

How to Submit the STAC5

This guide provides step-by-step instructions on how MDE Agencies can submit the STAC5.

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.

My Caseload Referr	als Evaluations IEP Placement		2010		
Search by Student Name	or ID	9	By Student Name	Due D	ate • Advanced F
Initial	SEROROVA67, N73 (Unassigned) NVCID: 253415798 DOB: 08/18/2019 DBH: District: District 24	Evaluation Sile CSE Location 02	Activity Placement Completed	Due Date	Compliance Date Request Placement: 08/23/2024 (31 Days)
initial	RASHVDASH80, MMMA69 NYGID: 101083062 DOB: 01/25/2020 DBNI District: Destrict 24	Evaluation Sile	Asserty Pending Evaluation	Due: Date	Compliance Date Schedule IEP Meeting: 08/30/2024 (36 Days)
Initial	AJANNAZARB3, LILY76 NYCD: 101997329 [Doll: 0111/2019 DBH: [Darriet: Darriet 31	Exclusion flor	Astivity Pending Evaluation	Due Oate	Compliance Date Geographic Date Request Placement: 10/02/2024 Child Statement: 10/02/2024 Child Statement: Child
Initial	MMIN82, ISHA69 wrolp: 101174611 D06/ 07/24/2020	Evaluation Star	Activity Bocial History Package In	Due Date	Compliance Date
	DBN: District: District 07		Draft		

2. From your dashboard, search for the student for whom you wish to submit the STAC5.

For more information about advanced filters please review the "QRG 1.2 How to Navigate the Dashboard".



El ransition	Students		
A WaitList	My Caseload Refer	rals Evaluations IEP Placement	
	Search by Student Name	or ID	٩,
Reports	Initial 👋 处 😰 🐲	SEROROVA67, N73 (Unassigned) NYCID: 253415798 DOB: 08/18/2019 DBN: District: District 24	Evaluation Site CSE Location 02
	Initial	RASHVDASH80, MMMA69 NYCID: 101083062 DOB: 01/25/2020 DBN: District: District 24	Evaluation Site
			- Sector - 20

3. Once you have located the student click on the blue Actions button, scroll down and click on Upload.

Students					Export to Excel
101218245 Q)			Sort By Student Nam	e • Activity Due Date •
Initial	DIAZ, GRAYSON (Unassigned) Student ID: 101218245 DOB: 05/21/2020 DBN: District 24	Evaluation Site YELED VYALDA	Activity IEP In Draft	Activity Due Date	Compliance Date Actions Assessment Planning Cancel Meetings Send PWN: Request for Additional Assessments IEP Student
Q Evaluations	😃 Referrals 🔍 Evaluations 📑 IEP 🐲 Place	ement			Upload Assign
Evaluations Completed	Social History Meeting Date 1/10/2025	Status of Social History Package STAC Approved		Consent for Initial Evaluation Given? Yes	Case Close
Ocomplete IEP	Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status

4. The document upload pop up will appear. In the document upload pop up click on the Document Type dropdown.



_			
	Upload Documents		×
	Document Type *]
	Select files		Drop files here to select
	Date	Details	
ed)		No records available.	
🛃 IEP		Save	
		Status of Social History Package	

5. Scroll down and click on STAC



Γ	Upload Documents	×
	Document Type *	_
	· · · · · · · · · · · · · · · · · · ·	•
	Consent for Initial Evaluation	
	Consent for Initial Provision of Services	
	Preschool Acceptance Letter	
,	STAC	
20	Partially Served Notice	
	Save	
ΕΡ		
	Status of Social History Package	
	STAC Approved	

6. After you have selected STAC, then click on Select Files to open your computers files. Then select the STAC and upload the document. Then press Save.



