# How to Add an Additional Assessment

This guide provides step-by-step instructions on how to add an additional assessment for a student in ATLAS. It explains how to navigate the platform, complete the necessary sections of the Parent Request for Additional Assessments form, and finalize the document. You will only be able to add an additional assessment if your user type has access to this functionality. For example, a CPSE Chairperson or school psychologist can always add an assessment. If you cannot add an assessment and need to, contact your CPSE Chairperson.

Note: *Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.*
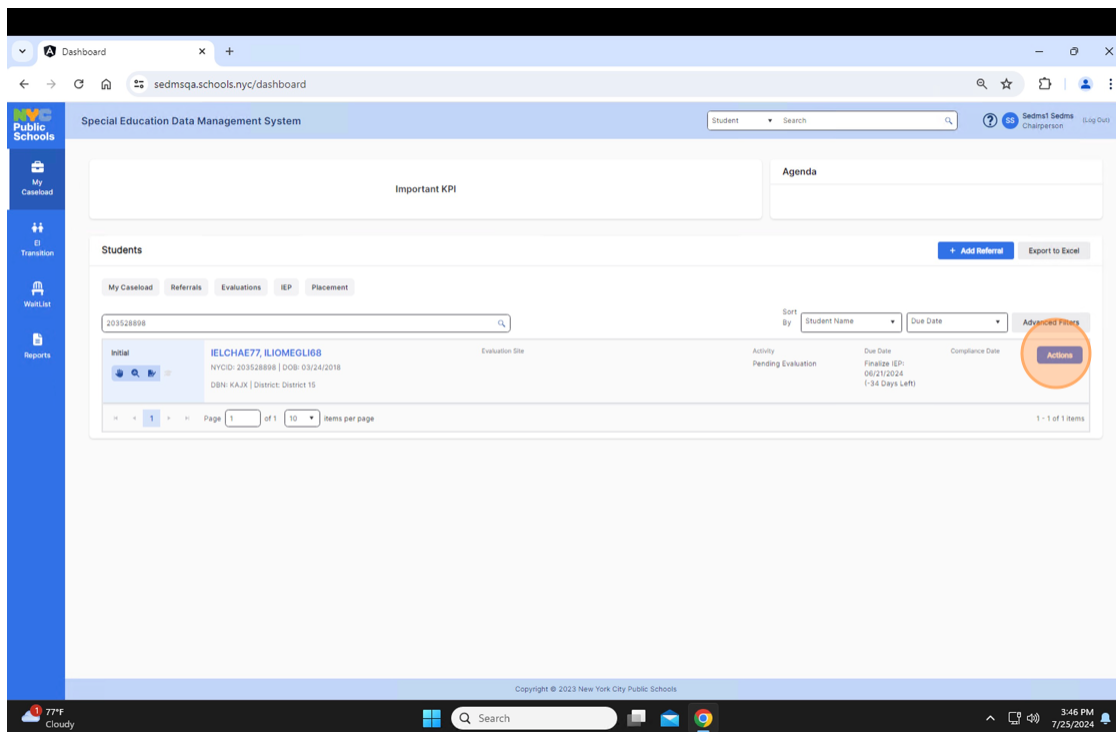
1. After you log into ATLAS you will be directed to your dashboard.
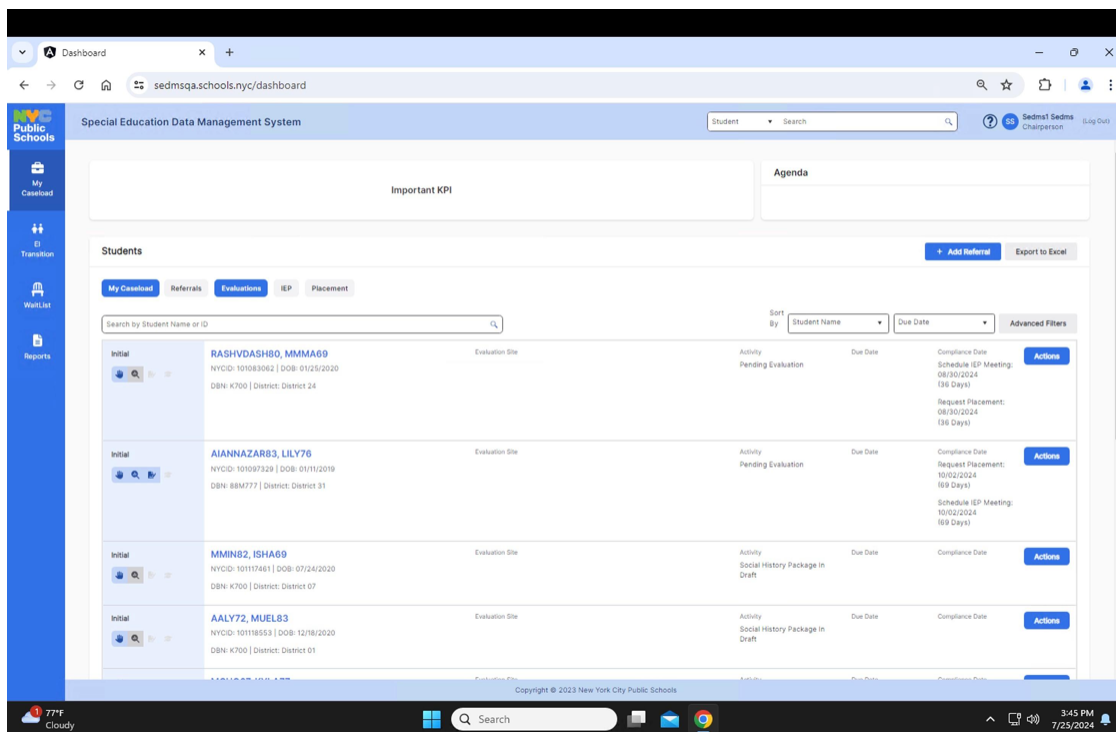
2. From the **My Caseload** dashboard, search for the student for whom you wish to add an assessment. You can search by name or Student ID.
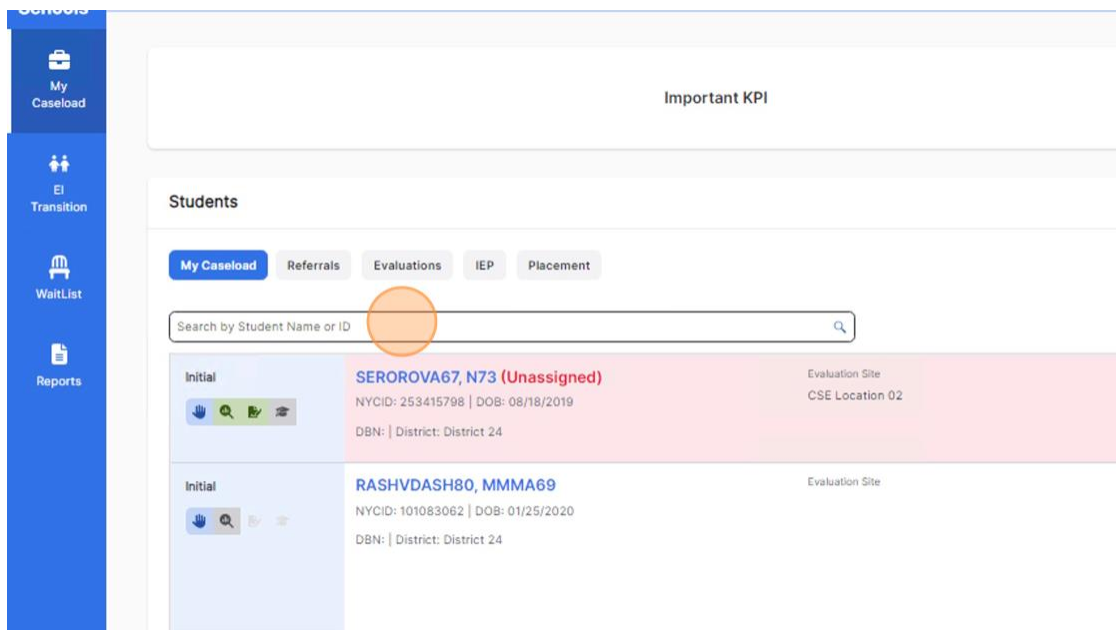
3. Once you have identified the student for whom you wish to add an assessment, click the blue **Actions** button on the right side of the student's row.


