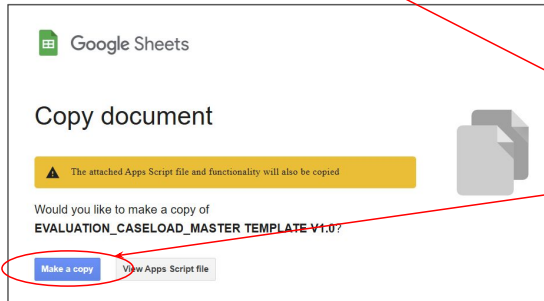


Caseload Tracker Setup

Evaluation Caseload Tracker

A Google Sheets caseload tracker for Texas educational diagnosticians — tracks student info, evaluation dates, EB status, data collection, assessment progress, and compliance steps. Auto-calculates age and ARD due dates. Color-codes rows by deadline urgency. Campus view tabs pull live from the main sheet. Includes the Student Card, calendar sync, and parent email generator.

Make a Copy



1. Click “Make a Copy” on the website
2. You will then be prompted again to “Make a copy” of the actual spreadsheet

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

100% Arial 11

B13 Right-click an existing CAMPUS tab → Duplicate → rename it to match your campus name. Repeat as needed.

EVALUATION CASELOAD TRACKER

SH Built for Texas educational diagnosticians barbersped.org

SETUP — MAKE IT YOURS

Make your own copy If you received a link, Google already prompted you to copy. You are working in **YOUR** file — nothing syncs back.

PATHWAY A — With Apps Script (recommended)

A1. Authorize when prompted (this will require a little bit of patience for loading, but you only need to do this section one time) After making your copy, go to the menu bar and click **Student Card** → **Show Card**. This triggers the one-time authorization process. When the window appears: click **Allow** → then **Advanced** → then **Go to Student Card View (unsafe)** (this is your own private script running entirely inside your own file — it is safe) → check **Select All** → click **Continue**. This only happens once. If you don't see the **Student Card** menu yet, wait a moment for the sheet to fully load and refresh if needed.

A2. Set up your campuses After authorization, click **Student Card** → **Setup Campuses**. A dialog will appear — choose how many campuses you work with, enter each campus name, and click **Save Campuses**. This creates your campus view tabs and sets up the campus dropdown on the CASELOAD sheet. You can run Setup Campuses again anytime if your campuses change.

A3. Set up daily reminders (optional) Right after you save your campuses, a **Daily Reminder Setup** dialog will appear automatically. Choose **Yes**, to enable to receive a daily email summary of FIEs and ARDs due in the next 7 days, then select your preferred reminder time — options run from 6:00 AM through 5:00 PM. Click Skip if you'd rather not use reminders. If you skip and change your mind later, go to Extensions → Apps Script → Triggers and create a time-based trigger for sendDailyReminder.

A4. Sync your calendar anytime (optional) No setup needed — calendar sync runs on demand. Whenever you want your Google Calendar updated with FIE and ARD deadlines, click **Student Card** → **Sync Calendar**. Run it after adding new students or changing any evaluation or ARD dates. Existing calendar events are updated rather than duplicated.

A5. Work only on the CASELOAD tab When a new student is referred, add a new row. Fill in columns left to right as the evaluation progresses. Campus view tabs update automatically — **do not edit them directly**.

PATHWAY B — Spreadsheet only

B1. Set your campuses On CASELOAD, the CAMPUS dropdown says CAMPUS 1/2/3. Select column C, then Data → Data validation, and replace with your campus names.

B2. Add campus tabs manually Right-click an existing CAMPUS tab → Duplicate → rename it to match your campus name. Repeat as needed.

Do not type in AGE or ARD DUE DATE Columns E and T are auto-calculated (AGE from DOB; ARD DUE = EVALUATION DATED + 30 calendar days). Typing over them deletes the formula.

