PARiConnect ai
AI REPORT WRITER

GETTING READY TO USE AI REPORT WRITER:

BEST PRACTICES FOR FIRST-TIME USERS

Before You Generate a Report

Organize Your Workflow

- Create a dedicated folder (e.g., Google Drive, OneDrive) for each client.
- Clearly label documents by section (e.g., “Reason for Referral – Oct 2025,” “School Observation – Fall 2025”).
- Use consistent naming conventions and include dates for easy tracking.

Prepare Your Documents Thoughtfully

- Ensure all documents are relevant, complete, legible, and accurate.
- **Important:** AI Report Writer does not correct or verify information. It analyzes only the content you upload. Any incomplete, inaccurate, or unclear information will affect the quality of the generated report.
- Use consistent labels for personally identifiable information (PII) across all files. For example, avoid variations of a student’s name or other identifiers. Inconsistent labeling makes it harder for the system to properly recognize and secure information across documents.
- For test results sections, upload score/interpretive reports or photos/scans of completed score summaries from print forms. Only include one test, rater, and time point per file or report (e.g., BRIEF2 Parent Form Score Report). Do not combine multiple tests, raters, or time points into one file or report.
- Upload files in a supported format (PDF, DOC/DOCX, HEIC, JPEG, PNG, TXT), ensure files are fewer than 50 pages in length, and ensure the maximum file size is 100MB per upload.
- Do not upload copyrighted test materials (e.g., manuals, items, protocols showing item content).

Understand Section Requirements

- Understanding each section of the generated report will help you select the sections you want included.
- Most sections of the generated report require at least one uploaded file (e.g., parent intake form for Reason for Referral, observation notes for School Observation).
- The more comprehensive and focused your inputs, the more accurate and helpful the output will be.
- Certain sections, such as the Comprehensive Summary and IEP Goals and Recommendations, do not require files to be selected. They will automatically generate content from uploaded files from other sections.

PARiConnect ai

Maximize your Learning!

Follow along with our instructional YouTube video for the full experience.

How to Use AI Report Writer

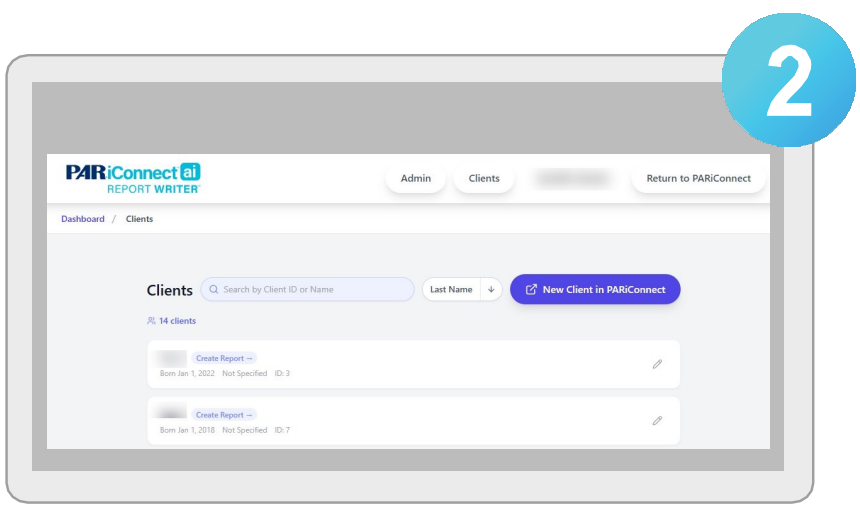
Generating a Report: Step-by-Step

1. Log In

- Log in to your PARiConnect account.
- If creating a new client, do this first within PARiConnect.
- Click the AI icon to open the AI Report Writer dashboard.