4. An *Actions* pop up will appear. Scroll down to the *Evaluation* section, then click on **Send PWN: Parent Request for Additional Assessments**.
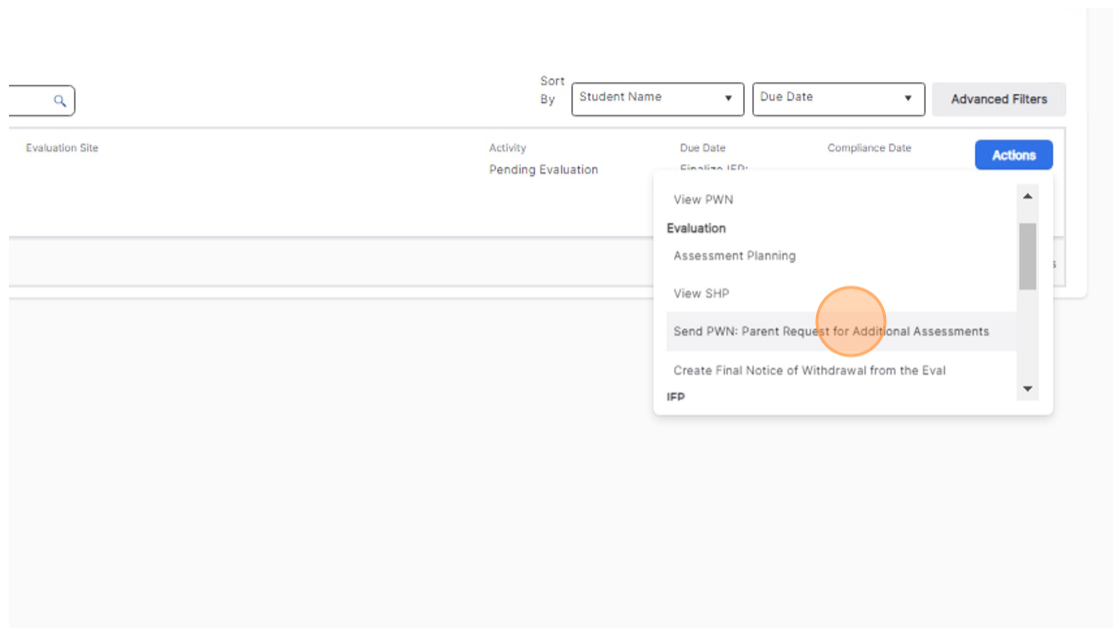
5. After you click **Send PWN: Parent Request for Additional Assessments**, you will be directed to the *PWN: Parent Request for Additional Assessments* page.

   Review the *Table of Contents* on the left to see the sections of the PWN. If the section has a green check mark to the left of the title, that section has already been completed. Sections may be marked as complete based on information auto-populated from the student's profile. Review carefully to ensure that the information is accurate.

