

Revised ETR Annotations

Revised November 2009

Student Information, page 2

Ward of the State: Although the question of whether the child is a ward of the state is not on the ETR form, the question must be taken into consideration if the child is in foster care or is in the care and custody of the Ohio Department of Youth Services. See the definition of “ward of the State” as outlined in the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities*.

Name of Surrogate Parent: If it is determined that the child is a ward of the state AND parental rights have been removed from the parents of this child, a surrogate parent must be appointed to represent the educational interests of the child and to make educational decisions for the child. The name of the surrogate parent and the surrogate parent’s contact information is entered in the section, Parents/Guardian Information, and note must be made that this is a surrogate parent.

Section 1 Individual Evaluator’s Assessment, page 7

Evaluator’s Signature: The evaluator signs and dates the evaluation. If the district has the form electronically and would prefer the evaluator to sign and date the signature page of the evaluation team report (ETR) because the district does not have electronic signature capability then the evaluator’s name and title should be typed in this space with a notation that the evaluator’s signature can be found in Section 5 – Signatures - of the ETR report.

Section 5 Signatures, page 15

Evaluation Team: Each member of the evaluation or IEP team who attends the ETR meeting will complete each component of the grid found in this section. Each team member who attended the meeting should place a check mark in the appropriate box under the column labeled “Status,” showing whether they agree or disagree with the conclusion of the report. All others who provided input and all related service personnel who completed an assessment and signed and dated that assessment, i.e., Part 1, but did not attend the ETR meeting are not required to sign in this section of the evaluation team report (ETR).

Evaluation Planning Form, page 20

Signatures: Document who participated in the planning meeting. One way to do this is to have each team member who attends the planning meeting sign and date the form. The titles under the signature lines on the form may be revised to reflect the titles of the team members who participate in the planning meeting and who sign the form. The date is the date that the planning meeting was held. If the team did not convene a meeting to fill out and sign the form, there must be documentation on file showing that all members, including the parent(s), provided input into the planning process.