STATUS VOCABULARY — SAME WORDS EVERYWHERE

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

1. Go ahead and rename the file while you allow it to finish loading.
2. A drop down menu named "Student Card" should appear

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help

100% 123

Student Card

Show Card

Save Card

Sync Calendar

Generate Parent Email

Setup Campuses

Clear Card

Right-click an existing CAMPUS tab → Duplicate → rename it to match

SH Built for Texas educational

SETUP -

Make your own copy If you received a link, Google already prompted you to copy. You are working in YOUR file — nothing syncs back.

PATHWAY A — With Apps Script (recommended)

A1. Authorize when prompted (this will require a little bit of patience for loading, but you only need to do this section one time) After making your copy, go to the menu bar and click **Student Card** → **Show Card**. This triggers the one-time authorization process. When the window appears: click **Allow** → then **Advanced** → then **Go to Student Card View (unsafe)** (this is your own private script running entirely inside your own file — it is safe) → check **Select All** → click **Continue**. This only happens once. If you don't see the **Student Card** menu yet, wait a moment for the sheet to fully load and refresh if needed.

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PATHWAY B — Spreadsheet only

B1. Set your campuses On CASELOAD, the CAMPUS dropdown says CAMPUS 1/2/3. Select column C, then Data → Data validation, and replace with your campus names.

B2. Add campus tabs manually Right-click an existing CAMPUS tab → Duplicate → rename it to match your campus name. Repeat as needed.

Do not type in AGE or ARD DUE DATE Columns E and T are auto-calculated (AGE from DOB; ARD DUE = EVALUATION DATED + 30 calendar days). Typing over them deletes the formula.

STATUS VOCABULARY — SAME WORDS EVERYWHERE

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

Select "Show Card" from the drop down to initiate the Student Card function

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

Search Menu

Sign in - Google Accounts - Google Chrome

accounts.google.com/signin/oauth/warning?authuser=0&part=AjI8hAOEY1MZK1LW7h-H90W...

EVALUATION CASELOAD
SH Built for Texas educational...

SETUP

Make your own copy If you received a link, it syncs back.

PATHWAY A

A1. Authorize when prompted (this will require a little bit of patience for loading, but you only need to do this section one time)

After making your copy, you'll see a one-time authorization screen. Click **Student Card View (unsafe)** → check **Select Card** menu yet, wait a moment.

After authorization, click **Advanced** to see many campuses you use. You can click on campus view tabs and Campuses again anytime.

A2. Set up your campuses

Right after you save your copy, you'll see a screen to set up your preferred reminders. If you use reminders, you'll create a time-based trigger.

A3. Set up daily reminders (optional)

No setup needed — Google will sync with FIE and ARD due dates. If you have multiple students or changing schedules, they will be duplicated.

A4. Sync your calendar anytime (optional)

When a new student is added, you'll see a message about Campus view tabs updating.

PATHWAY A

B1. Set your campuses

On CASELOAD, the Campus view tabs are validated, and replaced with the correct ones.

B2. Add campus tabs manually

Right-click an existing campus tab and select **Advanced** to add a new campus.

Do not type in AGE or ARD DUE DATE Columns E and T are for ARD due dates. Typing over the existing text will delete the text.

STATUS VOCABULARY

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

Click
"Advanced"

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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Sign In · Google Accounts · Google Chrome

accounts.google.com/signin/oauth/warning?authuser=0&part=AJi8hA0dAUtzvLuuWYWGTV6Fj...

EVALUATION CASELOAD

Built for Texas educational institutions

SETUP

Make your own copy If you received a link, click on it to sync back.

PATHWAY A — WITH CASELOAD

A1. Authorize when prompted (this will require a little bit of patience for loading, but you only need to do this section one time) After making your copy, you will be prompted to authorize the app. This is a one-time authorization. **Student Card View** (unsafe) → check **Select** → **Student Card View** (unsafe) → wait a few minutes. After authorization, click on the **Student Card View** (unsafe) menu item.

A2. Set up your campuses After authorization, click on the **Student Card View** (unsafe) menu item. You will be prompted to select your campuses. Click on the **Student Card View** (unsafe) menu item. You will be prompted to select your campuses. Click on the **Student Card View** (unsafe) menu item.