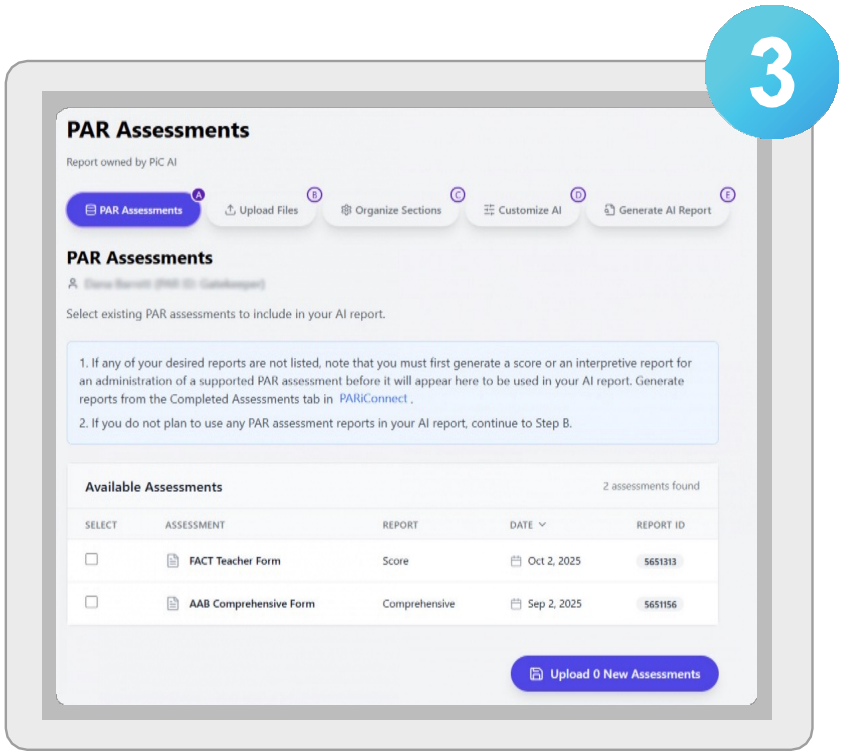
2. Select Client/Create New Report

- Select an existing client from your list or create a new client. Then select “New Report.”
- Select the report type: School-Based (Initial, Triennial, Multidisciplinary) or Private Practice (custom report name).
- Add evaluation date(s) and then click “Create Report.”



