Date
IEP In Draft	! Finalize IEP 12/24/2024 (-22 Days Late)	

- View PWN
- Evaluation
- Remove from MDE Worklist
- Create Pre School Summary
- Assessment Planning
- Cancel Meetings
- View Social History Package

- 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.

Student

? NM Nikkeba Miller
 CSE CPSE Administrator (Log Out)

My Caseload
EI Transition
Reports

Preschool Evaluation Summary Report

Date(s) of Assessment

- Physical Examination - 12/10/2024
- ClassroomObservation - 12/10/2024
- PsychologicalAssessment - 12/10/2024
- Social History Evaluation - 12/10/2024

Agency

Agency Name *

Street Address Street Address 2

City State Zip

Contact Person

Contact Person Name * Telephone Number 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