

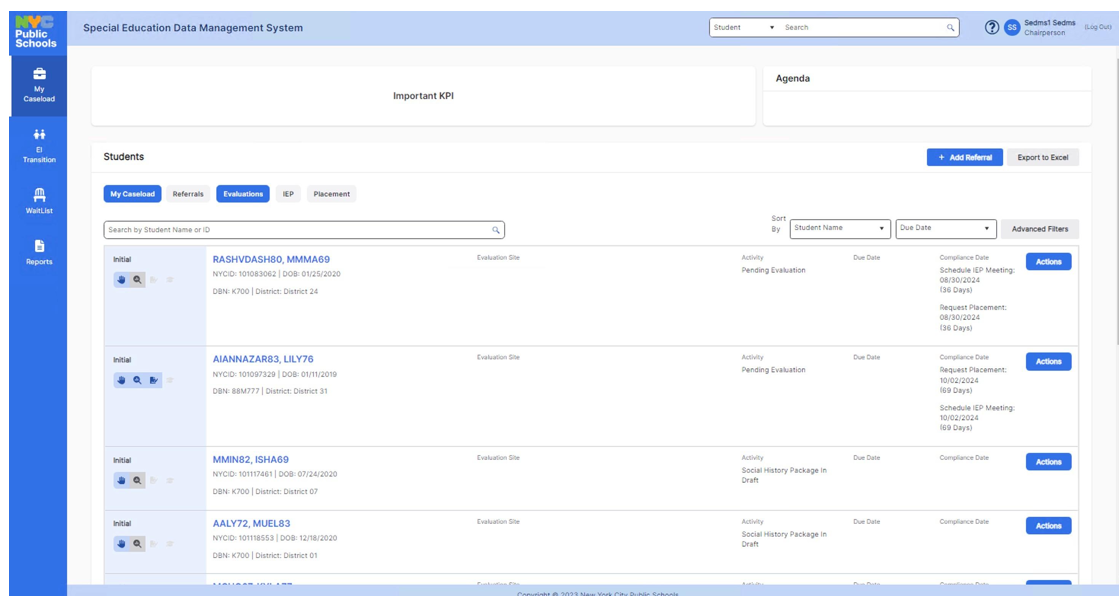
How to Add an Additional Assessment

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 PWN: 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.

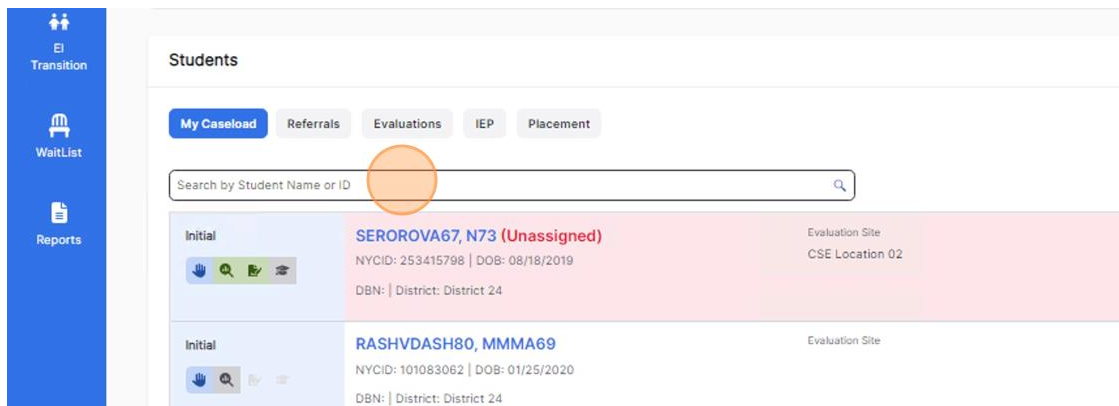
After the PWN: Request for Additional Assessment is completed, it must be approved. After it is approved, the evaluation will populate in the assessment planning grid. For more information on how to assign and complete evaluations review the steps in 5.2 QRG How to Navigate Assessment Planning.

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.

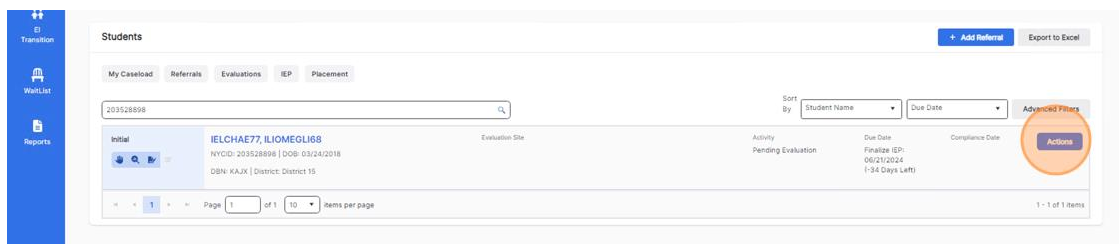
1. After you log into ATLAS you will be directed to your dashboard.