A3. Set up daily reminders (optional) Right after you save your settings, you will be prompted to set up your preferred reminders. Use reminders. If you create a time-based reminder, you will be prompted to set up your preferred reminders. Use reminders. If you create a time-based reminder, you will be prompted to set up your preferred reminders. Use reminders.

A4. Sync your calendar anytime (optional) No setup needed — click on the **Student Card View** (unsafe) menu item. Yes, to enable to receive your preferred reminders. If you create a time-based reminder, you will be prompted to set up your preferred reminders. Use reminders.

A5. Work only on the CASELOAD tab When a new student is added, you will be prompted to sync your calendar. Campus view tabs update automatically.

PATHWAY B — WITHOUT CASELOAD

B1. Set your campuses On CASELOAD, the app will prompt you to select your campuses. Click on the **Student Card View** (unsafe) menu item. Click on the **Student Card View** (unsafe) menu item. Click on the **Student Card View** (unsafe) menu item.

B2. Add campus tabs manually Right-click an existing campus tab. Right-click an existing campus tab. Right-click an existing campus tab.

Do not type in AGE or ARD DUE DATE Columns E and T are for ARD (Annual Review Days). Typing over the columns will cause data loss.

STATUS VOCABULARY

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (smikels@gmail.com) verifies this app with Google, you shouldn't use it.

[Hide Advanced](#) [BACK TO SAFETY](#)

Continue only if you understand the risks and trust the developer (smikels@gmail.com).

[Go to STUDENT CARD VIEW \(unsafe\)](#)

Click "Go to STUDENT CARD VIEW"



Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

Right-click an existing CAMPUS tab → Duplicate → rename it to match

EVALUATION CASELOAD

Built for Texas educational institutions

SETUP

Make your own copy If you received a link, it syncs back.

PATHWAY A — With one-time authorization, you can use Student Card View (user safe) → check **Select Card** menu yet, wait a few minutes.

A1. Authorize when prompted (this will require a little bit of patience for loading, but you only need to do this section one time) After making your copy, click **Authorize** to complete the authorization process. After authorization, click **Set up** to add many campuses you want to use. You can add campus view tabs and Campuses again anytime.

A2. Set up your campuses Right after you save your copy, you will see a **Set up** dialog. Yes, to enable to receive your preferred reminders, use reminders. If you skip this step, you can create a time-based trigger later.

A3. Set up daily reminders (optional) No setup needed — create a reminder for each day with FIE and ARD deadlines. If you skip this step, reminders are duplicated.

A4. Sync your calendar anytime (optional) When a new student is added, you can sync your calendar with the system. Campus view tabs update.

PATHWAY B — With one-time authorization, you can use Student Card View (user safe) → check **Select Card** menu yet, wait a few minutes.

B1. Set your campuses On CASELOAD, the **Set up** dialog will appear. Click **Authorize** to complete the authorization process. After authorization, click **Set up** to add many campuses you want to use. You can add campus view tabs and Campuses again anytime.

B2. Add campus tabs manually Right-click an existing campus tab, click **Duplicate**, and rename it to match the campus you want to add.

Do not type in AGE or ARD DUE DATE Columns E and T are **REQUIRED**. Typing over the top of these columns will cause errors.

STATUS VOCABULARY

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

Click
"Continue"

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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Right-click an existing CAMPUS tab → Duplicate → rename it to match

Sign in - Google Accounts - Google Chrome

accounts.google.com/signin/oauth/v2/consentsummary?as=569887779%3A178191459407...

Select all

Read, compose, send, and permanently delete all your email from Gmail. [Learn more](#)

See, edit, create, and delete all your Google Sheets spreadsheets. [Learn more](#)

See, edit, share, and permanently delete all the calendars you can access using Google Calendar. [Learn more](#)

Allow this application to run when you are not present. [Learn more](#)

Display and run third-party web content in prompts and sidebars inside Google applications. [Learn more](#)

Make sure you trust STUDENT CARD VIEW

[Learn why you're not seeing links to STUDENT CARD VIEW's Privacy Policy or Terms of Service](#)

Review STUDENT CARD VIEW's Privacy Policy and Terms of Service to understand how STUDENT CARD VIEW will process and protect your data.

