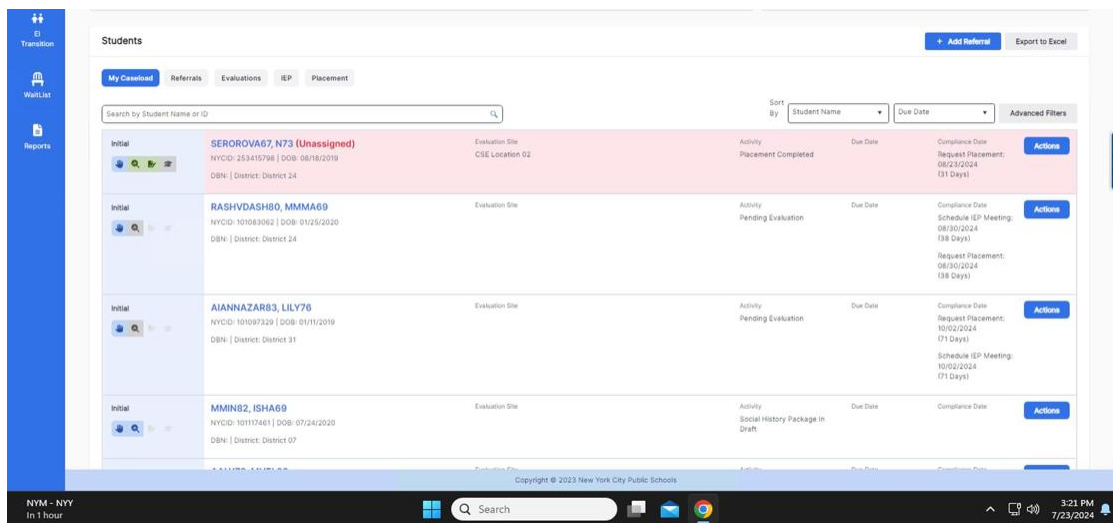


How to Submit the STAC5

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

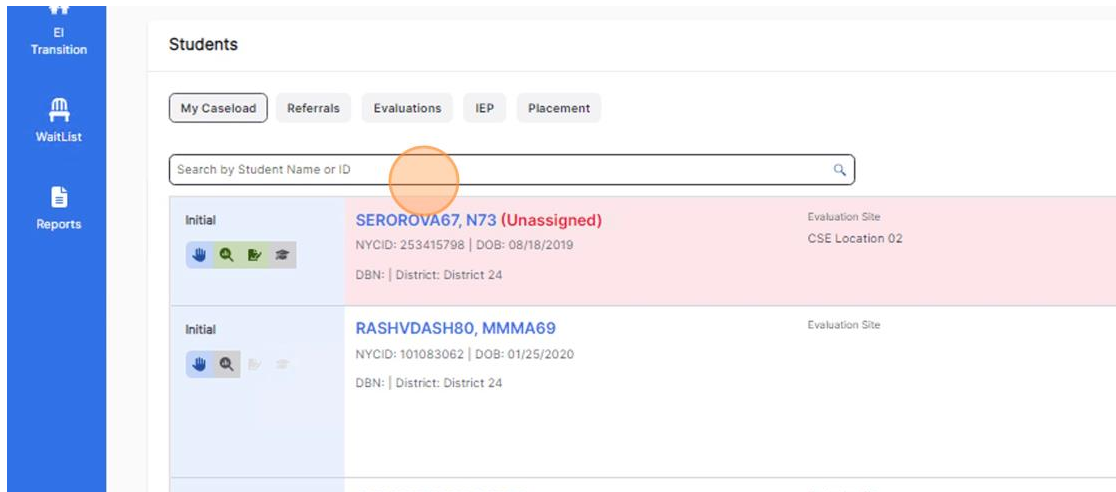
Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