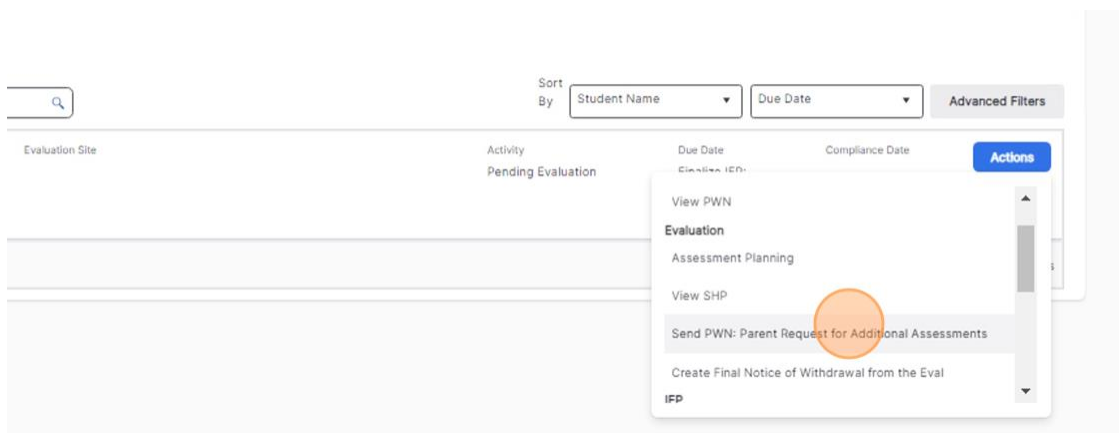
2. From the **My Caseload** dashboard, search for the student for whom you wish to add an assessment. You can search by name or Student ID.



- 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.



- An **Actions** pop up will appear. Scroll down to the *Evaluation* section, then click on **Send PWN: Request for Additional Assessments**.



- After you click **Send PWN: Request for Additional Assessments**, you will be directed to the *PWN: 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.

Prior Written Notice

Request for Additional Assessments

Table of Contents

- Introduction ✓
- Assessment(s) Requested ✓
- Evaluation Description ✓
- Contacts ⚠
- Sources ✓
- Additional Information ⚠
- Mail To ⚠

Introduction

Date
03/11/2025

Dear Parent or Guardian of **BIG BIRD**,

The purpose of this notice is to inform you, in writing, of the NYC Department of Education's (DOE's) recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services for **BIG BIRD**.

Subject of this notice:
Request for Additional Assessment(s)

Assessment(s) Requested

You have requested that the DOE conduct the following additional assessment(s)

Assessment Type	Purpose of the Assessment	Status
No records available.		

[+ Add Additional Assessment](#)

Explanation of why the action is proposed or refused
Upon receipt of your request for additional assessment(s) to be conducted, the DOE reviewed BIG's existing assessments and other materials.
Additional explanation of why the action is proposed or refused:
Type here

- Complete all required sections of the PWN. The first section is **Assessment(s) Requested**. Complete by clicking the **+ Add Additional Assessments** button.

Assessment(s) Requested

You have requested that the DOE conduct the following additional assessment(s)

Assessment Type	Purpose of the Assessment
No records available.	

[+ Add Additional Assessment](#)

- This will add a row for you to choose the **Assessment Type** from the dropdown. Once assessment has been selected, ATLAS will prepopulate the **Purpose of the Assessment** and you will be required to provide a **Rationale**.

Note: To add additional rows, click **+ Add Additional Assessment** button.

Assessment(s) Requested

You have requested that the DOE conduct the following additional assessment(s)

Assessment Type	Purpose of the Assessment	Rationale	Status
<div>✖</div> <input type="text"/> <p>Assessment Type is mandatory.</p>	<input type="text"/> <p>Purpose of the Assessment is mandatory.</p>	<input type="text"/> <p>Rationale is mandatory.</p>	<div>Approve</div> <div>Reject</div>

[+ Add Additional Assessment](#)

- Complete the next section, **Explanation of why the action is proposed or refused**, by completing the text field.

Explanation of why the action is proposed or refused

Upon receipt of your request for additional assessment(s) to be conducted, the DOE reviewed BIG's existing assessments and other materials. Additional explanation of why the action is proposed or refused:

Type here

- Complete the next section, **Evaluation Description**, by choosing from the drop down.

Initial Information

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 Intervention evaluations to determine 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	ID
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 Decision Reason](#)

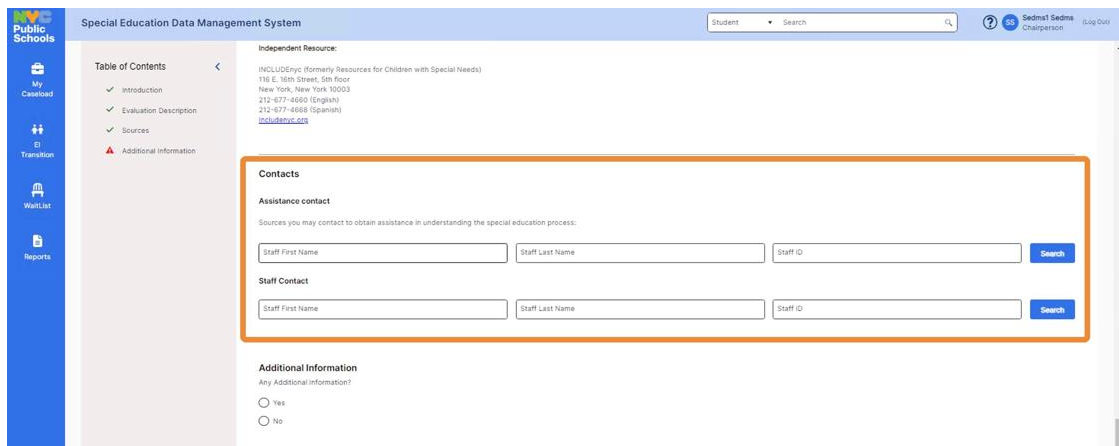
Additional Assessments

For an initial or re-evaluation, the following information will be made of the information:

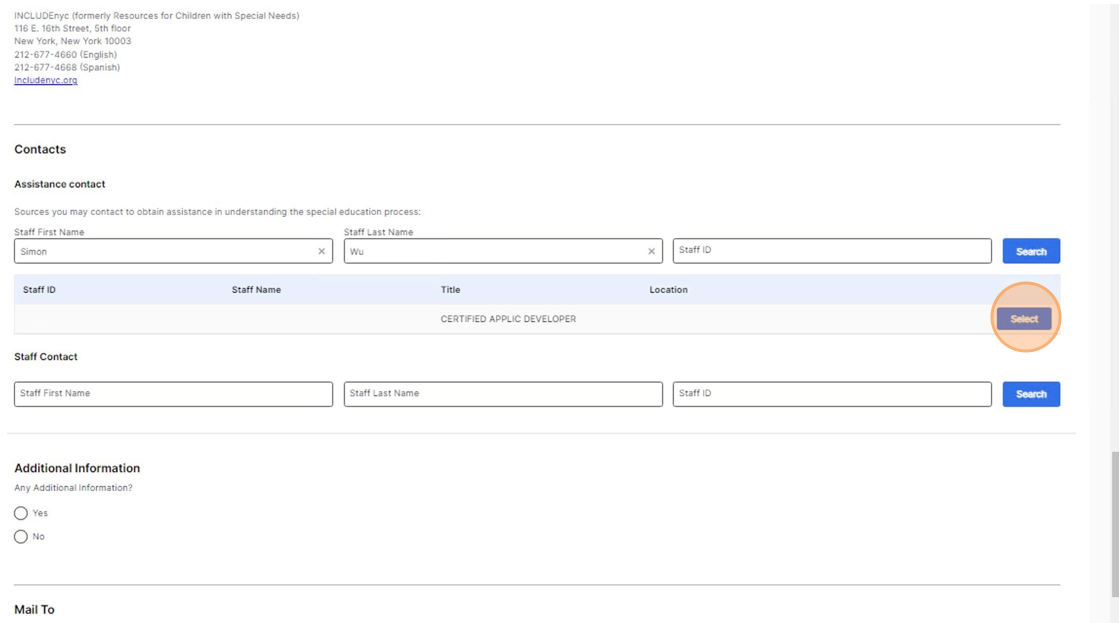
Does the student require additional assessments?

☐ Yes ☐ No

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



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



INCLUDenyc (formerly Resources for Children with Special Needs)
116 E. 16th Street, 5th floor
New York, New York 10003
212-677-4660 (English)
212-677-4668 (Spanish)
includenyc.org

Contacts

Assistance contact

Sources you may contact to obtain assistance in understanding the special education process:

Staff First Name: Simon Staff Last Name: Wu Staff ID: **Search**

Staff ID	Staff Name	Title	Location
		CERTIFIED APPLIC DEVELOPER	

Staff Contact

Staff First Name: Staff Last Name: Staff ID: **Search**

Additional Information

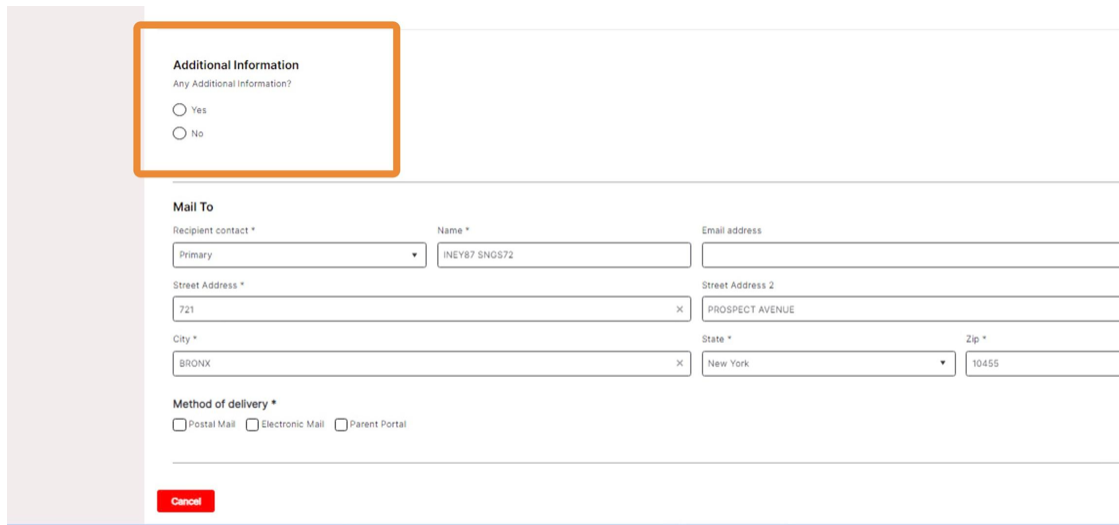
Any Additional information?

☐ Yes

☐ No

Mail To

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



Additional Information
Any Additional Information?

