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 ☐ No ☐

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 ☐ No ☐

3. Explain the student’s strengths and weaknesses as portrayed by the evaluation results?  Yes ☐ No ☐

4. Summarize the current level of the student’s performance?  Yes ☐ No ☐

5. Discuss the ramifications of the student’s disability?  Yes ☐ No ☐

6. Ask the parents if they have additional concerns, observations or information about their child’s skills?  Yes ☐ No ☐

No Parent at Meeting** ☐

Administrator’s* Signature:__________________________________________________

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

**Count as a “yes”