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

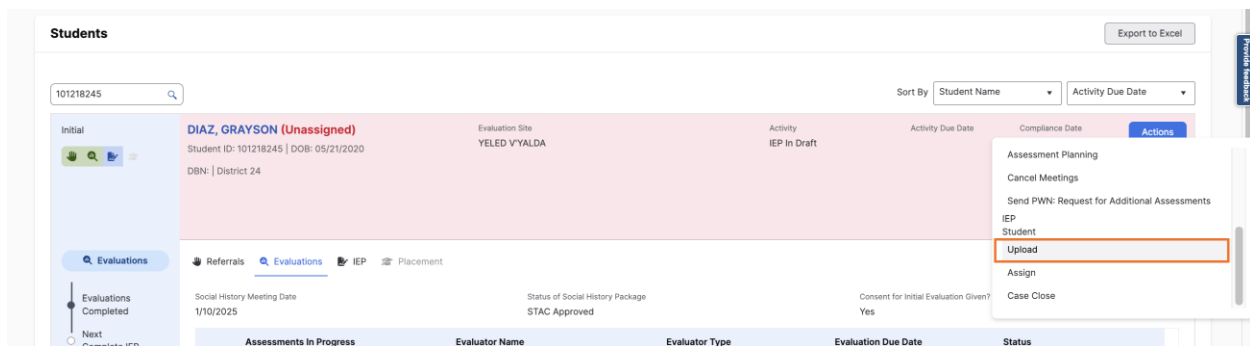


2. From your dashboard, search for the student for whom you wish to submit the STAC5.

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



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



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

Upload Documents ×

Document Type *

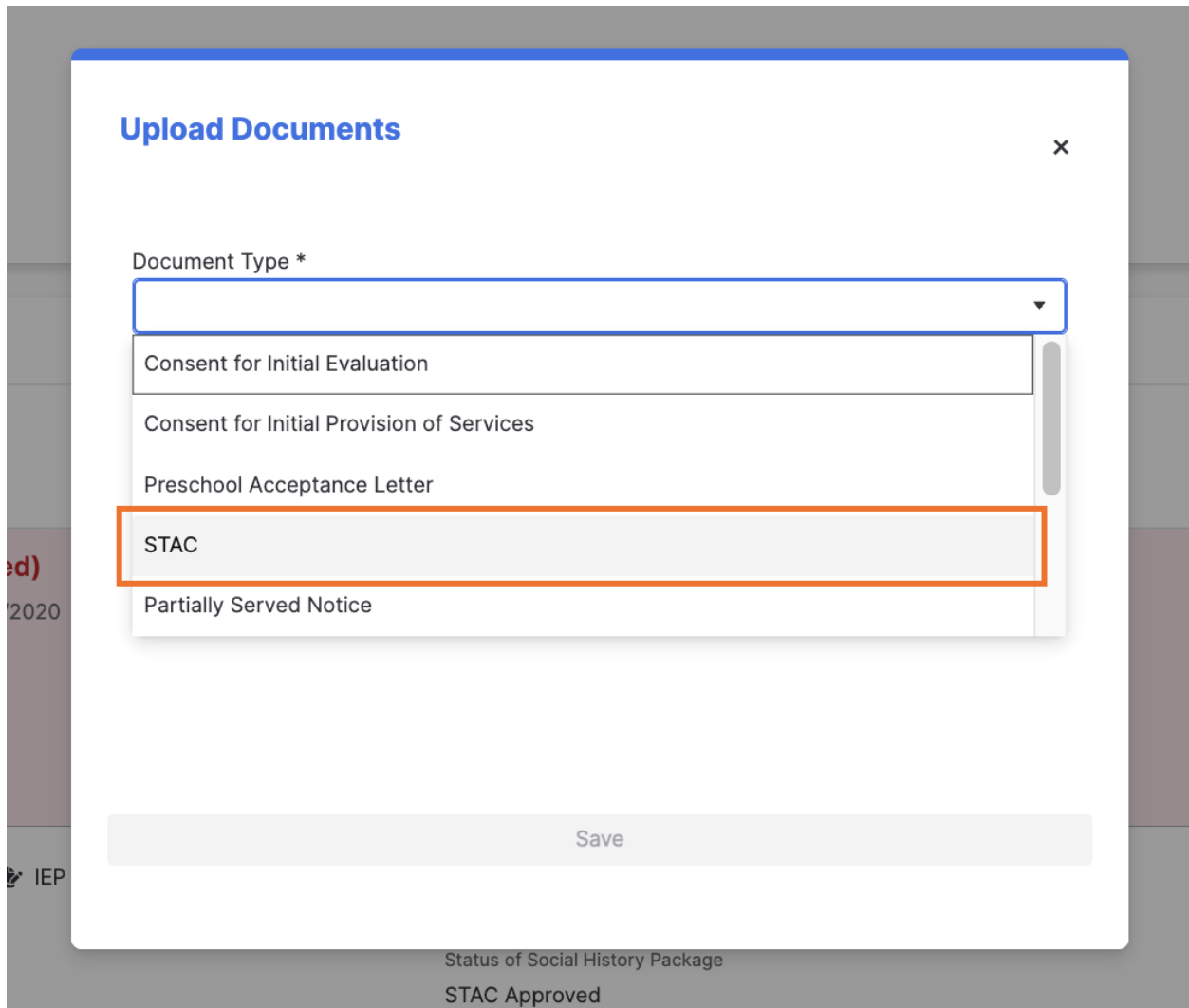
Select files... Drop files here to select

Date	Details
No records available.	

