Triennial Template

December 15, 2016

Introduction to the Triennial Template

- A Triennial Report Committee was formed in response to the high volume of triennial reevaluations experienced throughout the District. The goal of the Triennial Report Committee was to address concerns by:
    1. shortening the report template
    2. reducing report-writing time

- The triennial template was designed to be comprehensive and defensible while also streamlining the report writing process.

- Due Process has reviewed the triennial report to ensure that it is comprehensive and defensible.

Pilot of the Template

- The triennial report template was piloted by select school psychologists across the District who provided feedback through a survey regarding their experience with the template including:
  - Amount of time to complete report using the triennial template vs current comprehensive template
  - Attributes of the template
  - Suggestions to improve the template
  - Overall ease of using the template
  - Ease of using drop down features, tables/charts

- The triennial report has been modified based on feedback by the piloting school psychologists.

Pilot Psychologist Feedback

- "I would recommend using this new template because it streamlines a lot of what we do."

- "I would recommend the 3 Year Report Template for the District because it still has all the most important parts of the report included but it is laid out in a way that focuses on the most important information. For psychologists with heavy caseloads, it will make a big difference in finishing reports faster."

- "This quicker template will allow us to spend more time directly with students."

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.**
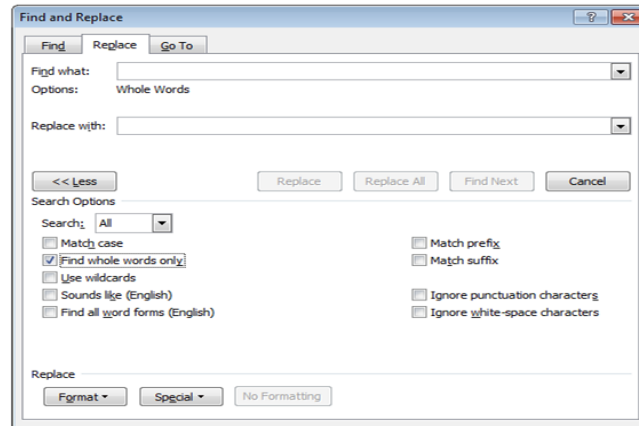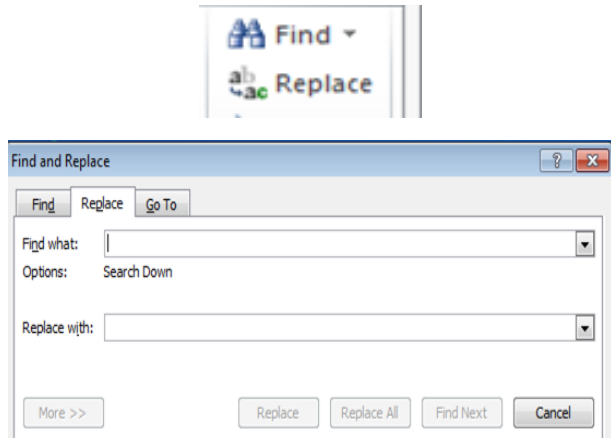
a)	Find	**Examinee**	Replace **(Student's Name)**
b)	Find	**His/Her**	Replace **(Appropriate Pronoun)**
c)	Find	**Him/Her**	Replace **(Appropriate Pronoun)**
d)	Find	**He/She**	Replace **(Appropriate Pronoun)**

Template Options for Entering Information

1. **Text boxes** allow you 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**.**

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Charts in Educational History Section
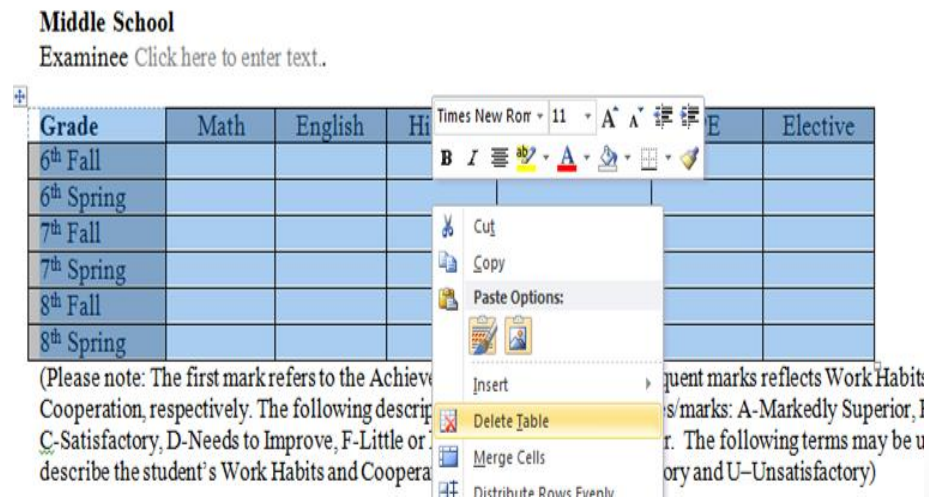
- Ensure that you input data in the appropriate table(s) (Elementary School, Middle School, or High School) to include relevant history **with an emphasis on the last three years** of the student's education.

