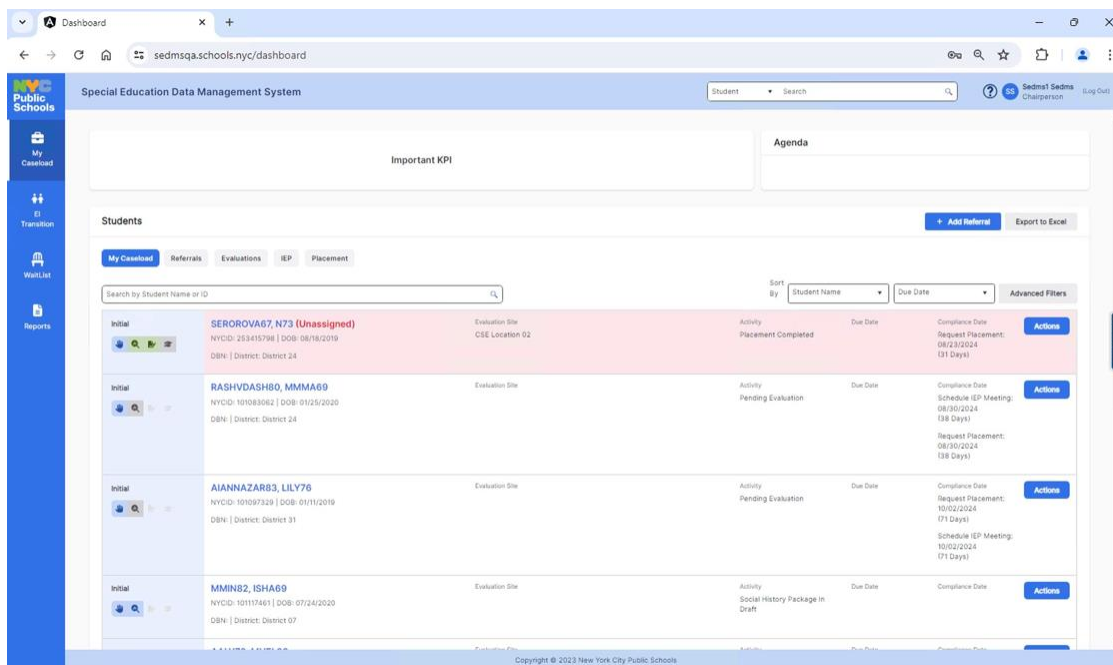


# How to Complete the Preschool Evaluation Summary

This guide provides step-by-step instructions on how to complete the Preschool Evaluation Summary in ATLAS. It explains how to navigate the dashboard, find the student, open the Preschool Evaluation Summary, edit the document, and submit it.

**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 the **My Caseload** dashboard.



2. From your dashboard, search for the student for whom you wish to create the Preschool Evaluation Summary Report

The screenshot shows the 'Special Education Data Management System' interface. At the top, there's a search bar and user information. Below, there are tabs for 'My Caseload', 'Referrals', 'Evaluations', 'IEP', and 'Placement'. A search bar is present with the text 'Search by Student Name or ...'. The main table lists three students:

Initial	Student Name	NYCID	DOB	Evaluation Site	Activity	Due Date	Compliance Date	Actions
	eiseel, anil	242333022	07/25/2020	YELED V'YALDA	Pending Evaluation		Request Placement: 11/12/2024 (57 Days) Schedule IEP Meeting: 11/12/2024 (57 Days)	Actions
	titgge, anil	242333026	07/25/2020	YELED V'YALDA	Social History Package In Draft			Actions
	Mathurr, Kirann	242334147	01/01/2021	YELED V'YALDA	Pending Evaluation		Schedule IEP Meeting: 11/26/2024 (71 Days) Request Placement: 11/26/2024 (71 Days)	Actions

- Once you have found the student for whom you would like to complete the Preschool Evaluation Summary Report for click on the blue “Actions” button on the right side of their row.

**Note: To create the Preschool Evaluation Summary Report, all evaluations must be finalized for the student.** To check if all evaluations have been finalized, review the assessment planning panel for the student. For more guidance on the assessment planning panel refer to [5.2 How to Navigate Assessment Planning](#).

The screenshot shows the 'Students' section with the 'IEP' tab selected. A search bar contains the ID '242347046'. The table shows one student:

Initial	Student Name	NYCID	DOB	Evaluation Site	Activity	Activity Due Date	Compliance Date	Actions
	ayanya84, nonyhony65	242347046	01/01/2021	YELED V'YALDA	IEP In Draft	Finalize IEP: 12/24/2024 (-22 Days Left)	Request Placement: 01/21/2025 (6 Days)	Actions

At the bottom, there is a pagination control showing 'Page 1 of 1' and '10 items per page'.

- Scroll down to the Evaluation section and click on Create Pre School Summary. This action will not become available until all assessments have been finalized.

Sort By Student Name Activity Due Date Advanced Filters

Activity	Activity Due Date	Compliance Date
IEP In Draft	<span style="color: orange;">! Finalize IEP</span> 12/24/2024 (-22 Days Late)	

- View PWN
- Evaluation
- Remove from MDE Worklist
- Create Pre School Summary**
- Assessment Planning
- Cancel Meetings
- View Social History Package

- You will be directed to the Preschool Evaluations Summary Report. Complete all required sections of the form; including agency information, contact information, summary of findings, and recipient.

NYC Public Schools

Student Search

Nikeba Miller  
CSE CPSE Administrator (Log Out)

### Preschool Evaluation Summary Report

Date(s) of Assessment

- Physical Examination - 12/10/2024
- ClassroomObservation - 12/10/2024
- PsychologicalAssessment - 12/10/2024
- Social History Evaluation - 12/10/2024

Agency

Agency Name \*

Street Address Street Address 2

City State Zip

Contact Person

Contact Person Name \* Telephone Number Country Of Residence School District Name

6. After you have completed all sections of the Preschool Summary Report, navigate to the bottom of the page to complete the form.
  - Press Cancel to cancel the form. This will delete all information within the Preschool Evaluation Summary Report.
  - Press Save to save your work and return to the Preschool Evaluation Summary Report later.
  - Press Submit to submit and finalize the Preschool Evaluation Summary Report.

Recipient

Recipient Contact

Primary	Full Name of Parent/Guardian	Relationship	Written Language
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Cancel
Save
Submit