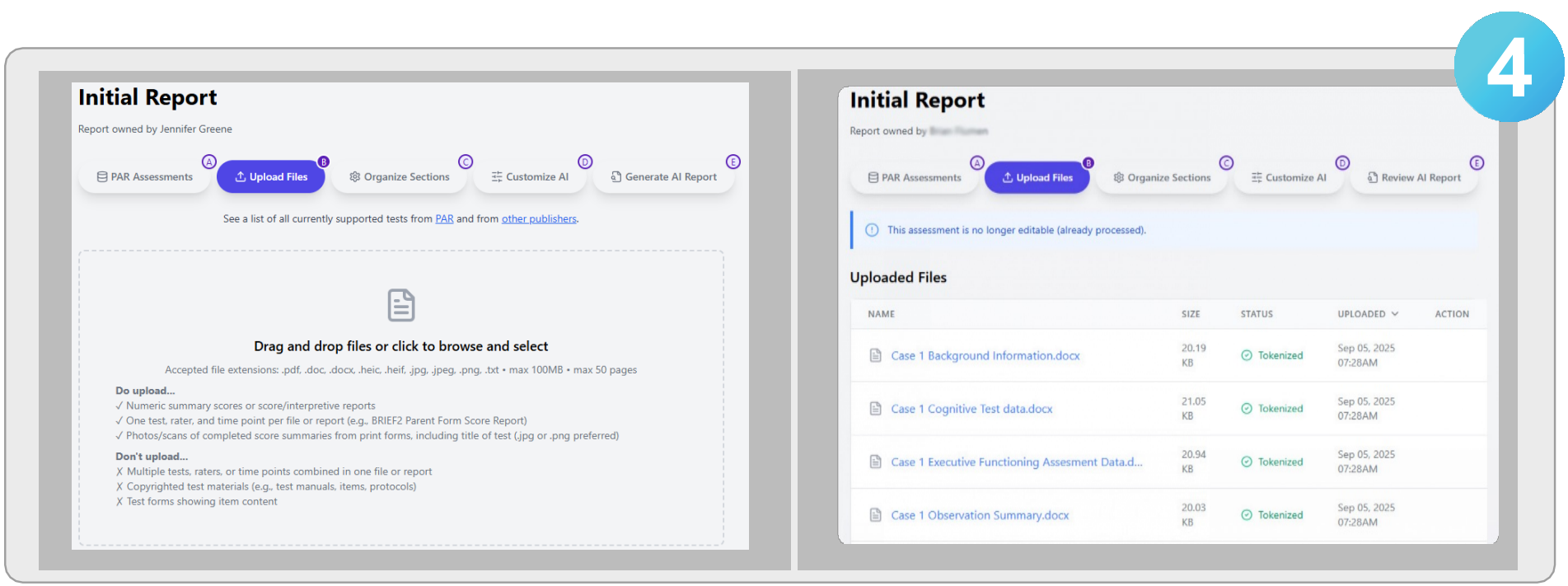
3. Add PAR Assessments

- PAR assessment reports must be generated in PARiConnect before they can be used by AI Report Writer.
- Scored PAR assessments for that client will appear automatically. Select which reports to include.
- Skip this step if you do not have PAR assessments to include.



4. Upload Other Files

- Drag and drop additional files or click in the designated upload area to select files accessible to your device.
- For report narrative sections, acceptable files include observation summaries, parent/teacher meeting notes, and background information questionnaires.
- For test results sections, acceptable files include score/interpretive reports or photos/scans of completed score summaries from print forms. Only include one test, rater, and time point per file or report (e.g., BRIEF2 Parent Form Score Report). Do not combine multiple tests, raters, or time points into one file or report.
- Test results from tests that are currently unsupported by AI Report Writer may be uploaded and must be placed in the Unsupported Tests Results section (see 5. Organize Report Sections). Score data, interpretations, and conclusion accuracy cannot be ensured at the same level as those of supported tests.
- If uploading an image file, you'll be prompted to crop/confirm so that only intended content is used.



5. Organize Report Sections

- There are two types of sections: Test Results sections and Report Narrative sections. Choose from the predefined sections or create custom sections, however this should only be done with specific information that does not fit into a predefined section.
- Test Results sections provide structured summaries of all formal assessment data across cognitive, academic, behavioral, social–emotional, and other relevant domains.
- Report Narrative sections allow you to upload key background and qualitative information to summarize concerns, describe the student's functioning across settings, and document important contextual factors that shape learning and behavior.
- Drag and drop to rearrange sections in the order you want them to appear in the report.