Save

Status of Social History Package
STAC Approved

5. Scroll down and click on STAC



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

STAC Approved

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

Service Details Student Information **Documents** Team Events Log Misc

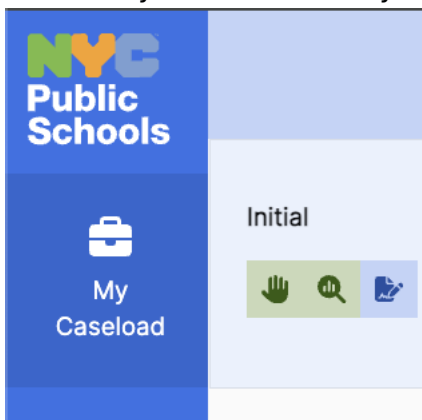
School Year: 2024-2025

Referral

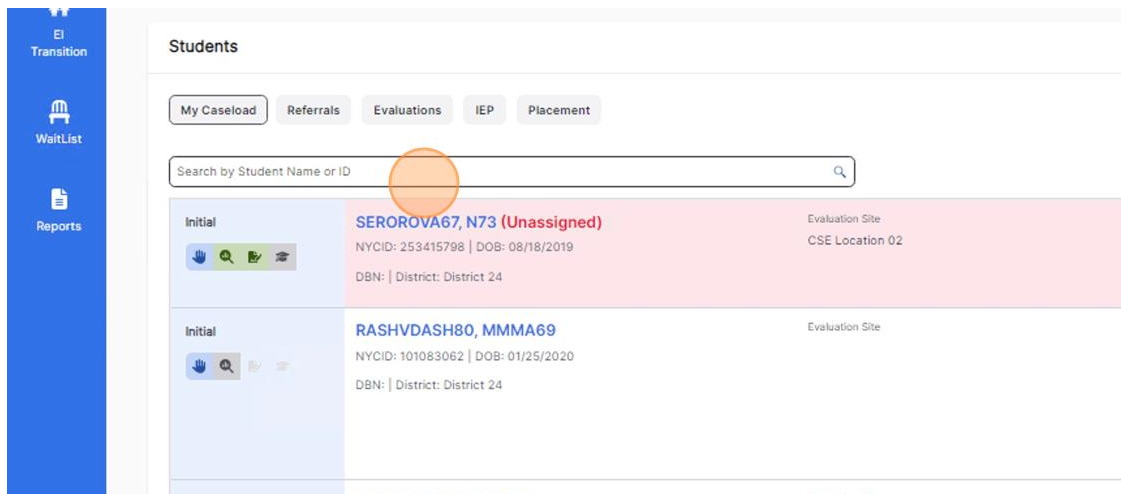
Evaluations

Date Created	Document Name	Document Type	Uploaded By	Action
01/09/2025	example03.docx	Other Assessment	NMiller11	
01/09/2025	empty.pdf	Physical Examination	NMiller11	
01/09/2025	Observations: 101218245	Custom Observation Assessment	SEDMS_App	
01/09/2025	Psychological Assessment: 101218245	Psychological Evaluation Assessment	SEDMS_App	
01/13/2025	Sample STAC5.png	STAC	aklein2@doeexternal.nyc	
01/09/2025	Social History Package: 101218245	Social History Package	SEDMS_App	
01/09/2025	Social History Evaluation: 101218245	Social History Evaluation Assessment	SEDMS_App	
01/09/2025	sample.doc	Other Assessment	NMiller11	