☐ Yes
☐ No

Mail To

Recipient contact * Name * Email address

Primary JNEY87 SNGS72

Street Address * Street Address 2

721 PROSPECT AVENUE

City * State * Zip *

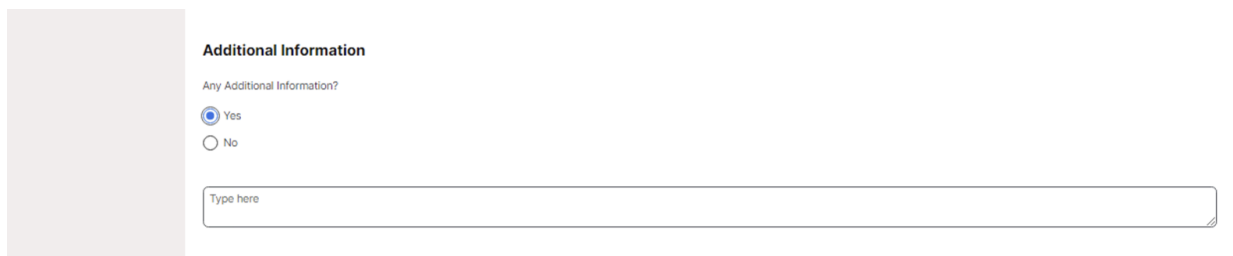
BRONX New York 10455

Method of delivery *

☐ Postal Mail ☐ Electronic Mail ☐ Parent Portal

Cancel

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

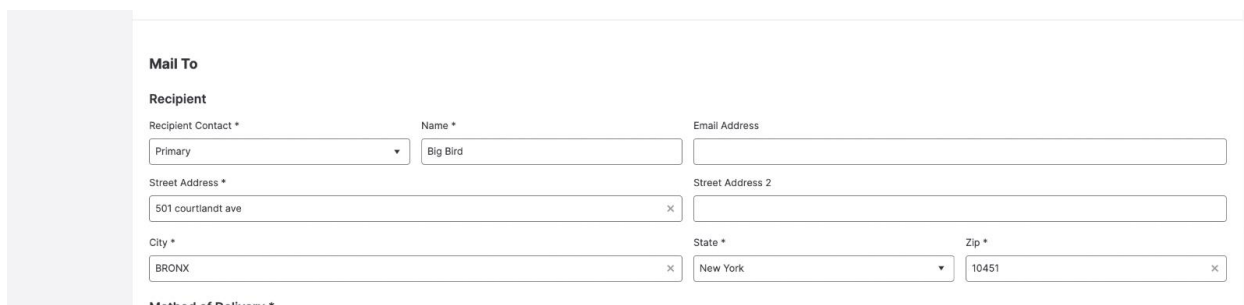


Additional Information
Any Additional Information?

☒ Yes
☐ No

Type here

14. 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.



Mail To

Recipient

Recipient Contact * Name * Email Address

Primary Big Bird

Street Address * Street Address 2

501 courtlandt ave

City * State * Zip *

BRONX New York 10451

Method of Delivery *

15. Select the *Method of Delivery* by choosing **Postal Mail** or **Parent Portal**.

Method of Delivery *

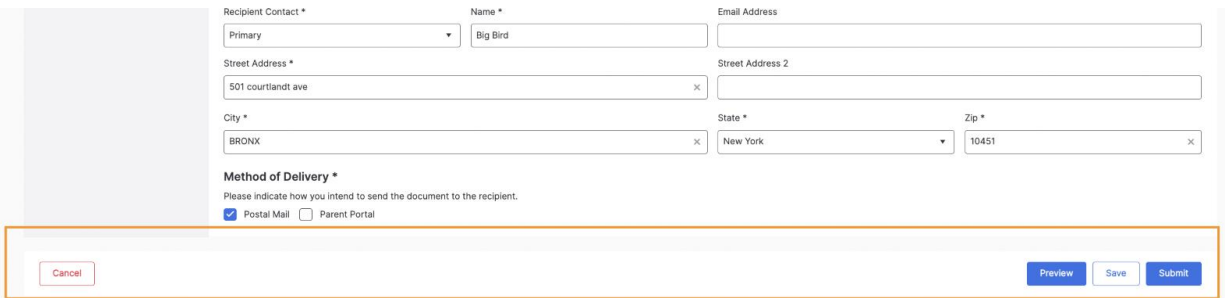
Please indicate how you intend to send the document to the recipient.

☐ Postal Mail ☐ Parent Portal

16. 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 **Finalize and View** option will be enabled at the bottom of the screen. There will options to **Cancel**, **Preview**, and **Save** as well.

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.

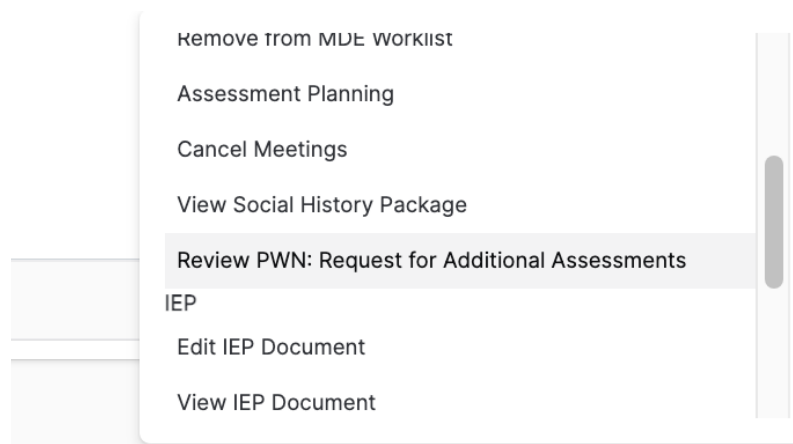


The screenshot shows a form with the following fields:

- Recipient Contact *: Primary (dropdown)
- Name *: Big Bird (text input)
- Email Address: (text input)
- Street Address *: 501 courtlandt ave (text input)
- Street Address 2: (text input)
- City *: BRONX (text input)
- State *: New York (dropdown)
- Zip *: 10451 (text input)
- Method of Delivery *: Please indicate how you intend to send the document to the recipient. ☒ Postal Mail ☐ Parent Portal

At the bottom of the form, there are three buttons: **Cancel** (red), **Preview** (blue), **Save** (blue), and **Submit** (blue).

