# Example of SPP 11 Evaluation Log

(For Special Education Department Use)



## Instructions for Log Use

1. Save the document (Excel file) to your computer
2. Enter the campus and student information
3. Select the type of evaluation
4. Select the type of request received (verbal/written) and referral source, as applicable
5. Enter the date signed consent received
6. Enter the evaluation and report due date\*
7. Select if a claim was made that the student should have been referred prior to the 2018-2019 school year
8. Enter the date of the completed report
9. Select if the evaluation was completed within the established timeline
10. Enter the date the Admission, Review and Dismissal (ARD) committee meeting is due
11. Enter the date the ARD committee meeting occurred
12. Select if the student was determined eligivle by the ARD committee
13. Select and indicate additional services determined necessary, as applicable in columns N-V

\*Note: Written report of an initial evaluation is due no later than the 45th school day following the date signed written consent is received. Additional exceptions may apply. Please see Full & Individual Evaluation (FIE) Interactive Timeline Tool for additional information.