   If the section has a red triangle next to it, this means that the section is incomplete.
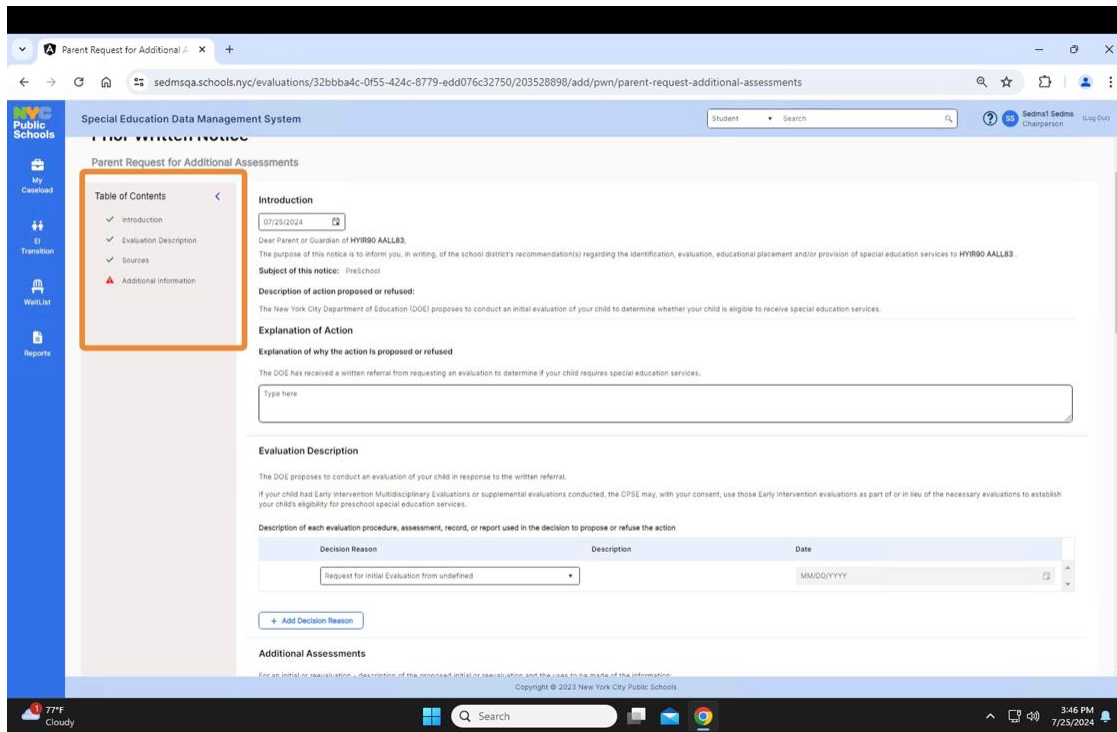
6. Complete all required sections of the PWN by typing an **Explanation of Action** in the text box.
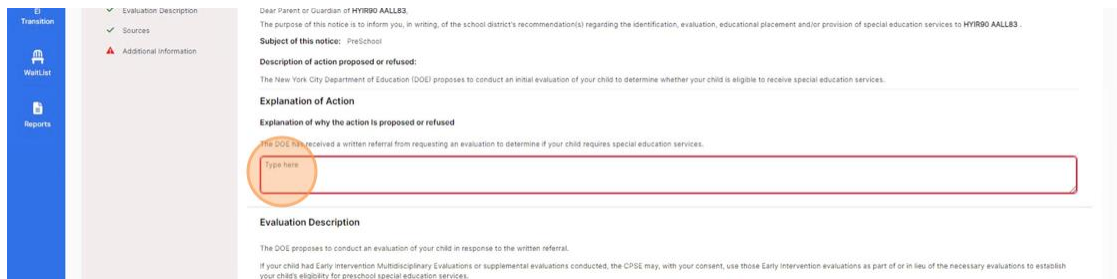
7. Complete the next section, **Evaluation Description**, by choosing from the drop down.

Evaluation Description

The DOE proposes to conduct an evaluation of your child in response to the written referral.

If your child had Early Intervention Multidisciplinary Evaluations or supplemental evaluations conducted, the CPSE may, with your consent, use those Early Interve your child's eligibility for preschool special education services.

Description of each evaluation procedure, assessment, record, or report used in the decision to propose or refuse the action

Decision Reason	Description	D
Request for Initial Evaluation from undefined ▼		

Classroom Work
Documented Interventions
Parent Request for Referral
Reports Submitted by Parent(s)
Staff Member Reports
Standardized Assessments

+ Add Decisic

Additional Ass

For an initial or re...   be made of the information:
Does the student require additional assessments?

○ Yes

○ No

Other Options

Description of any other options considered and the reasons why those options are rejected

8. Select **Yes** in the Additional Assessments section to add an additional assessment.

Decision Reason	Description
Parent Request for Referral ▼	

+ Add Decision Reason

Additional Assessments

For an initial or reevaluation - description of the proposed initial or reevaluation and the uses to be made of the informati

Does the student require additional assessments?

