

Niagara County eSTACs Getting Started – Entering Children and STAC-5

April 15, 2024 (AM & PM sessions)

Questions & Answers

Topic/Category	
STUDENTS DEMOGRAPHICS PAGE	
Q	Do you only need to enter a child's address once in demographics or do you need to add it for every STAC entered?
A	You will only need to enter the address once on the demographics page.
Q	How do we enter hyphenated last names or names with apostrophes for children?
A	You can enter them as you would normally. Most counties ask to combine the two last names into one last name. When the county pulls in those children, they can then remove the hyphen or combine the two last names if they choose to.
Q	Will the migrated students come over with their addresses already populated on the demographics page?
A	Yes, when we migrate over the children we will also be able to bring over their addresses.
EVALUATIONS (STAC-5's)	
Q	Is the justification letter from the district, the evaluator or the parent request?
A	The justification letter can be from any of the above.
Q	Will FBA or AAC be listed separately? In the past, we have listed as ED or speech evals, and then noted in a separate area.
A	Your county has given us a list of evaluations that they accept. If the evaluation is not on the list in eSTACs, contact the county to see what you will enter the evaluation under. The county can contact McGuinness to add more evaluations to the list if needed.
Q	Can you review the criteria or situation deeming the necessity for the evaluation justification letter?
A	A justification letter is required when a child has 2 or more evaluations given within the same school year for the same service. For example, if a child has a speech evaluation in September, and then has another speech evaluation in January of the same school year, eSTACs will require that a justification letter be uploaded before you can sign and submit for the second STAC-5.
Q	Since we will start entering with 24-25 evaluations, programs and services, you mentioned that we would not be able to enter an evaluation in eSTACs if it was completed prior to the beginning of 24-25 (we would still need to send a paper STAC). Is this the same for years going forward?
A	Any evaluations that are completed through 6/30/2024 will need to be on a paper STAC-5 and sent to the county for entry in their Preschool system. All evaluations that are completed starting 7/1/2024 will be entered into eSTACs. Since you will be using eSTACs for future years, this should only happen with the 23/34 school year.
MISCELLANEOUS	
Q	Would the special education secretary type all of the information in eSTACs, and then chairperson goes in and signs off or approves it, or does that step need to be completed all at once?
A	This is up to your district. Some secretaries have sign/submit permissions, so they can do the entry work and sign the STAC-5's. Some secretaries will only do the entry work, and then the Chair will sign/submit.