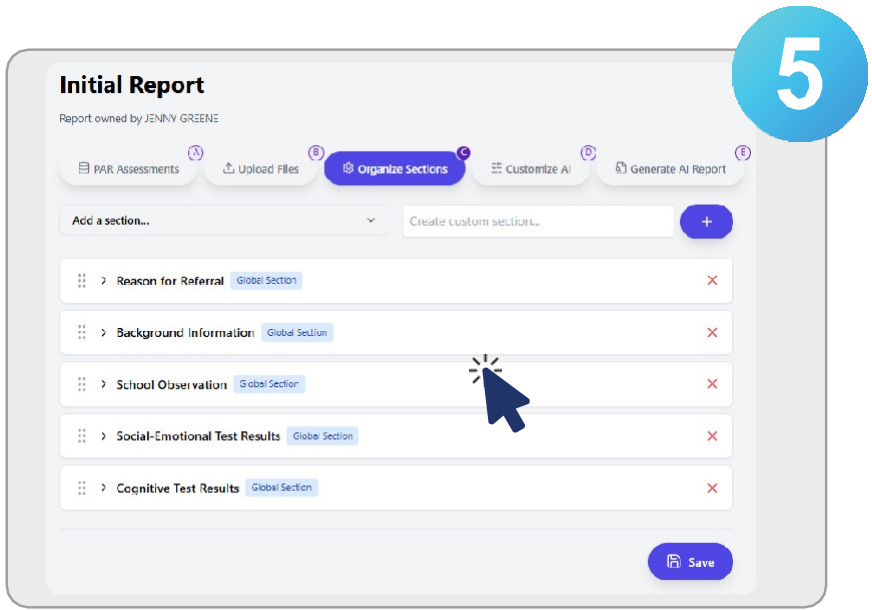


Table 5A. Test Results Sections

Section	Purpose	Examples of appropriate files to upload
Academic Achievement Test Results	Provides a summary performance on academic achievement measures (e.g., reading, writing, mathematics), highlighting areas of strength and difficulty and how results compare to age- or grade-level expectations.	Supported academic achievement test results/reports, examiner interpretation notes.
Behavior Test Results	Provides a narrative summary of results on behavioral rating scales and reports from home/school environments.	Supported behavior test results/reports, examiner interpretation notes.
Cognitive Test Results	Summarizes cognitive assessment results and interprets patterns of strengths and weaknesses across cognitive domains.	Supported cognitive test results/reports, examiner interpretation notes.
Executive Functioning Test Results	Interprets results related to planning, self-regulation, inhibition, and organizational skills.	Supported executive functioning test results/reports, examiner interpretation notes.
Memory Test Results	Summarizes working, short-term, and long-term memory performance and their effects on learning.	Supported memory test results/reports, examiner interpretation notes.
Social–Emotional Test Results	Describes emotional regulation, coping, peer relationships, mental health indicators, and social functioning.	Supported social–emotional test results/reports, examiner interpretation notes.
Unsupported Test Results	Allows inclusion of results from tests that are not validated for AI-assisted use within AI Report Writer. Score data, interpretations, and conclusion accuracy cannot be ensured at the same level as those of supported tests.	Unsupported test results/reports, examiner interpretation notes.
Visual–Motor Test Results	Explains visual–motor integration and fine-motor abilities and how they affect classroom functioning.	Supported visual–motor test results/reports, examiner interpretation notes.

