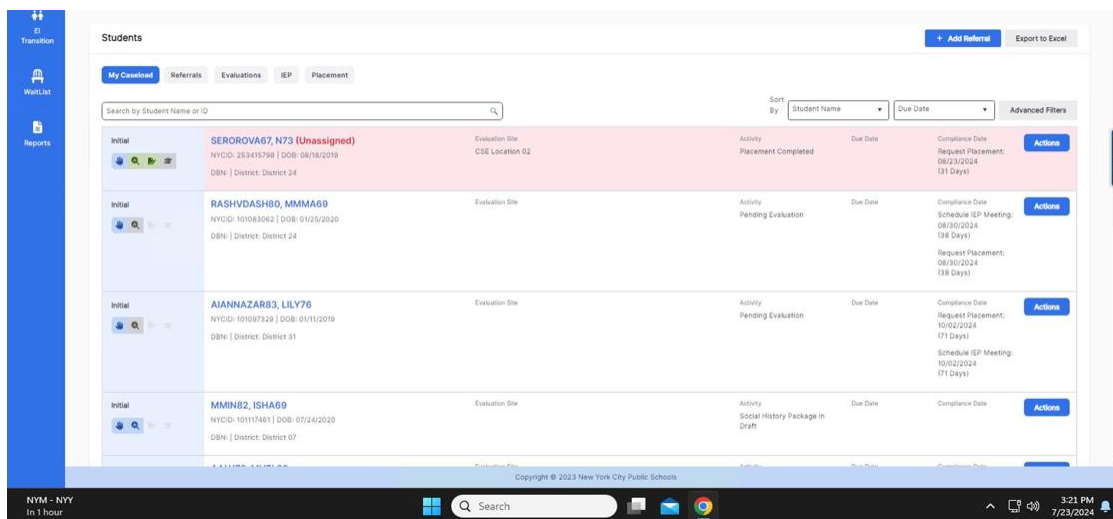


How to Approve the STAC5

This guide provides step-by-step instructions on how to approve the STAC5. CPSE Chairpersons and CPSE Administrators are able to approve the STAC5. All other roles should reach out to their Chairperson for support in approving the STAC5.

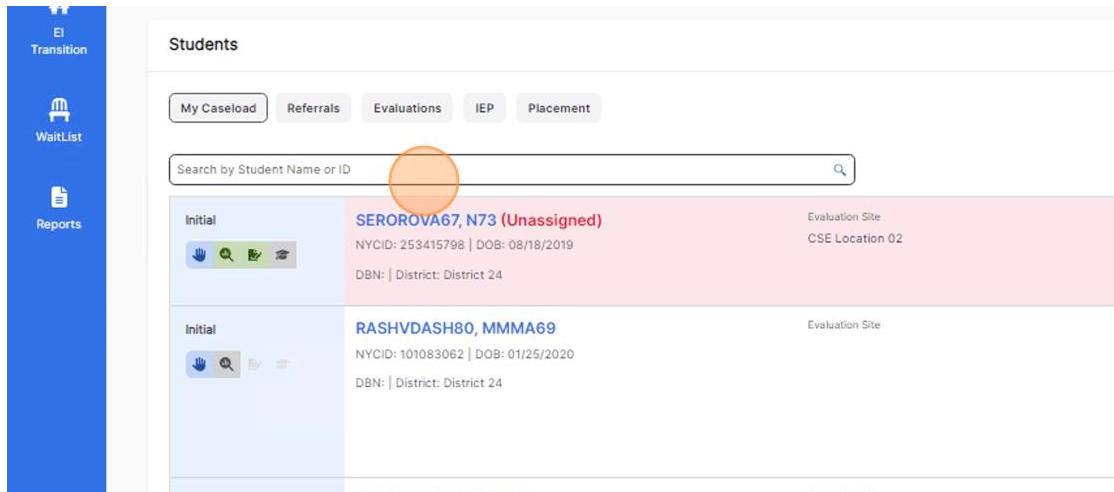
Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

