

Triennial Template

FEBRUARY 17, 2016



CONSIDERATIONS...

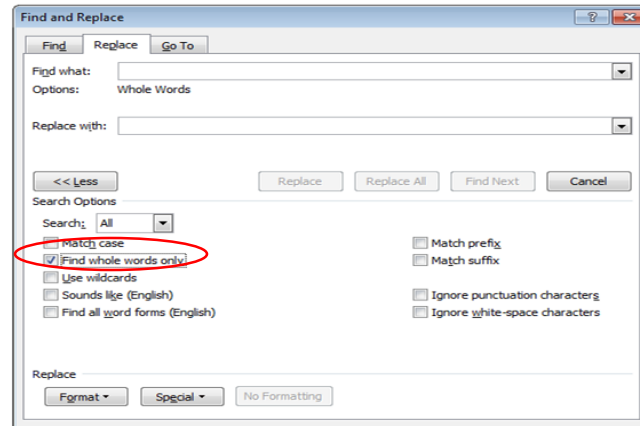
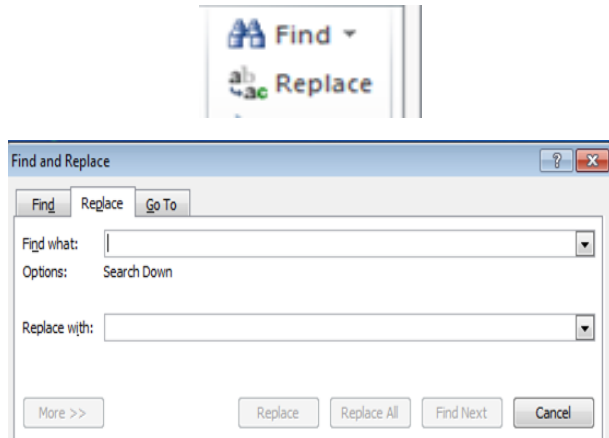
- If the template options are not functioning properly on your computer, you may need to work on a newer computer or contact ITD to update the software on your computer.
- Use of template is recommended on a PC with Microsoft Word
- Save a “clean” copy of the template on your desktop and always “Save As” when finished with report



Review:

Instructions for Use of the Template

- **There are a few items that will require you to use the Find/Replace Feature in Microsoft Word to individualize the report to the specific student that you have assessed.**



- | | | |
|----|------|-----------------|
| a) | Find | Examinee |
| b) | Find | His/Her |
| c) | Find | Him/Her |
| d) | Find | He/She |

Replace (Student's Name)
Replace (Appropriate Pronoun)
Replace (Appropriate Pronoun)
Replace (Appropriate Pronoun)



Review:

Instructions for Use of the Template

1. **Text boxes** allow you to click and enter text. When clicking on a text box embedded in the report, it will provide a sub header with the information or response that is expected. If you do not need to enter text, click on the sub header of the text box and click delete.

Click here to enter text.

2. **Drop down boxes** allow you to choose an option of several provided for you.

Choose an item.

3. **The Date Picker** option allows you to click and choose a date.

Click here to enter a date.

4. **Check boxes** are active and will allow you to check or confirm a particular item.



Review: Charts in Educational History Section

- Ensure that you input data in the appropriate table(s) (Elementary School, Middle School, or High School) to include relevant history **with an emphasis on the last three years** of the student's education.
- Delete the headers, tables, and descriptors for any tables that are not relevant (e.g., grade levels prior to three years ago, and grade levels to which student has not yet matriculated)

To delete a table, highlight the entire table, right click, and click “Delete Table”

Middle School
Examinee Click here to enter text.

Grade	Math	English	History	Elective
6 th Fall				
6 th Spring				
7 th Fall				
7 th Spring				
8 th Fall				
8 th Spring				

(Please note: The first mark refers to the Achievement level, and the second mark reflects Work Habits and Cooperation, respectively. The following descriptors are used: A-Markedly Superior, B-Satisfactory, C-Needs to Improve, D-Little or No Progress, E-Unsatisfactory. The following terms may be used to describe the student's Work Habits and Cooperation: A-Markedly Superior, B-Satisfactory, C-Needs to Improve, D-Little or No Progress, E-Unsatisfactory.)

Right-click context menu options: Cut, Copy, Paste Options, Insert, **Delete Table**, Merge Cells, Distribute Rows Evenly.



Review: Charts in Educational History

Section (continued)

To delete rows within a table, highlight the rows you would like to delete, right click, select “Delete Cells,” and select to shift cells left.

