

**On New Years Day, an update was posted to all SpEd Forms sites on the “Quarterly” update schedule. The update includes the following changes:**

### **Evaluation report**

The Evaluation Report writer has been updated for all new Evaluation Reports. New features include:

1. A new, more intuitive “look and feel”.
2. Strong HTML cleanup.
3. Add and remove sections,
4. Reorder sections.
5. Insert page breaks between sections.
6. Carriage returns insert a single line by default.

Changes 1,3,4, 5 and 6 will be easy to understand and intuitive for teachers. Change 2, “Strong HTML cleanup”, means the new version will automatically attempt to fix formatting issues with reports. Text and formatting from foreign sources (such as Word) that has not been inserted using the “Paste from Word” button may be automatically deleted.

The evaluation report part of the user guide has been posted to help teachers learn about the changes. The new guide can be found at:

[http://spedforms.com/guide/working\\_with\\_evaluation\\_reports/](http://spedforms.com/guide/working_with_evaluation_reports/)

Other changes to the evaluation report:

1. “Mental health screening” section added to “Emotional/Behavioral Disability (E/BD): K-12” template.  
(Westonka #17547)
2. Moved “Behavior Rating Inventory of Executive Function (BRIEF)” to the “Social/Emot/Behav” category.  
(Westonka #17544)
3. “Preschool and Kindergarten Behavior Scales - 2nd Edition (PKBS-2)” added to test bank.  
(John Degner, United South Central #17342)

### **MA Forms**

MA Forms has been upgraded to use the new EDI 5010 format. For each EDI file, the format needs to be tested against the new MN DHS system by SpEd Forms before school district/providers can send their own test files. A notification and instructions will be sent after each file format is verified.

Please do not send new test files to MN-ITS until you receive instructions from SpEd Forms.

### **Educator setup**

1. Phone type and mobile carrier added. This change has been made to support the SpEd Forms Mobile App, now in beta.
2. Email setup can now be added. When this information is added SpEd Forms uses the educators own email server to send email messages instead of the SpEd Forms email

server.

### **IEP/ISP/IIIP**

1. Services: Cycle (4 week) added to frequency.  
(Doug Kern, Prior Lake #17616)

### **ECSE**

1. "Procedural Safeguards: Part C" updated.  
(Mark Oehrlein, PBEC #17454)
2. Attendance entry page updated.  
(Michelle Steele, Alexnadria #17229)

### **Changes to other due process forms**

1. Prior Written Notices: All drop down menus have been updated.  
(Gary Lewis, Northfield #17585)
2. Prior Written Notices: The Special Education Data Sheet now prints automatically with Prior Written Notices. This behavior may be disabled with a new preference called "Remove Special Education Data Sheet from the Parental Consent/Objection."  
(Various)
3. Special Education Data Sheet: Added referral date and evaluation consent date.  
(Westonka #17546)
4. Agreement Regarding IEP Team Member Attendance: Added red message to remind teachers of minimum team requirements.  
(Westonka #17548)
5. Medical documentation ADHD: Moved from evaluation report to "Referral and Evaluation" section of form menu.  
(Charon Doyscher, Jackson #17453)
6. Emergency Health Information: Changed dropoff address to serving school address.  
(Dorothy Eckblad, GCED #17427)
7. Special Education Data Sheet: Printed date added to top left.  
(Michelle Steele, Alexnadria #17387)

### **Rtl**

1. Teacher Request for Assistance: "Best time to meet" changed to a text box.  
(Melissa Chinn, SCRED #17459)
2. GenEd teachers can now upload and attach files to student records.  
(Melissa Chinn, SCRED #17370)

### **Administration**

1. The super administrator access log search was updated to use the click-by-click log. Search for student record deletions added.  
(Brian Yuretich, Northland #17596)
2. "Highly qualified teacher" added to educator setup.

(Rebecca Patience, Alexandria #17514)