17. After the PWN has been finalized, it must be approved to add the additional assessments. Users with the ability to review and approve additional assessments can click on the blue actions button and scroll down to Review PWN: Request for Additional Assessments.



The screenshot shows a dropdown menu with the following options:

- Remove from MDE Worklist
- Assessment Planning
- Cancel Meetings
- View Social History Package
- Review PWN: Request for Additional Assessments** (highlighted)
- IEP
- Edit IEP Document
- View IEP Document

18. After clicking Review PWN: Request for Additional Assessments. The PWN Request for Additional Assessments will be available for review. Within the PWN: Request for Additional Assessments scroll to the section that shows the newly requested assessments

Prior Written Notice
Request for Additional Assessments

Table of Contents <

- ✓ Introduction
- ✓ Evaluation Description
- ✓ Sources
- ✓ Additional Information

Introduction

Notice Date: 01/28/2025

Subject of this notice: Request for Additional Assessment(s)

Dear Parent or Guardian of HWYH69 HOHX74,

The purpose of this notice is to inform you, in writing, of the school district's recommendation(s) regarding the identification, evaluation, educational placement and/or provision of special education services to HWYH69 HOHX74.

Explanation of why the action is proposed or refused

Based on these materials, the DOE has determined that the additional assessment(s) specified above are not needed as a part of this evaluation because:

Type here

Assessment(s) Requested

The Multidisciplinary Evaluation (MDE) agency conducting your child's evaluation has requested that the DOE conduct the following additional assessment(s)

Assessment Name	Purpose of Assessment	Actions
Adapted Physical Education Assessment	This is a physical assessment conducted by a Physical Education	Approve Reject
Audiological Assessment	This is a specialized hearing assessment conducted to determine	Approve Reject

+ Add Additional assessment

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Table of Contents <

- ✓ Introduction
- ✓ Evaluation Description
- ✓ Sources
- Additional Information

My Caseload

IEP Transition

Waitlist

Reports

Physical Therapy Assessment This assessment looks at your child's physical skills, such as gross motor

Adapted Physical Education Assessment This is a physical assessment conducted by a Physical Education (PE)

Functional Behavior Assessment (FBA) This assessment explores problem behaviors that may interfere with a

Physical Examination Your family physician would perform the exam and complete the Request

Speech and Language Assessment This assessment will look at your child's ability to communicate, and how

Classroom Observation This will include at least one observation of your child in their current

Feeding Assessment A clinical evaluation of swallowing and feeding is the first step in

+ Add Additional Assessment

Additional Assessments Contact

You have the right to request new assessments. If you would like new assessment(s) please contact:

Staff First Name Staff Last Name Staff ID Search

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

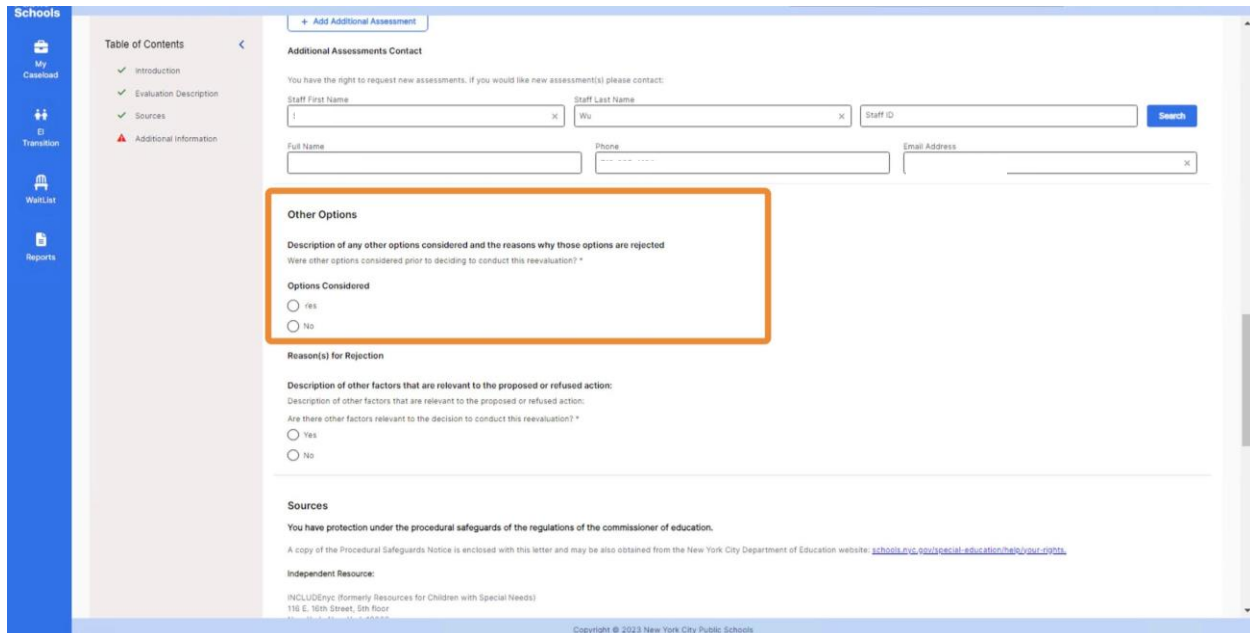
☐ Yes

19. 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.