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

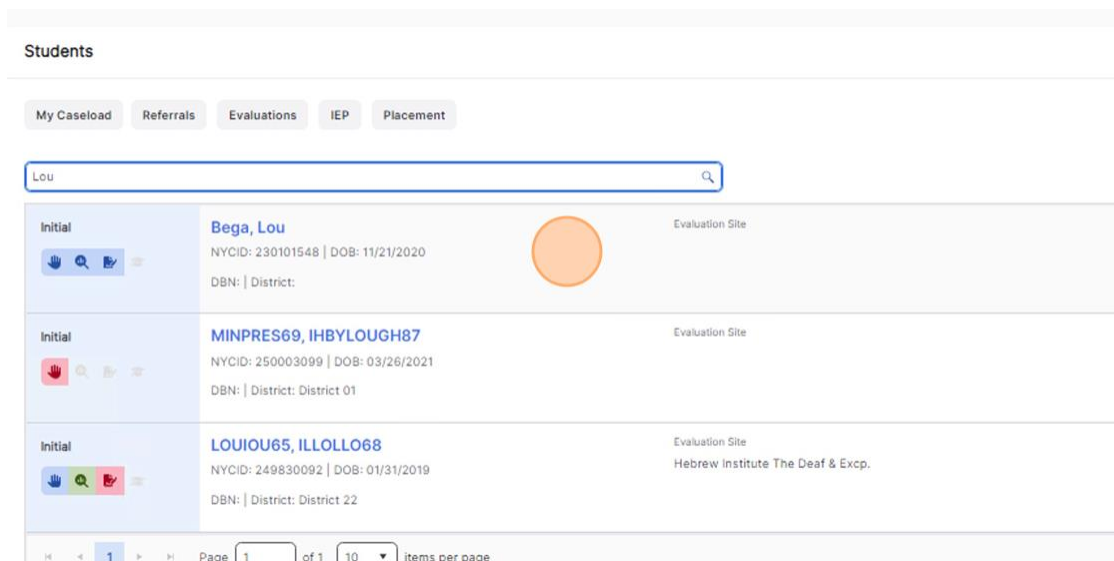


9. You will be returned to your dashboard. From your dashboard search for the student for whom you wish to submit the STAC5.



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.



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.

Assessments In Progress	Evaluator Name	Evaluator Type	Evaluator Due Date	Status
Observations			07/27/2024	Pending Scheduling
Audiological Assessment				Pending Scheduling
Social History Evaluation				Finalized
Physical Examination				Finalized
Psychological Assessment				Pending Scheduling

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.

Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
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

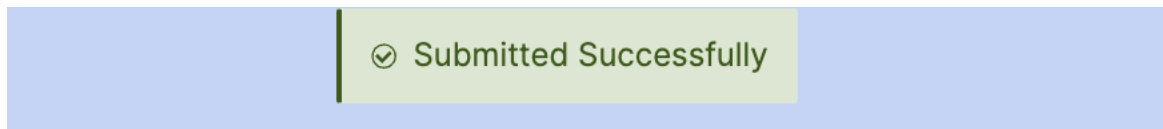
13. After you click the three vertical dots, a pop up will appear. Click the option Submit STAC5 to submit the STAC5.

The screenshot shows the IEP system interface for student DIAZ, GRAYSON (Unassigned). The top navigation bar includes 'Initial', 'Evaluations', 'Referrals', 'IEP', and 'Placement'. The main content area displays the 'Assessments In Progress' table with the following data:

Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
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

A red box highlights the 'Submit STAC' button located below the 'Social History Evaluation' row. The 'Status' column for this row is 'Finalized'.

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.

The screenshot shows the IEP system interface after the 'Submit STAC' action. The 'Assessments In Progress' table now includes a new row for 'Social History Evaluation' with the status 'STAC Submitted' highlighted in a red box:

Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
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

The 'Status' column for the 'Social History Evaluation' row is now 'STAC Submitted'.

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

Evaluations

Evaluations Completed

Next Complete IEP

IEP

DIAZ, GRAYSON (Unassigned)

Student ID: 101218245 | DOB: 05/21/2020

DBN: | District 24

Evaluation Site

YELED V'YALDA

Activity

IEP In Draft

Activity Due Date

Compliance Date

Schedule IEP Meeting: 03/10/2025 (59 Days)

Request Placement: 04/03/2025 (83 Days)

Actions

Referrals

Evaluations

IEP

Placement

Social History Meeting Date	Status of Social History Package	Consent for Initial Evaluation Given?
1/10/2025	STAC Approved	Yes

Assessments In Progress	Evaluator Name	Evaluator Type	Evaluation Due Date	Status
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