◉ Yes

○ No

Other Options

Description of any other options considered and the reasons why those options are rejected
Were other options considered prior to deciding to conduct this reevaluation? *

Options Considered

○ Yes

○ No

*(sidebar icons: EI Transition, WaitList, Reports; Sources ✓, Additional Information ⚠)*

9. After selecting **Yes** to indicate that the student requires Additional Assessment, the section will expand. It will show previously completed assessments for the student. To add additional assessments, select the blue **+ Add Additional Assessment** button.
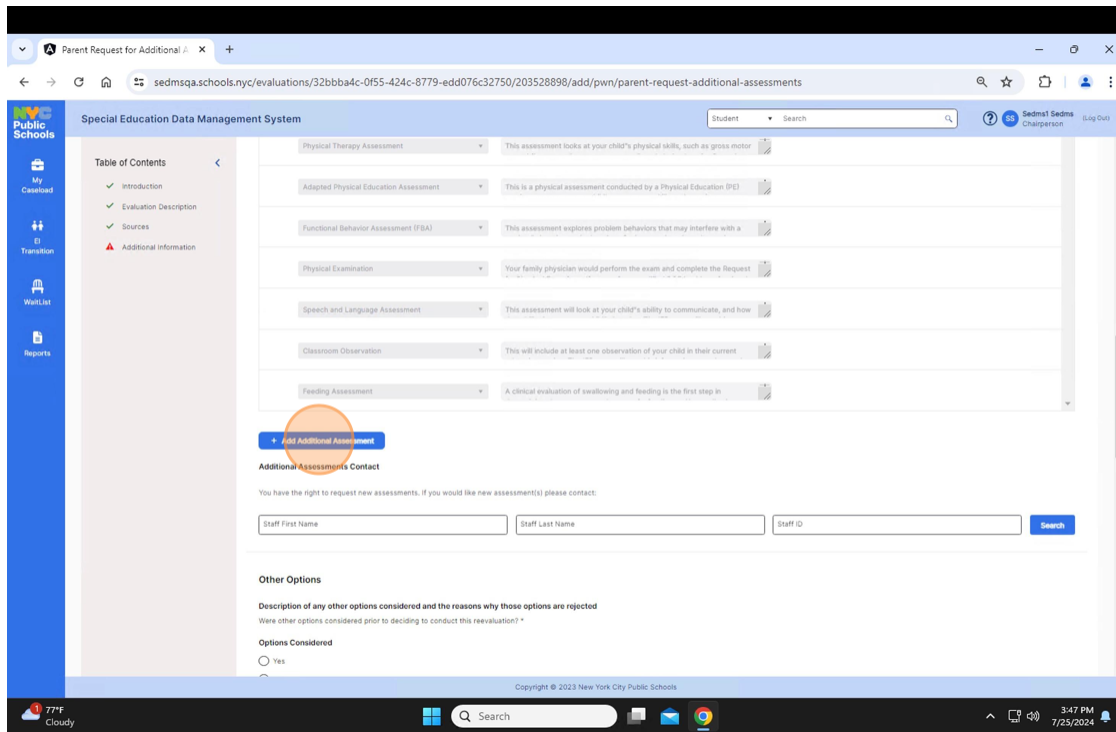
10. After you click **+ Add Additional Assessment**, a row will be added to the assessment grid. In that row, click on the first box and select the desired assessment type from the drop down.
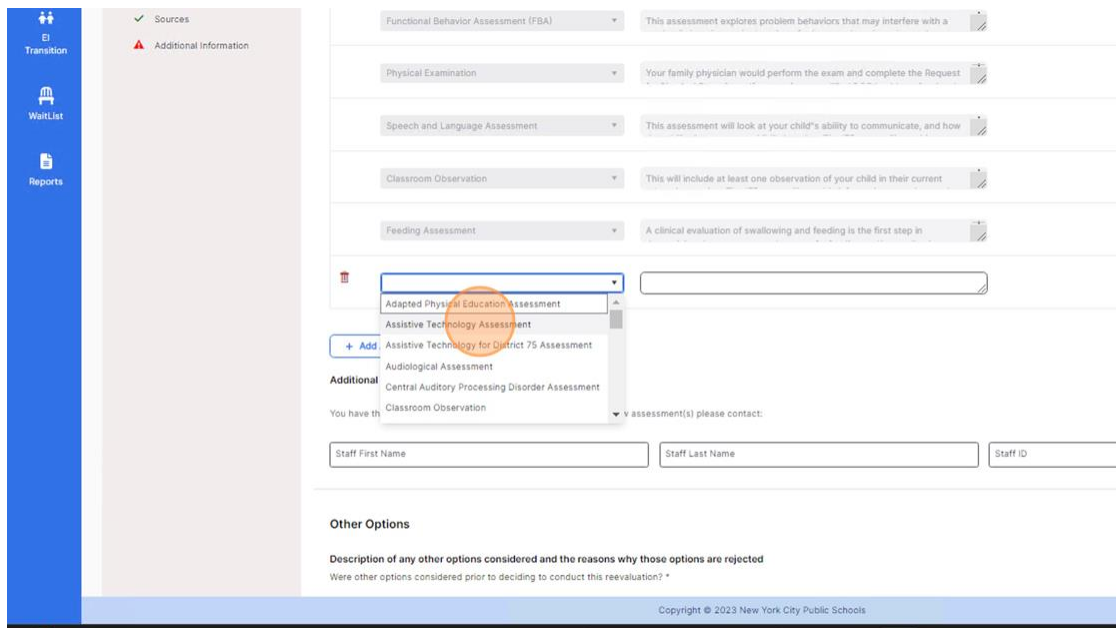
11. Click the box to the right of the assessment type to provide the relevant assessment description.
