

Evaluation Amendments

What needs to be changed	What to do
Entered wrong county	Rescind 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	Rescind 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 amend and change the date. If the wrong evaluation date should be in another month or school year, rescind 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	Amend the specific evaluation component and correct the Bilingual Indicator.