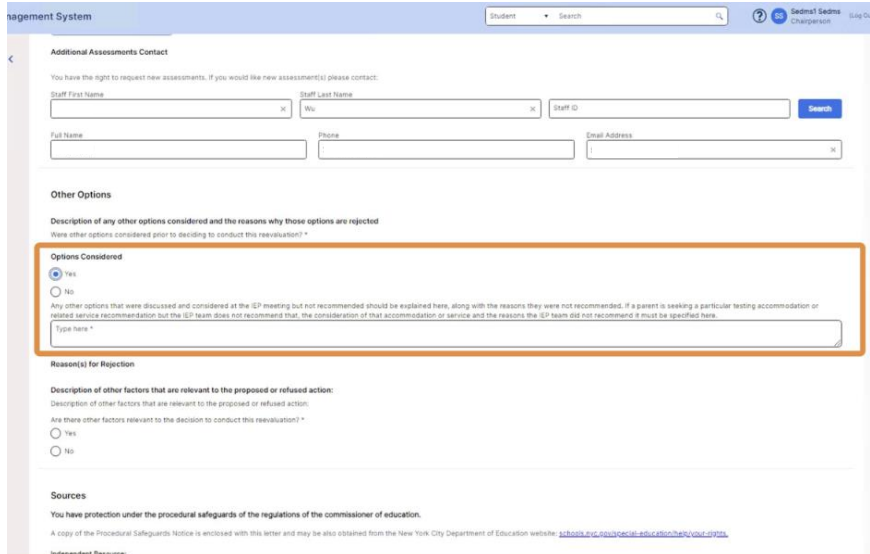
20. Click the box to the right of the assessment type to provide the relevant assessment description.

21. 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.

22. Then complete the Other Options section question “Were other options considered prior to deciding to conduct the reevaluation?” by selecting **Yes** or **No** .



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



24. 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

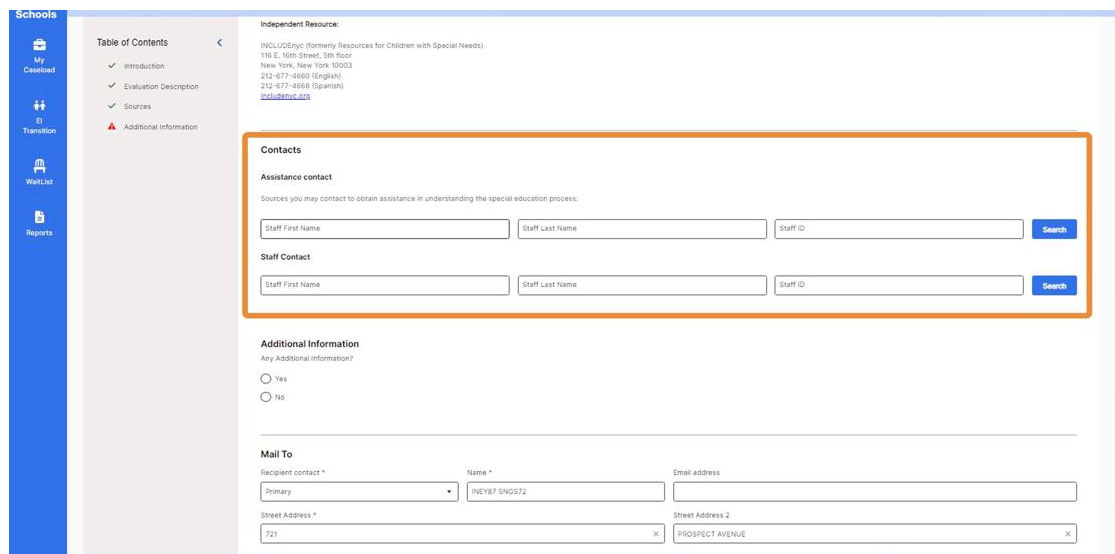
You have protection under the procedural safeguards of the regulations of the commissioner of education.

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)
212-677-4668 (Spanish)
includenyc.org

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



The screenshot shows the 'Contacts' section of the IEP form, which is highlighted with an orange border. The section is titled 'Contacts' and contains two sub-sections: 'Assistance contact' and 'Staff Contact'. Each sub-section has a text area for 'Sources you may contact to obtain assistance in understanding the special education process:' and three input fields: 'Staff First Name', 'Staff Last Name', and 'Staff ID'. Below these are 'Search' buttons. The 'Additional Information' section is also visible, with a text area for 'Any Additional information?' and 'Yes'/'No' radio buttons. The 'Mail To' section is at the bottom, with fields for 'Recipient contact *', 'Name *', 'Email address', 'Street Address *', and 'Street Address 2'.

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

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

Contacts

Assistance contact

Sources you may contact to obtain assistance in understanding the special education process:

Staff First Name X Staff Last Name X Staff ID

Staff ID	Staff Name	Title	Location
		CERTIFIED APPLIC DEVELOPER	<input type="button" value="Select"/>

Staff Contact

Staff First Name Staff Last Name Staff ID

Additional Information

Any Additional Information?

- ☐ Yes
☐ No

Mail To

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

Additional Information

Any Additional Information?