To make changes at any time, go to your Google Account.

Learn how Google helps you share data safely.

Cancel Continue

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

1. Click “Select all”
2. Click “Continue”

The screenshot shows a spreadsheet application window titled "Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0". The spreadsheet has columns labeled "LAST NAME", "FIRST NAME", "CAMPUS", "DOB", "AGE", "PRIMARY LANGUAGE", "INTERPRETER NEEDED", and "TEST ON". A context menu is open over the spreadsheet, with the "Setup Campuses" option highlighted. The "CASELOAD" tab is selected in the bottom navigation bar.

1	LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	PRIMARY LANGUAGE	INTERPRETER NEEDED	TEST ON
2								
3								
4								
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6								
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1. Go to the "CASELOAD" tab
2. Click "Setup Campuses"

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

Menu 100% Arial 10

1	LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	EB	PRIMARY LANGUAGE	INTERPRETER NEEDED	TESTING ONLY	MTSS ME REED PLI COMPL
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Barber Sped Hub — Campus Setup

Campus Setup

How many campuses do you work with?

2 campuses

Campus 1:
Longhorn Elementary

Campus 2:
Bluebonnet Middle School

Save Campuses

START HERE CASELOAD CAMPUS 1 CAMPUS 2 CAMPUS 3

Fill out according to the campuses you want to track

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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fx LAST NAME

1	LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	EB	PRIMARY LANGUAGE	INTERPRETER NEEDED	TESTING ONLY	MTSS MEETING REED PLANNER COMPLETE
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Barber Sped Hub — Daily Reminders

Daily Reminder Setup

Enable automatic email reminders for upcoming ARDs and FIEs due in the next 7 days?

You will receive a daily email summary. Disable anytime via Extensions → Triggers.

REMINDER TIME

7:00 AM

Yes, enable Skip

START HERE CASELOAD Longhorn Elementary Bluebonnet Middle School

1. A tab for each campus will appear
2. Setup your reminders for upcoming ARDs and FIEs

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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R38

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	EB	PRIMARY LANGUAGE	INTERPRETER NEEDED	TESTING ONLY	MTSS MEETING/ REED PLANNER COMPLETE	ORIGIN
2	Doe	Jane	Longhorn E	12/12/2016	9 yrs 6 mo	3	111111	Apple						
3	Smith	John	Bluebonnet	11/11/2014	11 yrs 7 mo	6	222222	Lemon						
4	Rubble	Barney	Longhorn E	10/10/2018	7 yrs 8 mo	2	333333	Berry						
5	Boop	Betty	Bluebonnet	09/09/2012	13 yrs 9 mo	8	444444	Plum						
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START HERE CASELOAD Longhorn Elementary Bluebonnet Middle School

Only enter data on the CASELOAD tab or on the Student Card, one its set up



Student data will auto-populate to the correct tab

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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N25

CAMPUS:	Longhorn Element	VIEW ONLY — rows fill automatically from CASELOAD. Edit students on CASELOAD or via the Student Card						
LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	
Doe	Jane	Longhorn Elementary	12/12/2016	9 yrs 6 mo	3	111111	Apple	
Rubble	Barney	Longhorn Elementary	10/10/2018	7 yrs 8 mo	2	333333	Berry	

START HERE CASELOAD Longhorn Elementary Bluebonnet Middle School

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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J16

CAMPUS:	Bluebonnet Middle Sc	VIEW ONLY — rows fill automatically from CASELOAD. Edit students on CASELOAD or via the Student Card						
LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	
Smith	John	Bluebonnet Middle School	11/11/2014	11 yrs 7 mo	6	222222	Lemon	
Boop	Betty	Bluebonnet Middle School	09/09/2012	13 yrs 9 mo	8	444444	Plum	

START HERE CASELOAD Longhorn Elementary Bluebonnet Middle School

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

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A2 fx Doe

	A	B	C		H
1	LAST NAME	FIRST NAME	CAMPUS		TEACHER(S)
2	Doe	Jane	Longhorn Elementary	12/1	Apple
3	Smith	John	Bluebonnet Middle School	11/1	Lemon
4	Rubble	Barney	Longhorn Elementary	10/1	Berry
5	Boop	Betty	Bluebonnet Middle School	09/0	Plum
6					
7					
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Student Card

