

# Sample 1- Evaluation Directions

1. Create the following lists of students found eligible for special education, whose initial evaluations or reevaluations were initiated on or after July 1, 2014, and completed on or before June 30, 2015.
  - Elementary (including early childhood students age 3 through 5)
  - Middle School
  - High School

Do not include the following students:

- Students whose three-year reevaluations were not conducted in accordance with an agreement between the public agency and parents.
- Transfer students whose evaluations or reevaluations have been adopted from their previous local educational agencies.
- Students attending under Full-time Open Enrollment unless the evaluation or reevaluation was completed by your agency.

“Completed” means the date the IEP team made a determination of eligibility or continuing eligibility.

2. Assign the first student on each list the number one. Number the remaining students on each list consecutively.
3. On the *Evaluation Recording Form*, enter the total number of elementary, junior high/middle school, and high school students evaluated, respectively. The Grand Total is calculated.
4. Take the Grand Total and use the *Table for Determining Sample Size* to determine the number of students to include in Sample 1. Using the “Population” column on the table, find the range within which the Grand Total falls and the corresponding sample size. Record the sample size on the *Evaluation Recording Form*.
5. Include a proportionate number of students from each level in the sample. Enter the name of each student selected and the student’s level (“E” for elementary, “M” for middle school, and “H” for high school) on the *Evaluation Recording Form*. If your public agency is a K-8 school district, designate students in grades 5 to 8 in the middle school level.

To calculate the quota of elementary students needed in the sample, take the total number of elementary students and divide by the Grand Total. Then multiply the resulting decimal by the total number of students needed for the sample. Do the same calculation for each of the other levels.

### Example

Number of Elementary (including early childhood) Students	140
Number of Middle School Students	70
Number of High School Students	<u>90</u>
Grand Total	300

Sample Size 27

#### Quota of Elementary Students

$$\frac{\text{Number of Elementary Students}}{\text{Grand Total}} \times \text{Sample Size} \\ \frac{140}{300} = .467 \times 27 = 12.609 \quad \text{Rounded to 13}$$

#### Quota of Middle School Students

$$\frac{\text{Number of Middle School Students}}{\text{Grand Total}} \times \text{Number Required for Sample} \\ \frac{70}{300} = .233 \times 27 = 6.291 \quad \text{Rounded to 6}$$

#### Quota of High School Students

$$\frac{\text{Number of High School Students}}{\text{Grand Total}} \times \text{Number Required for Sample} \\ \frac{90}{300} = .300 \times 27 = 8.100 \quad \text{Rounded to 8}$$

6. Generate a separate randomized sequence of numbers for each level (elementary, middle school, high school) using the generator at Random.Org: <http://www.random.org/sequences>. When using the generator, enter 1 for “smallest value” and the total number of students at the level for the “largest value.” Click “get sequence” to produce a random sequence of numbers. Print the pages generated as they appear, including the URL and the date.
7. Start at the top of the list of randomized numbers for the elementary level. From the elementary list of students, select the student assigned the number appearing at the top of the list of randomized numbers. Select the student assigned the next number appearing on the randomized number list. Continue until you have selected the required number of elementary students. Enter each student’s name and level on the *Evaluation Recording Form*.
8. From the junior high/middle student list, select students using the randomized list of numbers for the junior high/middle school. Record each student’s name and level on the *Evaluation Recording Form*. Repeat for the high school list using another randomized sequence of numbers.
9. Maintain the student lists, the *Evaluation Recording Form*, and sequences of randomized numbers.