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

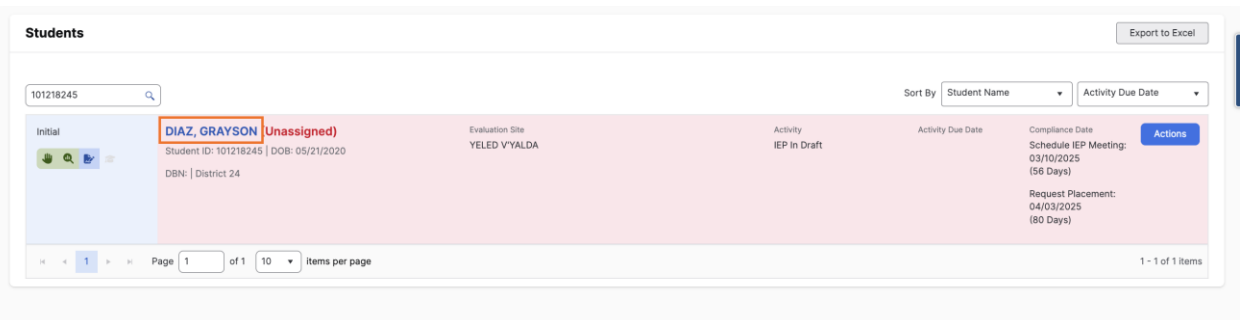


2. From your dashboard, search for the student for whom you wish to approve the STAC5. You can search utilizing the search bar, as shown below, or filter the dashboard by **Evaluations** or other relevant advanced filters.

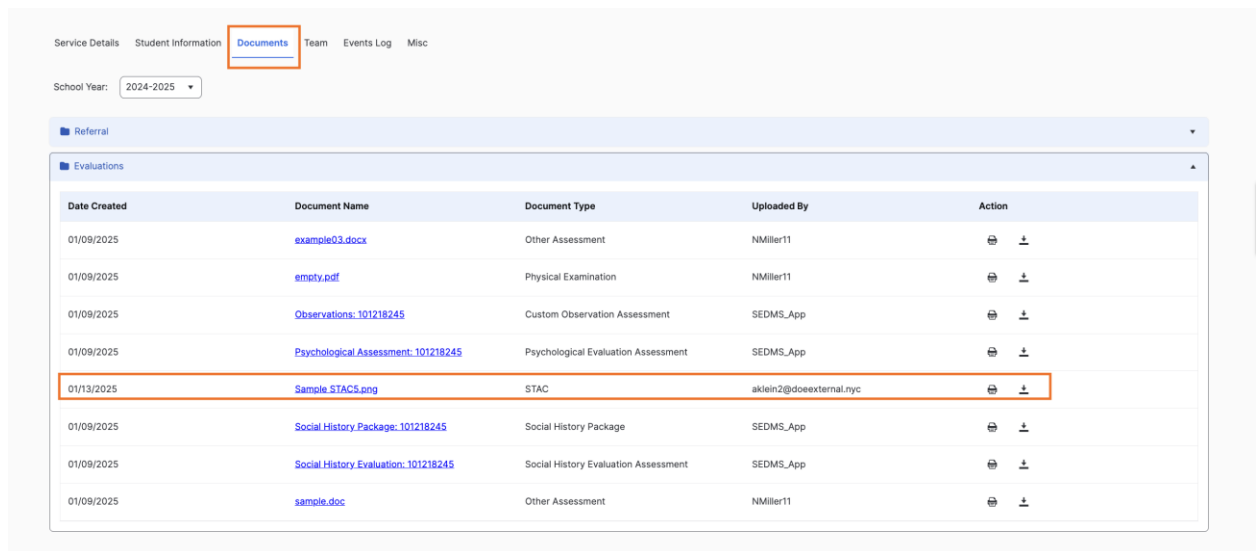
For more information about advanced filters please review the “QRG 1.2 How to Navigate the Dashboard”.



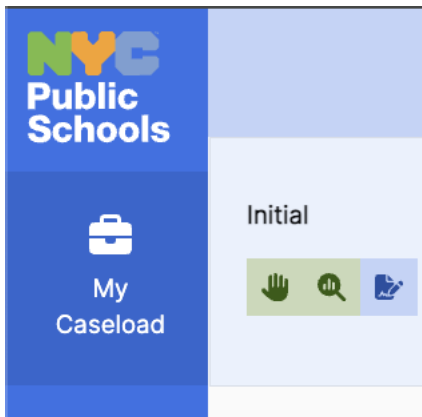
3. Click on the students name to be directed to their student profile.