- Show Card
- Save Card
- Sync Calendar
- Generate Parent Email
- Setup Campuses
- Clear Card

START HERE CASELOAD Longhorn Elementary Bluebonnet Middle School

To see a Student Card:

1. From the CASELOAD tab, click on an individual student
2. Select "Show Card" from the drop down menu

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0 ☆ 📁 🌐

File Edit View Insert Format Data Tools Extensions Help 📄 Student Card

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A1:D1 ▾ 📄 Doe, Jane

	A	B	C	D	E
1	Doe, Jane				
2	Student #: 111111 Campus: Longhorn Elementary				
3					
4	STUDENT INFORMATION				
5	DOB	12/12/2016	AGE	9 yrs 6 mo	
6	GRADE	3	CAMPUS	Longhorn Elementary	
7	STUDENT NUMBER	111111	TEACHER(S)	Apple	
8	EB		PRIMARY LANGUAGE		
9	INTERPRETER NEEDED		TESTING ONLY		
10	ORIGIN		MTSS/ REED PLANNER		
11					
12	EVALUATION SETUP				
13	SUSPECTED AREA(S)				
14	EVALUATION		EVAL TEAM		
15	CONSENT SENT		CONSENT RECEIVED		
16	TSDS DATE		EVALUATION DUE DATE		
17					
18	RATING SCALES & DATA PULLS				
19	TEACHER RATING SCALES		▶ PARENT RATING SCALES		
20	CBM/STAAR DATA PULLED		▶ WORK SAMPLES PULLED		
21	TELPAS DATA PULLED		▶ INTERVENTION DATA PULLED		
22	IEP PROGRESS PULLED		▶ REED/PREVIOUS FIE PULLED		
23	ATTENDANCE PULLED		▶ DISCIPLINE PULLED		
24	GRADES PULLED				
25					
26	ASSESSMENT COMPONENTS				
27	COG - GIA		▶ COG - BIA		
28	OL		▶ MATH		
29	READING		▶ DYSLEXIA		
30	WRITING		▶ DYSGRAPHIA		
31	ADHD SCALES		▶ ADAPT SCALES		
32	OBSERVATIONS				
33					
34	REPORT & ARD				
35	ROUGH DRAFT		▶ PDI AGREEMENT		
36	INPUT TO ESPED		▶ SENT TO PARENT(S)		
37	EVALUATION DATED		ARD DUE DATE		
38	REVIEW W/ PARENT(S)		ARD DATE		
39	ELIGIBILITY		COMPLETED		
40					

ES

START HERE ▾ CASELOAD ▾ **Student Card** ▾ Longhorn Elementary ▾ Bluebonnet Middle School ▾

A new tab named “Student Card” will appear (be patient to let it completely load)

You will be able to see everything for a single student and enter info there, too.



Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

Search Menu 100% \$ % .0 .00 123

K26 | fx

Show Card
Save Card
Sync Calendar
Generate Parent Email
Setup Campuses
Clear Card