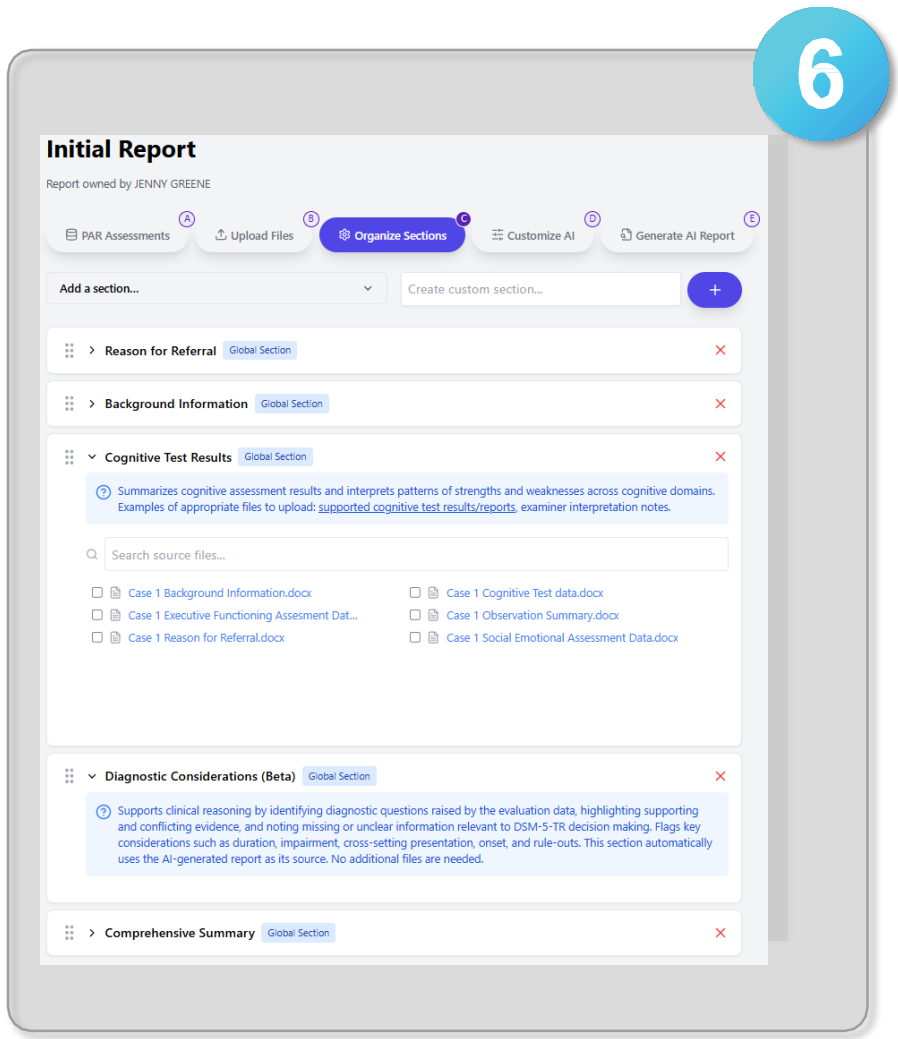
Table 5B. Report Narrative Sections

Section	Purpose	Examples of appropriate files to upload
Action Plan and Recommendations	Generates individualized, evidence-based recommendations aligned to the student's learning profile.	N/A[a]
Background Information	Provides relevant developmental, medical, educational, and family history that informs understanding of the student's strengths, needs, and learning profile.	Parent/teacher background information questionnaires, development history forms, medical/psychological summaries, attendance reports.
Behavior Support Plan	Provides a structured outline for behavior interventions that can be adapted into a formal plan.	N/A[a]
Comprehensive Summary	Integrates all findings into a coherent, student-centered summary linking data to referral concerns and instructional impact.	N/A[a]
Diagnostic Considerations (Beta)	Supports clinical reasoning by identifying diagnostic questions raised by the evaluation data, highlighting supporting and conflicting evidence, and noting missing or unclear information relevant to *DSM-5-TR* decision making. Flags key considerations such as duration, impairment, cross-setting presentation, onset, and rule-outs.	N/A[a]
Evaluation Methods	Describes all tools, procedures, interviews, and data sources used during the evaluation to establish a multi-method, multi-informant approach.	N/A[a]
IDEA Eligibility: California	Explains how results relate to California eligibility criteria while clarifying that final decisions are made by the IEP team.	N/A[a]
IDEA Eligibility: Federal	Explains how results relate to federal eligibility criteria while clarifying that final decisions are made by the IEP team.	N/A[a]
IEP Goals and Recommendations	Offers sample goals and instructional focus areas aligned with identified needs.	N/A[a]
Parent Interview	Captures caregiver insights into the student's development, behavior, social functioning, and learning history and concerns from the home environment.	Notes from parent/caregiver interviews, developmental histories.
Previous Assessments	Summarizes findings from prior evaluations to identify trends, highlight consistent needs, and note significant changes over time.	Summaries from previous psychoeducational reports, prior IEP evaluation summaries.
Reason for Referral	Clarifies the primary concerns prompting the evaluation and outlines the specific questions the assessment is intended to answer. This section anchors the report and guides interpretation.	Referral forms from school/district, parent/teacher referral notes, SST/MTSS documentation, prior written requests for assessment/evaluation.
School Observation	Captures observations across school settings (e.g., classroom, recess, transitions), focusing on engagement, behavior, peer interaction, and work habits.	Observation notes, behavior snapshots.
Teacher Interview	Provides a summary of teacher observations regarding classroom performance, behavior, attention, peer interactions, and instructional needs.	Notes from teacher interviews, classroom reports.
Testing Behavior	Describes effort, motivation, persistence, frustration tolerance, attention, and test-taking behaviors that impact score validity.	Examiner testing notes, behavioral observations from assessment sessions.

Note. [a]This section automatically uses the AI-generated report as its source. No additional files are needed.

