

Evaluation Explanation Checklist

Instructions: The following checklist must be completed by an Administrator* at the conclusion of a case conference or IEP meeting.

Educator's Name: _____ Date: _____

Did the Educator:

- | | | |
|---|---|-----------------------------|
| 1. Describe results of testing using terminology parents and other team members understand? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Ask the parents and/or other team members if they understood the results of the testing (e.g. "Do you have questions about the testing?")? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Explain the student's strengths and weaknesses as portrayed by the evaluation results? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Summarize the current level of the student's performance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Discuss the ramifications of the student's disability? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Ask the parents if they have additional concerns, observations or information about their child's skills? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | No Parent at Meeting** <input type="checkbox"/> | |

Administrator's* Signature: _____

*May be any administrator who works with the Special Educator, SLP, Guidance Specialist, OT/PT, or Audiologist

**Count as a "yes"