☐ Yes
☐ No

Mail To

Recipient contact * Name * Email address

Street Address * X Street Address 2

City * X State * Zip *

Method of delivery *

☐ Postal Mail ☐ Electronic Mail ☐ Parent Portal

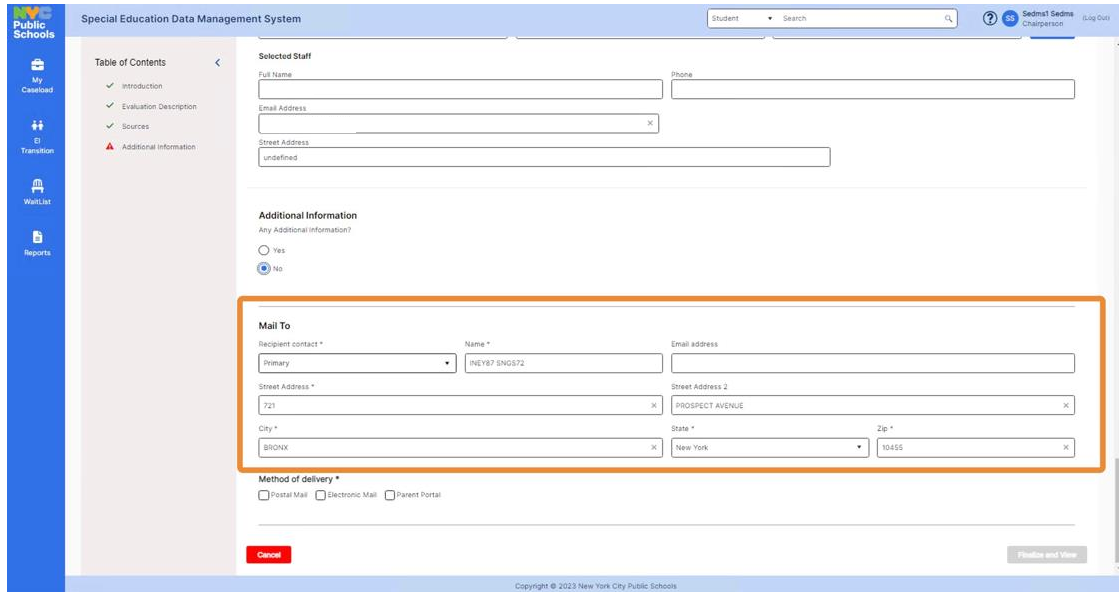
28. If you click **Yes** a box to type additional information will appear. Enter the additional information in the text box.

Additional Information

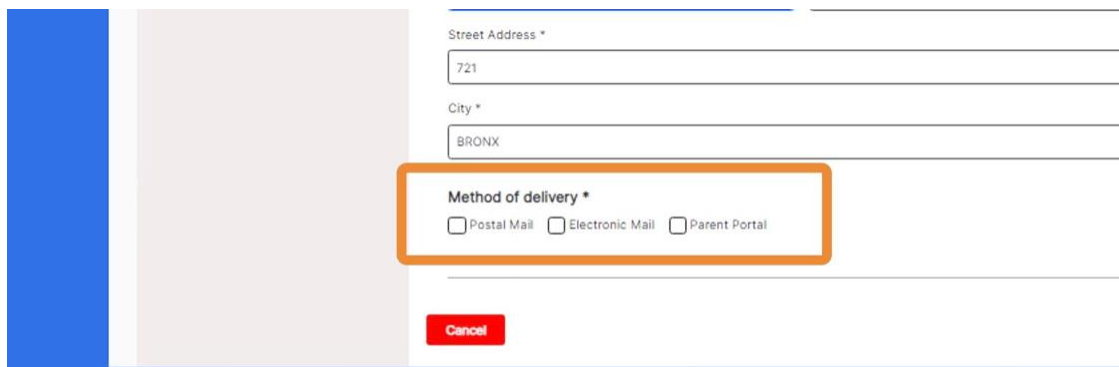
Any Additional Information?

☒ Yes
☐ No

29. 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.



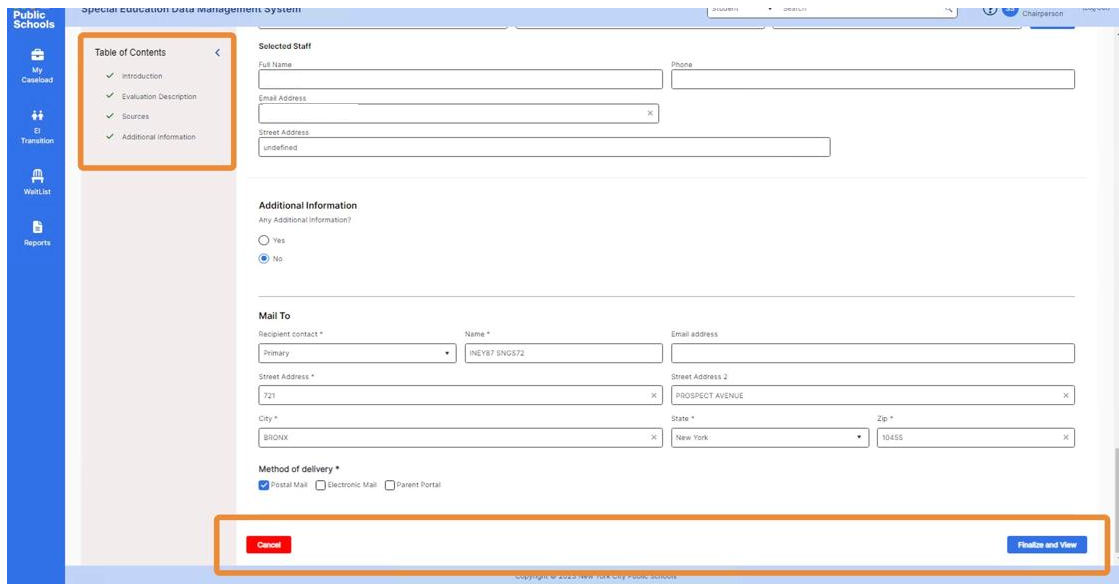
30. Select the *Method of Delivery* by choosing **Postal Mail**, **Electronic Mail**, or **Parent Portal**.