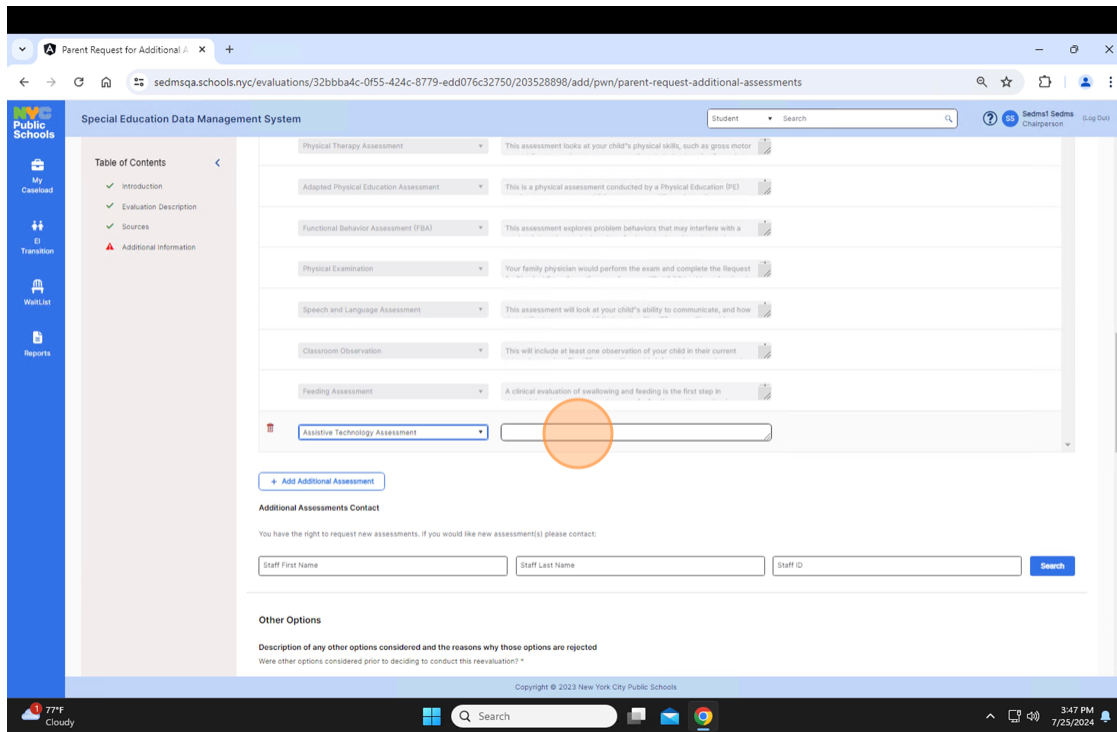
12. Next, complete the **Additional Assessments Contact** information. Type in a staff member's first name, last name, or Staff ID to search for the contact.
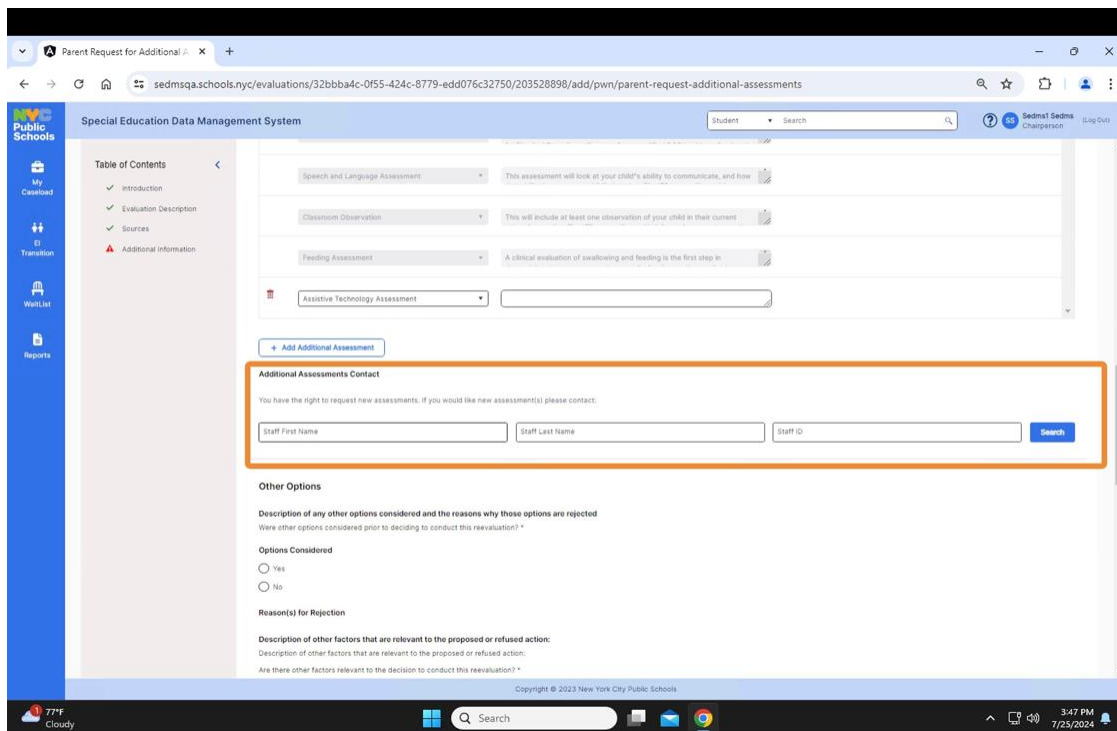
13. Then complete the Other Options section question "Were other options considered prior to deciding to conduct the reevaluation?" by selecting **Yes** or **No** .