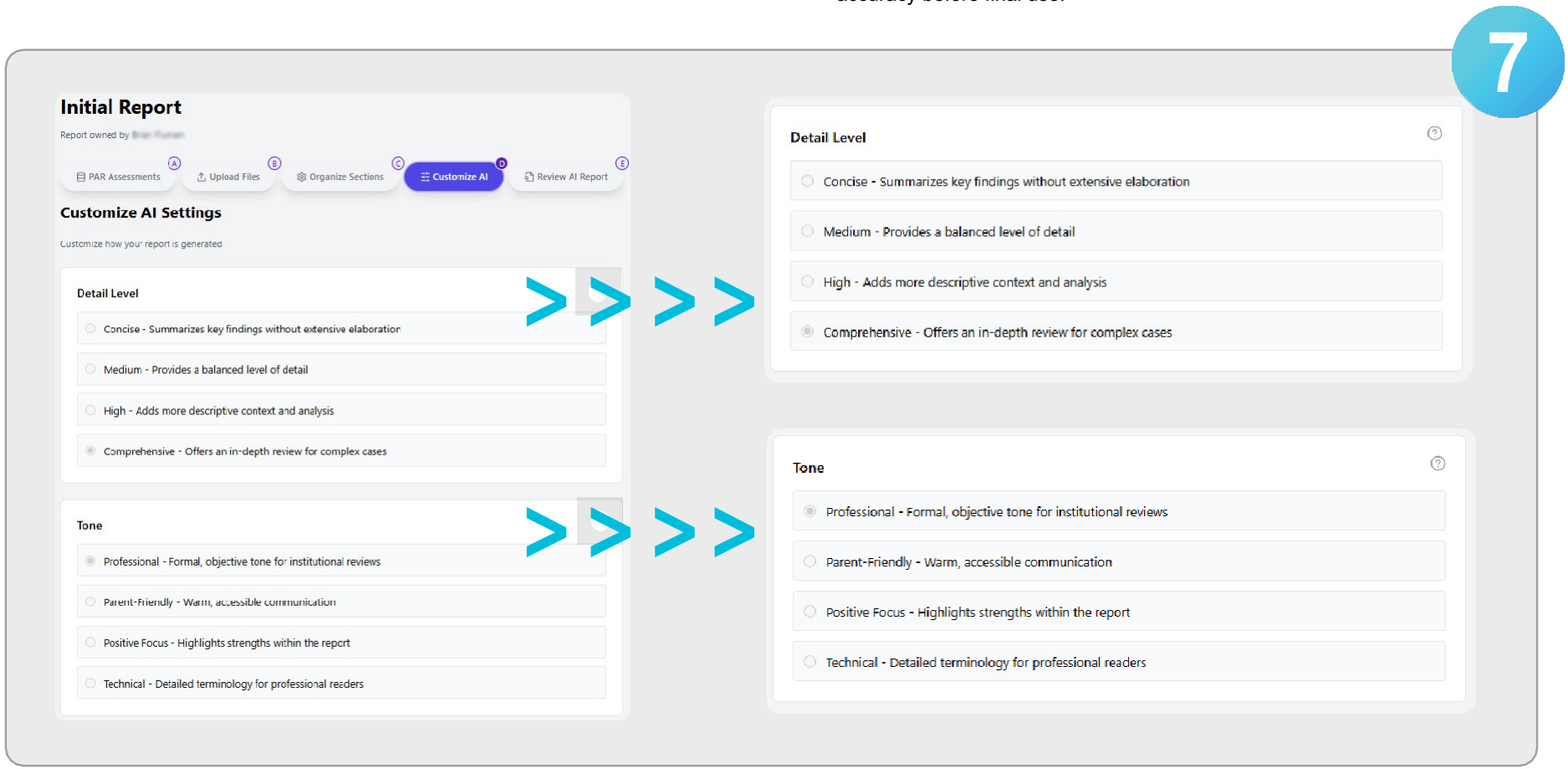
6. Assign Files to Sections

- Using Tables 5A and 5B as your guide, select relevant files for each section (the left checkbox confirms selection for that section).
- Each section will indicate whether file uploads are required. For those that do require a file upload, ensure at least one file has been assigned.
- Multiple files can be assigned to one section.
- Assigning a source file to more than one section can result in redundant information in your report. Remember to organize uploaded files in terms of relevancy to each section for better output.
- Double check that relevant files were selected for the appropriate sections (a green circle confirms that the source file was selected for at least one of the sections in your report).