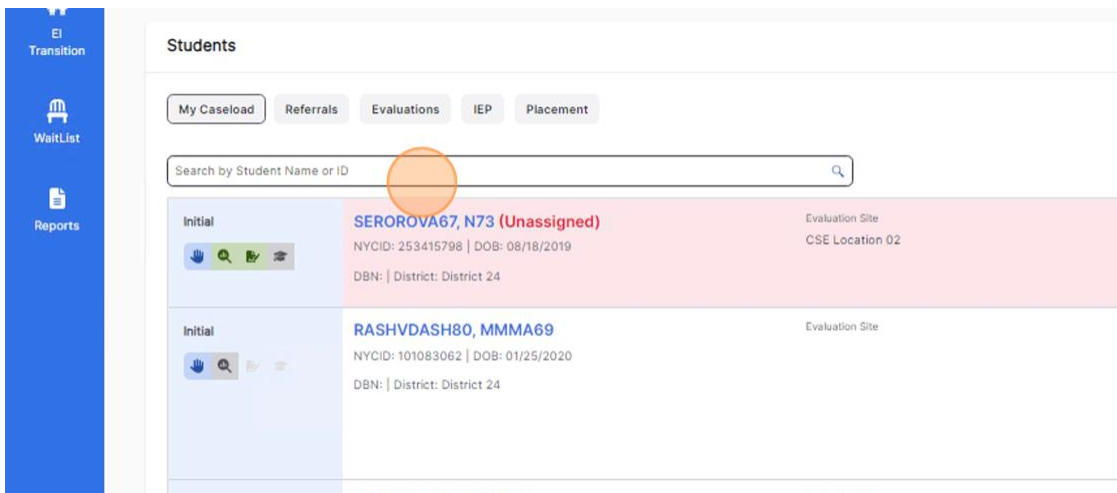
4. Once in the student profile, click on documents and open the evaluations folder to review the submitted STAC5 document.



5. After you have reviewed the document if you would like to approve, return to your dashboard by clicking My Caseload in the top left corner.



- From your dashboard, search for the student for whom you wish to approve the STAC5.



- Once you have located the relevant 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

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.

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- 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.

Bega, Lou
NYCID: 230101548 | DOB: 11/21/2020
DBN: | District:

Activity: Pending Evaluation
Due Date: 08/01/2024 (13 Days Left)
Compliance Date: **Actions**

Referrals Evaluations IEP Placement

Social History Meeting Date:

Status of Social History Package: Finalized
Consent for Initial Evaluation Given? Yes

Assesses 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

Initial **MINPRES69, IHBYLOUGH87**
NYCID: 250003099 | DOB: 03/26/2021
DBN: | District: District 01

Activity: Referral: Pending PWN
Due Date: Send Initial PWN
Compliance Date: PWN/Notice of **Actions**

- In the Assessment Planning grid, click on the three vertical dots to the left of the assessment that you wish to approve the STAC5 for. It must have the status of “STAC Submitted”. The MDE agency must first submit the STAC5 before it is able to be approved.

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 Submitted
Social History Evaluation		Internal Assignment	02/06/2025	Finalized

10. After you click the three vertical dots, a pop up will appear. Click the option Approve STAC Document to approve the STAC5.

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 Submitted
Social History Evaluation		Internal Assignment	02/06/2025	Finalized

11. After clicking Approve STAC Document, you will see a green Approved Successfully notification at the top of the screen

12. The status of the assessment will change from STAC Submitted to STAC Approved. The status change from STAC Submitted to STAC Approved will also be reflected on the MDE dashboard.

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

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

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

[Actions](#)

[Referrals](#)
[Evaluations](#)
[IEP](#)
[Placement](#)

Social History Meeting Date: 1/10/2025

Status of Social History Package: Finalized

Consent for Initial Evaluation Given?: 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	Finalized

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1 - 1 of 1 items