14. If you click **Yes**, you will be asked to provide more information in a text box.

15. Indicate if there are other factors relevant to the proposed or refused action by choosing the **Yes** or **No** button.

Options Considered

◉ Yes

◯ No

Any other options that were discussed and considered at the IEP meeting but not recommended should be explained here, along with the reasons they were not recommended. If a parent is related service recommendation but the IEP team does not recommend that, the consideration of that accommodation or service and the reasons the IEP team did not recommend it must be

Complete

Reason(s) for Rejection

Description of other factors that are relevant to the proposed or refused action:

Description of other factors that are relevant to the proposed or refused action:

Are there other factors relevant to the decision to conduct this reevaluation? *
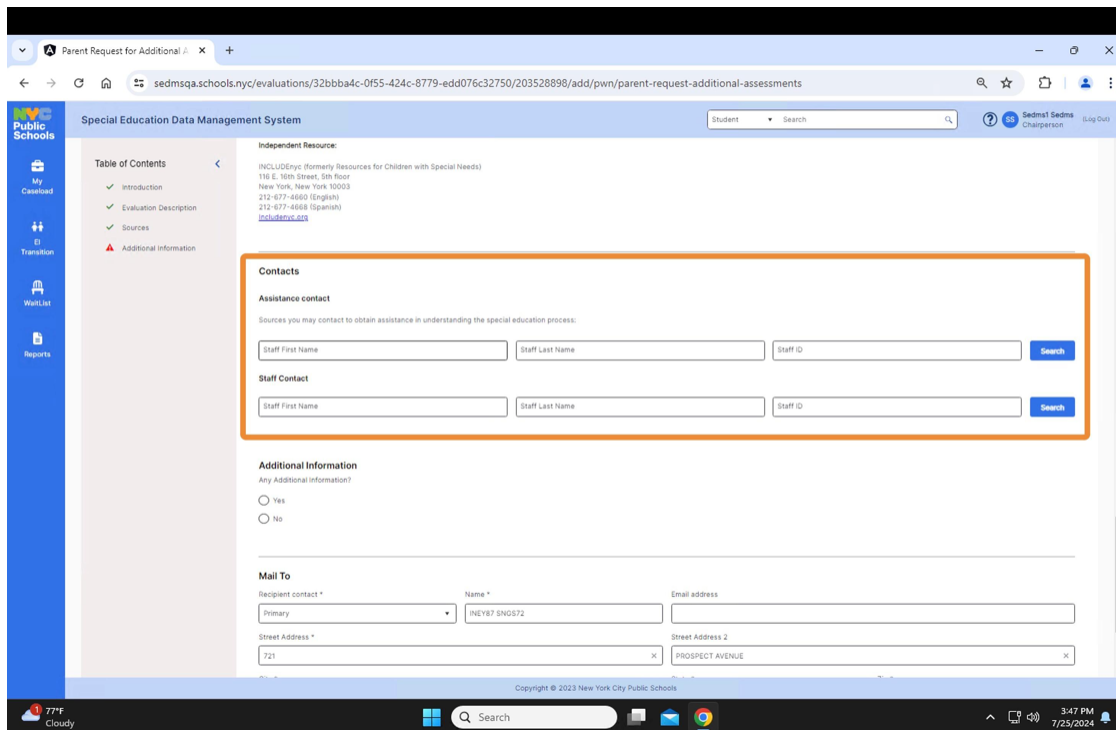
◯ Yes

◉ No

Sources

You have protection under the procedural safeguards of the regulations of the commissioner of education.

A copy of the Procedural Safeguards Notice is enclosed with this letter and may be also obtained from the New York City Department of Education website: schools.nyc.gov/special-educatio

Independent Resource:

INCLUDEnyc (formerly Resources for Children with Special Needs)
116 E. 16th Street, 5th floor
New York, New York 10003
212-677-4660 (English)

16. Complete the *Contacts* section by searching for *Staff First Name*, *Staff Last Name*, or *Staff ID* in the *Assistance Contact* and *Staff Contact* rows.

17. After you have searched for a staff member, click **Select** to add them to the row.

18. Indicate if there is Additional Information by selecting the **Yes** or **No** buttons in the Additional Information section.

19. If you click **Yes** a box to type additional information will appear. Enter the additional information in the text box.

Additional Information

Any Additional Information?

◉ Yes

○ No

Type here

20. Ensure that the correct recipient is displayed in the *Mail To* section. This information will be auto-populated based on the primary contact information associated with the student.

21. Select the *Method of Delivery* by choosing **Postal Mail**, **Electronic Mail**, or **Parent Portal**.

22. After all sections have been completed, there will be green check marks next to each section of the PWN in the Table of Contents bar to the left. The Cancel and Finalize and View options will be enabled at the bottom of the screen.

Select **Cancel** to be returned to the dashboard. If you select **Cancel**, all information you have entered will be deleted.

Select **Finalize and View** to finalize the PWN. You will be returned to the dashboard.