Upload Documents	×
Document Type *	
STAC	•
Select files	Drop files here to select
Sample STAC5.png 310.91 KB	×
Date	Details
01/13/2025	Sample STAC5.png
	Save
SIA	C Approved

7. Optional: The document will now appear in the Documents section of Student Profile.



Service Details Student Information Docu	ments Team Events Log Misc				
School Year: 2024-2025 •					
Referral					•
Evaluations					
Date Created	Document Name	Document Type	Uploaded By	Action	
01/09/2025	example03.docx	Other Assessment	NMiller11	⊕ <u>*</u>	
01/09/2025	empty.pdf	Physical Examination	NMiller11	🖶 🛨	
01/09/2025	Observations: 101218245	Custom Observation Assessment	SEDMS_App	🖶 <u>+</u>	
01/09/2025	Psychological Assessment: 101218245	Psychological Evaluation Assessment	SEDMS_App	⇔ <u>+</u>	
01/13/2025	Sample STAC5.png	STAC	aklein2@doeexternal.nyc	⇔ <u>+</u>	
01/09/2025	Social History Package: 101218245	Social History Package	SEDMS_App	⊕ <u>+</u>	
01/09/2025	Social History Evaluation: 101218245	Social History Evaluation Assessment	SEDMS_App	⊕ <u>+</u>	
01/09/2025	sample.doc	Other Assessment	NMiller11	⊕ <u>+</u>	

8. Return to your dashboard by clicking the My Caseload button in the top left corner.



9. You will be returned to your dashboard. From your dashboard search for the student for whom you wish to submit the STAC5.



El Isition	Students		
TList	My Caseload Referr	als Evaluations IEP Placement	
	Search by Student Name	or ID	٩
orts	Initial	SEROROVA67, N73 (Unassigned) NYCID: 253415798 DOB: 08/18/2019 DBN: District: District 24	Evaluation Site CSE Location 02
	Initial	RASHVDASH80, MMMA69 NYCID: 101083062 DOB: 01/25/2020 DBN: District: District 24	Evaluation Site

10. Once you have located the student, click on the row to expand it.

Note: If you click on the student's name in blue, it will take you to their student profile. To see the expansion of their row, you must click anywhere else on the row within the dashboard.

Students			
My Caseload Referrals	Evaluations IEP Placement		
Lou		٩.	
Initial	Bega, Lou NYCID: 230101548 DOB: 11/21/2020 DBN: District:	Evaluation Site	
Initial	MINPRES69, IHBYLOUGH87 NYCID: 250003099 DOB: 03/26/2021 DBN: District: District 01	Evaluation Site	
Initial	LOUIOU65, ILLOLLO68 NYCID: 249830092 DOB: 01/31/2019 DBN: District: District 22	Evaluation Site Hebrew institute The Deaf & Excp.	
	DBN: District: District 22		

11. Once you have expanded the student row, you will be able to see more information about each process phase. To see the assessment planning page and view all evaluations assigned to a student, ensure that the second tab **Evaluations** is selected.



nitial J Q By =	Bega, Lou NYCID: 230101548 DOB: 11/21/2020 DBN: District:	Evaluation Site		Activity Pending Evaluation	Due Date Compliance Date Finalize (EP: 08/05/2024 (13 Days Left)	Action
Evaluations Referral Submitted	Referrals Cocial History Weeking Date	lacement Status of Social Hist Finalized	ory Package	Consent for Initi Yes	tal Evaluation Given?	
O Complete	Assessments in Progress	Evaluator Name	Evaluator Type	Evaluator Due Date	Status	
Evaluations	i Observations			07/27/2024	Pending Scheduling	
	i Audiological Assessment				Pending Scheduling	
	E Social History Evaluation				Finalized	
	Physical Examination				Finalized	
	Psychological Assessment				Pending Scheduling	
itial	MINPRES69, IHBYLOUGH87	Evaluation Sile		Activity	Due Date Compliance Date	Actio

12. In the Assessment Planning grid, click on the three vertical dots to the left of the assessment that you wish to submit the STAC5 for. It must have the status of "Finalized".

Review QRG 5.2 How to Navigate Assessment Planning for more information about the Assessment Planning grid.