- 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"
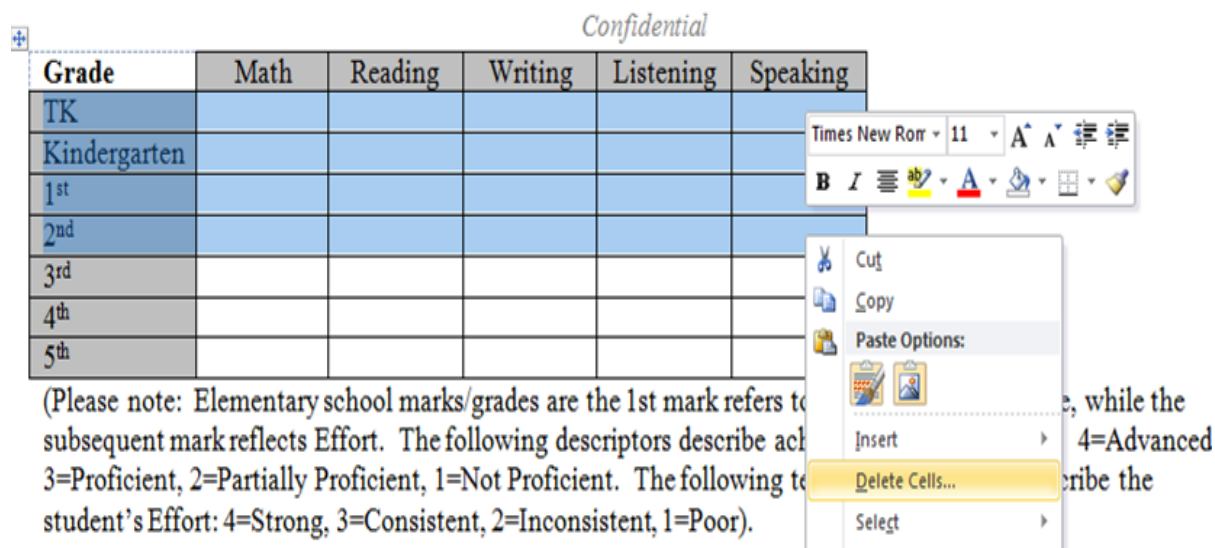
Charts in Educational History Section (continued)

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.
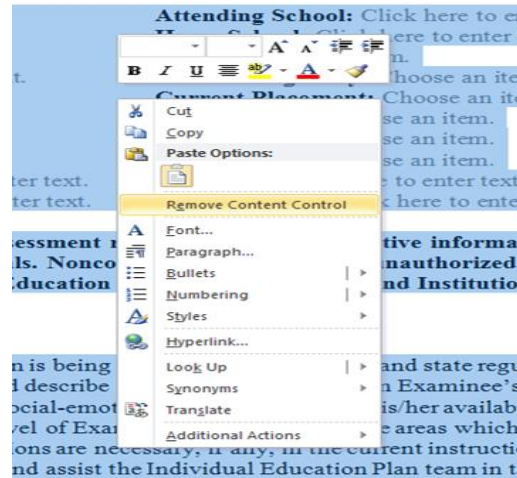
Removing unused template options

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.
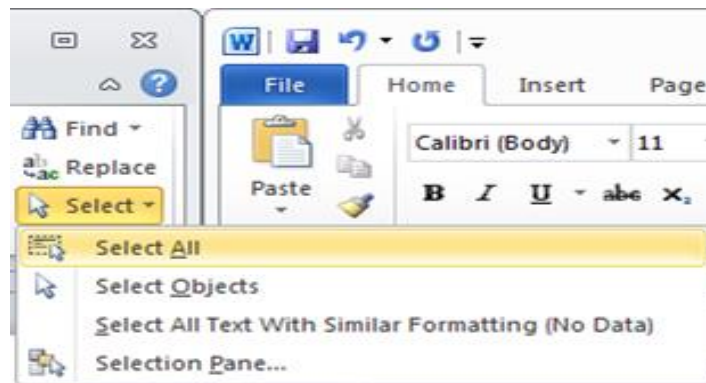
Removing unused template options (continued)

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

Triennial Report Reference Document

A Report Reference Document has been created for use with this template. **Refer to the Report Reference Document** when using this Template.

Major Changes to the Report Template

- Most sections have basic information already typed in, paragraph starters, basic summaries, and include drop down options, text boxes and charts.

- Assessment Sections have descriptions of frequently used tests and rating scales, and include charts.
  - General Ability, Academic Performance, Language Function, Social Emotional, Self Help: (e.g. CAS-2, TAPS-3, MVPT-4, WJ IV, KTEA 3, WJ IV Oral Language, WJ Munoz, BASC-3, Vineland etc…)

Major Changes to Report Template (continued)

- Educational History and IEP History
  - Summarize relevant information that includes relevant history **with an emphasis on the last three years** of the student's education.

- Intervention History section
  - Removed since student is already receiving special education
  - Interventions provided are summarized within the IEP Meeting History section.

- Eligibility Recommendations
  - Eligibility criteria for SLD, OHI, Autism, and ID are included
  - Drop down menus and text boxes included.

Triennial Template Sneak Peak

Roll out!

- January 2017

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!

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