7. Customize AI Output

- Choose your preferred level of detail: Concise, Medium, High, or Comprehensive. Because you will be reviewing and editing the report, we recommend choosing Comprehensive, as this provides you with the most information.
- Choose your preferred tone: Professional, Parent-Friendly, Positive Focus, or Technical.
- Save your preferences for this report to proceed.
- Remember that content is AI-generated and should be reviewed for accuracy before final use.

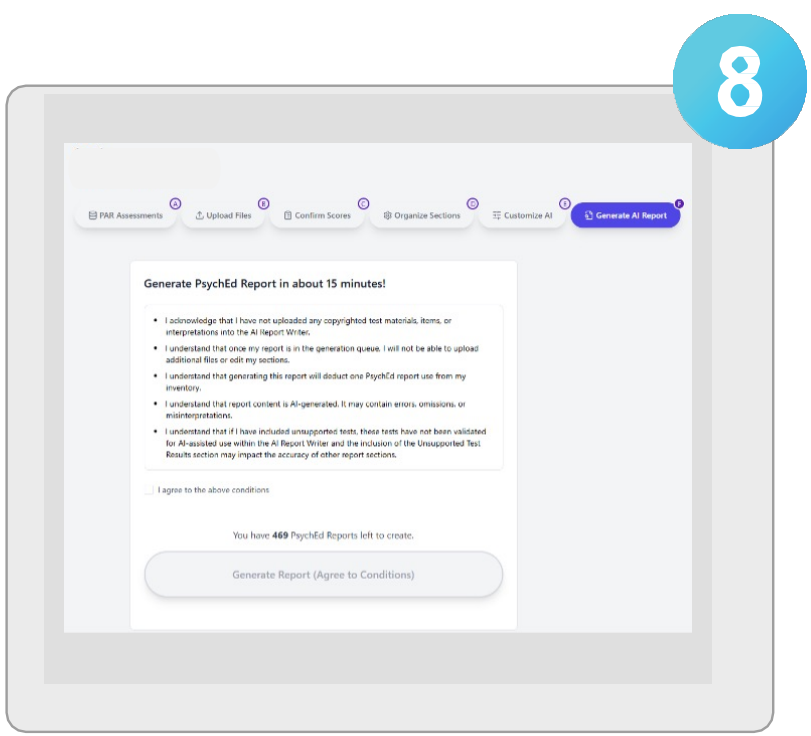


8. Generate the Report

- Confirm or acknowledge that:
  - No copyrighted materials were uploaded.
  - No edits/uploads can be made during report generation.
  - One report will be deducted from your inventory.
  - If including unsupported tests, these tests have not been validated for AI-assisted use within the AI Report Writer and score data, interpretations, and conclusion accuracy cannot be ensured at the same level as those of supported tests.

- Click “Generate Report.” Report generation typically takes 15–20 minutes.

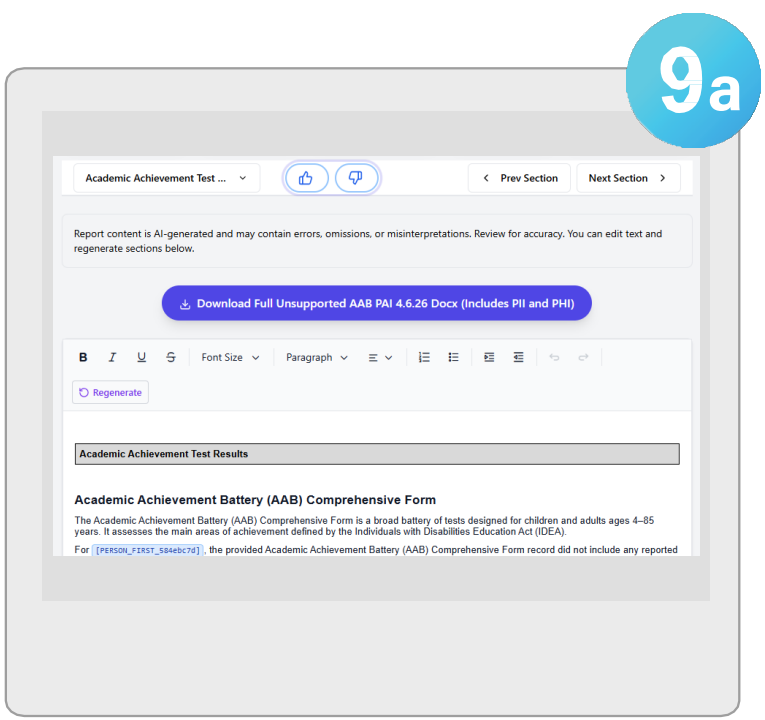
- When your report is ready, you'll receive an email with a link to access your report. If you do not receive an email notification, simply go to the AI portal in PARiConnect to retrieve your report.