Confidential

Grade	Math	Reading	Writing	Listening	Speaking
TK					
Kindergarten					
1 st					
2 nd					
3 rd					
4 th					
5 th					

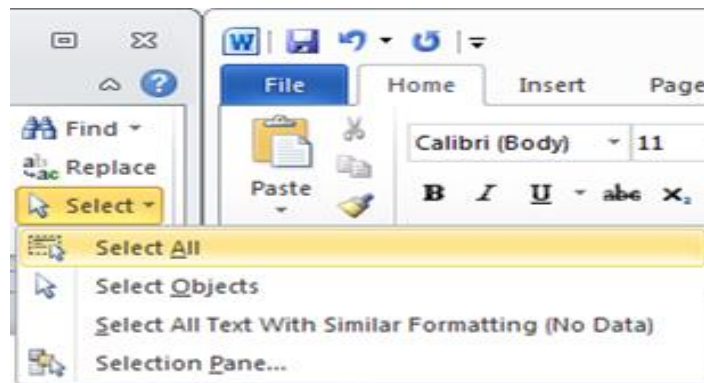
(Please note: Elementary school marks/grades are the 1st mark refers to the student's Effort, while the subsequent mark reflects Effort. The following descriptors describe achievement levels: 4=Advanced, 3=Proficient, 2=Partially Proficient, 1=Not Proficient. The following table describes the student's Effort: 4=Strong, 3=Consistent, 2=Inconsistent, 1=Poor).



Review: Removing unused template options

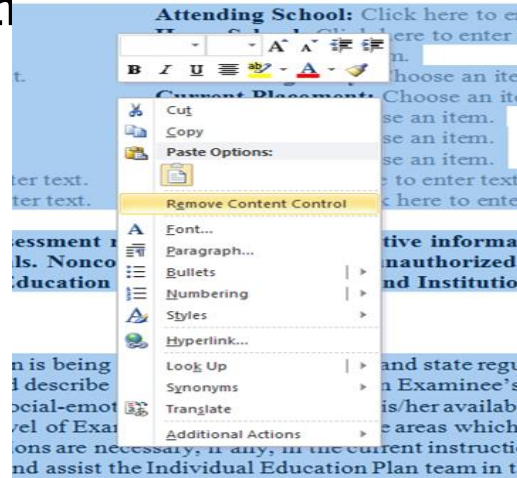
To ensure that there are no remaining (unused) template options for entering necessary information (e.g., text boxes, drop down boxes, etc.):

1. On the Home tab, click on the “Select” option and choose “Select All.” This will result in your entire report becoming highlighted.



Review: Removing unused template options (continued)

2. Right click on the report itself and select the option “Remove Content Control”



3. Review your report to ensure that removing the unused template options (e.g., text boxes, drop down boxes, etc.) did not result in missing content.



WHEN TO USE THIS TEMPLATE:

YES

- All suspected disabilities may be considered appropriate for this template, except ED;
- Use your professional judgment, and consult your specialist when in doubt

NO

- For all students with an eligibility of Emotional Disturbance (ED).
- If other extenuating circumstances would warrant the use of the comprehensive report template
- Initial assessments



CONSIDERATIONS

- Please continue to assess in all areas of suspected disability
 - If student has been eligible as SLD for 6 years (since initial IEP), be careful not to overlook other areas, such as OHI, if rating scales or teacher/parent report suggest that attention/inattention is an area of concern.

- The report template offers a streamlined process; however please ensure that you use your professional judgement when considering the following:
 - referral questions
 - student history/background
 - thorough assessment of cognition/processing
 - social emotional functioning



A very special **THANK YOU** is extended
to the school psychologists who piloted
the template and provided valuable
feedback in developing a comprehensive
and streamlined report!



Thank You!



And with much appreciation to the Triennial Report Committee!

Monique Arbuckle, Director

Central

- Arvin Garcia, Intervention Coordinator
- Diana Fannon, Specialist
- Teresa Alpuerto, School Psychologist

East

- Alexandra Madrigal, Specialist
- Norma Colon, School Psychologist

Northeast

- Irene Ramos, Specialist
- Cindy Lawless, School Psychologist

Northwest

- Doreen Kushida, Specialist
- Beth Stoller, Specialist
- Christine Wall Robinson, School Psychologist

South

- Jolene Bowman, Specialist
- Michelle Quiroz, School Psychologist

West

- Angie Deterville, Specialist
- Debbie Glezer, School Psychologist
- Evan Watanabe, School Psychologist

