

## Evaluation Amendments

What needs to be changed	What to do
Entered wrong county	<b>Rescind</b> entire STAC-5 and submit a new one.
Entered wrong District	
Entered wrong school year	
Entered the wrong Provider for every component	
Entered the wrong discipline	<b>Rescind</b> the specific Evaluation Component, create a new STAC-5 with the correct component and/or provider.
Entered the wrong Provider for one Component	
Need to add a new Discipline(s)	Add a new STAC-5 for just the new Discipline(s).
Entered the wrong Evaluation Date	If the wrong evaluation date is in the same month, then <b>amend</b> and change the date. If the wrong evaluation date should be in another month or school year, <b>rescind</b> the specific evaluation component under the Evaluation Components tab. Under the STAC-5 tab, add a new STAC-5 for the evaluation component with the correct date.
Entered the wrong Bilingual Indicator	<b>Amend</b> the specific evaluation component and correct the Bilingual Indicator.