31. 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.



***Note* The PWN: Request for Additional Assessments must be approved by CPSE before they will populate in student's assessment planning grid for you to take action.**

32. Once the PWN has been approved, ATLAS will generate the Consent for Additional Assessments that must be attached to the approved PWN and sent home to parent/guardian for signature before taking action on assessments. Upload the PWN and indicate consent by navigating to the Actions button, clicking on Upload, and selecting Consent for Additional Assessment. Complete the required fields. Be sure to indicate the assessments that are contained within this PWN.

Upload Documents

Document Type *

Consent for Additional Assessment

Request *

Request on 3/6/2025 3:14 PM: Occupational Therapy Assessment, Audiological As...

Request on 1/29/2025 12:00 AM: Speech and Language Assessment

Request on 3/6/2025 3:14 PM: Occupational Therapy Assessment, Audiological Assessment

Consent Provided : Not Received

Select files...

Drop files here to select

Date	Details
No records available.	

Save

33. To view the approved assessments, click Actions then click View: PWN Request for Additional Assessment. Scroll to the Assessment(s) Requested section and review the Status column. The approved assessments will also be available in the evaluations panel for the student on the dashboard, and in Assessment planning.

Assessment(s) Requested

You have requested that the DOE conduct the following additional assessment(s)

Assessment Type	Purpose of the Assessment	Status
Speech and Language Assessment	This assessment will look at your child's ability to communicate, and how that ability impacts your child's learning. The IEP team will use this information to understand more about your child's present levels of performance and individual needs, and to consider what, if any, special education programs or services or other supports are appropriate.	Approve
Audiological Assessment	This is a specialized hearing assessment conducted to determine whether a student has a significant hearing loss/impairment. The IEP team will use this information to understand more about your child's present levels of performance and individual needs, and to consider what, if any, special education programs or services or other supports are appropriate.	Approve
Occupational Therapy Assessment	This assessment will look at your child's adaptive and functional skills, including fine motor skills and oral motor skills, in educational activities. The IEP team will use this information to understand more about your child's present levels of performance and individual needs, and to consider what, if any, special education programs or services or other supports are appropriate.	Approve

+ Add Additional Assessment

34. As needed, individual assessments can be assigned to other agencies. To assign the recently approved additional assessments to an agency click on the Actions button and then click on Assessment Planning. The recently added assessments will populate at the bottom of the grid.

Assessment Planning

Initial Evaluation		Consent Received On	Name of Referrer	Title of Referrer
		01/29/2025		Primary Parent/Guardian

Assessment Type	Language of Assessment	Evaluator Type	Agency	Evaluator Name	PWN Sent On	Consent Received On	Due By
Observations	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	01/30/2025
Physical Examination	English	Provided by Parent			01/30/2025	01/29/2025	
Psychological Asses...	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	02/04/2025
Social History Eval...	Spanish				01/30/2025	01/29/2025	01/30/2025
X Speech and Langua...		Internal Assignment	Jackson Developme...		01/29/2025	01/29/2025	01/30/2025
X Audiological Asses...	Spanish	Internal Assignment	Jackson Developme...		03/06/2025	03/06/2025	03/06/2025
X Occupational Thera...	Spanish	Internal Assignment	Jackson Developme...		03/06/2025	03/06/2025	03/06/2025

+ Add New Assessment

Once assessments have been finalized, they can no longer be edited here.

35. When additional assessments are added, they will show up in the assessment planning grid as assigned to the agency that has already completed a portion of the

evaluation. To assign an assessment to a different agency, click on the agency dropdown under the “Agency” column.

Use the search bar to type in the desired agencies name or scroll and find the agency you wish to assign the evaluation to. Additional assessments are also able to be assigned to PRACs.

Assessments

Assessment Type	Language of Assessment	Evaluator Type	Agency	Evaluator Name	PWN Sent On	Consent Received On	Due By
Observations	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	01/30/2025
Physical Examination	English	Provided by Parent			01/30/2025	01/29/2025	
Psychological Asses...	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	02/04/2025
Social History Evalu...	Spanish				01/30/2025	01/29/2025	01/30/2025
X Speech and Langua...		Internal Assignment	Jackson Developme...		01/29/2025	01/29/2025	01/30/2025
X Audiological Asses...	Spanish	Internal Assignment			03/06/2025	03/06/2025	03/06/2025
X Occupational Thera...	Spanish	Internal Assignment			03/06/2025	03/06/2025	03/06/2025

+ Add New Assessment

Once assessments have been finalized, they can no longer be edited here.

36. After all additional evaluation fields have been completed press submit on the bottom right corner of the screen to assign these evaluations to the agencies.

Assessments

Assessment Type	Language of Assessment	Evaluator Type	Agency	Evaluator Name	PWN Sent On	Consent Received On	Due By
Observations	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	01/30/2025
Physical Examination	English	Provided by Parent			01/30/2025	01/29/2025	
Psychological Asses...	Spanish	Internal Assignment	Jackson Developme...		01/30/2025	01/29/2025	02/04/2025
Social History Evalu...	Spanish				01/30/2025	01/29/2025	01/30/2025
X Speech and Langua...		Internal Assignment	Rivendell School		01/29/2025	01/29/2025	01/30/2025
X Audiological Asses...	Spanish	Internal Assignment	Starting Point Servi...		03/06/2025	03/06/2025	03/06/2025
X Occupational Thera...	Spanish	Internal Assignment	CSE Location 08		03/06/2025	03/06/2025	03/06/2025

+ Add New Assessment

Once assessments have been finalized, they can no longer be edited here.

Cancel Submit