1	Doe, Jane			E
2	Student #: 111111 Campus: Longhorn Elementary			
3				
4	STUDENT INFORMATION			
5	DOB	12/12/2016	AGE	
6	GRADE		CAMPUS	
7	STUDENT NUMBER	111111	TEACHER(S)	Apple
8	EB		PRIMARY LANGUAGE	
9	INTERPRETER NEEDED		TESTING ONLY	
10	ORIGIN		MTSS/ REED PLANNER	YES
11				
12	EVALUATION SETUP			
13	SUSPECTED AREA(S)			
14	EVALUATION		EVAL. TEAM	
15	CONSENT SENT	06/15/2026	CONSENT RECEIVED	06/17/2026
16	TSOS DATE		EVALUATION DUE DATE	
17				
18	RATING SCALES & DATA PULLS			
19	TEACHER RATING SCALES	SENT	PARENT RATING SCALES	SENT
20	CBM/STAAR DATA PULLED	DONE	WORK SAMPLES PULLED	
21	TELPAS DATA PULLED	N/A	INTERVENTION DATA PULLED	
22	IEP PROGRESS PULLED		REED/PREVIOUS FIE PULLED	
23	ATTENDANCE PULLED	DONE	DISCIPLINE PULLED	
24	GRADES PULLED			
25				
26	ASSESSMENT COMPONENTS			
27	COG - GIA	NEEDS	COG - BIA	N/A
28	OL	NEEDS	MATH	
29	READING	NEEDS	DYSLEXIA	NEEDS
30	WRITING		DYSGRAPHIA	
31	ADHD SCALES		ADAPT SCALES	
32	OBSERVATIONS			
33				
34	REPORT & ARD			
35	ROUGH DRAFT		PDI AGREEMENT	
36	INPUT TO ESPED		SENT TO PARENT(S)	
37	EVALUATION DATED		ARD DUE DATE	
38	REVIEW W/ PARENT(S)		ARD DATE	
39	ELIGIBILITY		COMPLETED	
40				

ES

START HERE CASELOAD Student Card Longhorn Elementary Bluebonnet Middle School

After you update the information for the student, remember to select "Save Card" so the information populates to the CASELOAD spreadsheet. Then select "Clear Card" to make it go away.

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

Search Menus 100% \$ % .0% .00 123

A2 Doe

	A	B	C		H	I	J	K
1	LAST NAME	FIRST NAME	CAMPUS	Generate Parent Email	TEACHER(S)	EB	PRIMARY LANGUAGE	INTERPRE NEEDED
2	Doe	Jane	Longhorn Elementary	12/1	Apple			
3	Smith	John	Bluebonnet Middle School	11/1	Lemon			
4	Rubble	Barney	Longhorn Elementary	10/1	Berry			
5	Boop	Betty	Bluebonnet Middle School	09/1	Plum			
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START HERE CASELOAD Student Card Longhorn Elementary Bluebonnet Middle School

From the CASELOAD tab, if you select a student and then select "Generate Parent Email" from the drop down, you will be able to generate an email.

Copy of EVALUATION_CASELOAD_MASTER TEMPLATE V1.0

File Edit View Insert Format Data Tools Extensions Help Student Card

100% Arial 11

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LAST NAME	FIRST NAME	CAMPUS	DOB	AGE	GRADE	STUDENT NUMBER	TEACHER(S)	EB	PRIMARY LANGUAGE	INTERPRETER NEEDED	TESTING ONLY	MTSS MEET REED PLAN COMPLETE
2	Doe	Jane	Longhorn Elementary	12/12/2016	9 yrs 6 mo								
3	Smith	John	Bluebonnet Middle School	11/11/2014	11 yrs 7 mo								
4	Rubble	Barney	Longhorn Elementary	10/10/2018	7 yrs 8 mo								
5	Boop	Betty	Bluebonnet Middle School	09/09/2012	13 yrs 9 mo								

Parent Email — Doe, Jane

Parent Email Generator

English Spanish

Consent Email Completed Eval Email

Student: Doe, Jane

PARENT / GUARDIAN NAME(S) YOUR NAME
 Mama Doe Ms. Evaluator

STUDENT PRONOUNS
 He / Him She / Her They / Them

SIGNATURE PLATFORM
 AdobeSign

EMAIL PREVIEW Copy Email

Dear Mama Doe,

I hope this message finds you well. I am writing to let you know that I will be conducting an evaluation for Jane as part of her initial evaluation for special education services.

An email has been sent to you via AdobeSign that includes the Consent for Evaluation, Notice of Proposal to Evaluate, Receipt of Procedural Safeguards, and an Overview of Special Education. Please review and sign those documents at your earliest convenience — I will be able to begin the evaluation once they are returned.

START HERE CASELOAD Student Card Longhorn Elementary Bluebonnet Middle School

You can customize the email in the popup window to choose language, purpose, pronouns, etc.



You are AWESOME!



You Got This!