Initial	DIAZ, GRAYSON (Unassigned) Student (D: 101218245 DOB: 05/21/2020 DBN: District 24	Evaluation Site YELED VYALDA	Activity IEP In D	Activity Due Da	te Compliance Date Actions Schedule IEP Meeting: 037/02025 (S5 Days) Reguest Placement: 04/03/2025 (83 Days)
Q Evaluations	Referrals <u>Q Evaluations</u> IEP IEP IEP	acement			
Evaluations Completed	Social History Meeting Date 1/10/2025	Status of Social His Finalized	story Package	Consent for Initial Evaluation Yes	Given?
O Next Complete IEP	Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
₿r IEP	: Observations	Gropper Aaron	Internal Assignment	02/06/2025	STAC Approved
	: Psychological Assessment	Blinder Abigail	Internal Assignment	02/06/2025	STAC Approved
	Physical Examination			02/06/2025	STAC Approved
	: Social History Evaluation		Internal Assignment	02/06/2025	Finalized

13. After you click the three vertical dots, a pop up will appear. Click the option Submit STAC5 to submit the STAC5.



Initial	DIAZ, GRAYSON (Unassigned) Student ID: 101218245 DOB: 05/21/2020 DBN: District 24	Evaluation Site YELED V'VALDA		Activity Activity Due Date	Compliance Date Schedule IEP Meeting: 03/10/2025 (59 Days) Request Placement: 04/03/2025 (83 Days)
Evaluations Completed	Referrals Q. Evaluations EV IEP Image: Placement Social History Meeting Date 1/10/2025	Status of Social History Package Finalized		Consent for Initial Evaluation Giv Yes	on?
Complete IEP	Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
₿⁄ IEP	Observations	Gropper Aaron	Internal Assignment	02/06/2025	STAC Approved
	Psychological Assessment	Blinder Abigail	Internal Assignment	02/06/2025	STAC Approved
	Physical Examination			02/06/2025	STAC Approved
	Submit STAC5		Internal Assignment	02/06/2025	Finalized
Initial	MA View Assessment igned) Stud	Evaluation Site YELED V'YALDA		Activity Activity Due Date Social History Package In Draft	Compliance Date Actions

14. After clicking Submit STAC, you will see a green Approved Successfully notification at the top of the screen



15. The status of the assessment will change from Finalized to STAC Submitted.

Initial	DIAZ, GRAYSON (Unassigned) Student ID: 101218245 DOB: 05/21/2020 DBN: District 24	Evaluation Site YELED VYALDA	Activity IEP in Draft	Activity Due Date	Compliance Date Actions Schedule IEP Meeting: 03/10/2025 (59 Days) Request Placement: 04/03/2025 (83 Days)
Q Evaluations	Referrals Q Evaluations IP IEP IEP Placement	nt			
Evaluations Completed	Social History Meeting Date 1/10/2025	Status of Social History Package STAC Submitted		Consent for Initial Evaluation Given? Yes	
O Complete IEP	Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
IEP	: Observations	Gropper Aaron	Internal Assignment	02/06/2025	STAC Approved
	Physical Examination			02/06/2025	STAC Approved
	Social History Evaluation		Internal Assignment	02/06/2025	STAC Submitted
	Psychological Assessment	Blinder Abigail	Internal Assignment	02/06/2025	STAC Approved



16. There are no further actions for the MDE agency, the CPSE Chairperson or CPSE Administrator must approve the submitted STAC5. After the STAC5 has been approved the status will change from STAC Submitted to STAC Approved.

Initial	DIAZ, GRAYSON (Unassigned) Student ID: 101218245 DOB: 05/21/2020 DEN: District 24	Evaluation Site YELED VYALDA	Activity IEP In Di	Activity Due Date	Compliance Date Schedule IEP Meeting: 03/10/2025 (59 Days) Request Placement: 04/03/2025 (83 Days)
Evaluations Completed Next Complete IEP	Referrals <u>Evaluations</u> IEP ⁽²⁾ Placen Social History Meeting Date 1/10/2025	nent Status of Social History Packag STAC Approved	2	Consent for Initial Evaluation Given? Yes	
	Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
🛃 IEP	: Observations	Gropper Aaron	Internal Assignment	02/06/2025	STAC Approved
	: Psychological Assessment	Blinder Abigail	Internal Assignment	02/06/2025	STAC Approved
	: Physical Examination			02/06/2025	STAC Approved
	: Social History Evaluation		Internal Assignment	02/06/2025	STAC Approved