9. Preview and Personalize

- Preview: You’ll first see a redacted version of the report (no PII or PHI) to review. (PII and PHI will reappear when you download the final Word document.)

- Use the "Thumbs Down" icon to send feedback about the section content. Your feedback helps improve future AI outputs.

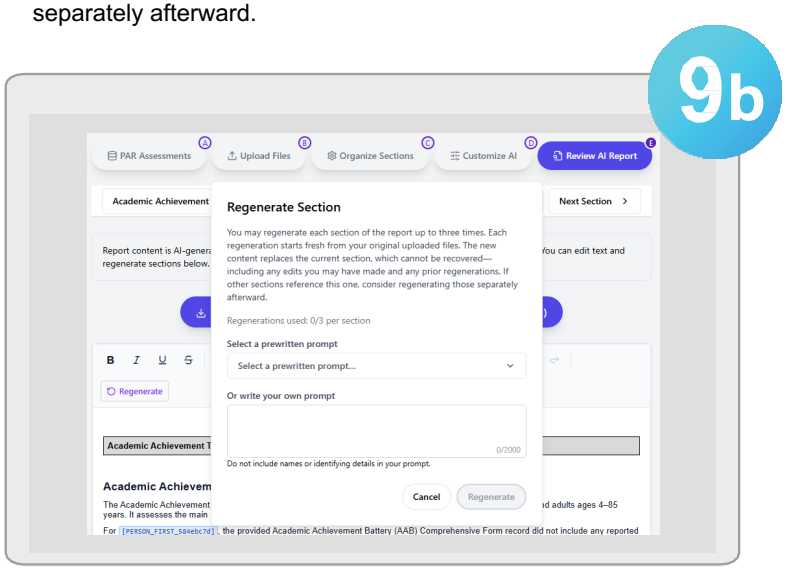


9. Review and Personalize (Cont.)

Refine your report before downloading

Before downloading, you can refine any section of the report directly in the preview:

- Edit text manually. Use the editing toolbar above each section to adjust formatting, including bold, italic, underline, strikethrough, font size, paragraph style, alignment, indent/outdent. You can also create numbered or bulleted lists.
- Regenerate a section. Click the Regenerate button above the section you want to change. In the Regenerate Section window, you can:
    - Select a prewritten prompt from the dropdown. These prompts were written by school psychologists to handle common refinement needs.
    - Or write your own prompt in the text box to describe the changes you'd like. Do not include names or other identifying details, as your prompt is sent to the AI as-is.
- **Important:** Regenerating a section replaces the current content, including any manual edits you've made and any prior regenerations. If other sections reference the section that's being regenerated, (e.g., Comprehensive Summary, IEP Goals and Recommendations), you may want to regenerate those sections separately afterward.



Download and finalize

- Download the Word document

- Review carefully, making the following changes as needed:
    - Closely examine all AI-generated content for accuracy, completeness, and appropriateness. Report content is AI-generated and may contain errors, omissions, or misinterpretations.
    - Cross-check content against source documents. Handwritten notes or hard-to-read files may lead to missed content.
    - Add clinical nuance.
    - Validate IDEA eligibility criteria for accuracy.
    - Revise recommendations, goals, and interventions to fit your clinical and setting-specific recommendations.
    - Add your header, credentials, and signature.

Remember: AI provides a draft—your expertise ensures accuracy, appropriateness, and compliance.

ADDITIONAL RESOURCES

- Watch AI Report Writer Demo
- View All Supported Tests
- AI Report Writer Checklist
- AI Report Writer FAQs
- AI-Related Training
- Tech Support

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