

Data Standard KY Referral

Rev. 7/3/2023

Overview

Standard prepared by:

Amy Patterson

Data steward(s)

[Amy Patterson](#), (502) 564-4970 ext. 4513

Office(s)

Office of Special Education and Early Learning

Revision history:**July 3, 2023**

Updated Campus Path to Classic View

Added Search Terms

Updated The Kentucky Administrative Regulations Link

Updated Special Education Resources for Using Infinite Campus (IC) Link

Updated screenshots to the new look in IC

March 7, 2023

Updated visuals

August 26, 2022

Updated visuals

May 1, 2020

Updated links

Added QA SPED report.

Data Standard KY Referral

Rev. 7/3/2023

Contents

Overview	1
Standard prepared by:.....	1
Data steward(s)	Error! Bookmark not defined. 1
Office(s)	1
Revision history:	1
Description.....	3
Regulation citation(s).....	3
Data use	3
Related ad-hoc filters and reports.....	3
Training	3
Campus path.....	Error! Bookmark not defined.
Section A – KY Referral.....	4
Editor: Referral Header.....	5
Editor: Enrollment Information	77
Editor: Student Information	78
Editor: Parent/Guardian Information.....	9
Editor: Summary of Interventions	10
Editor: Summary of Interventions Data.....	11
Editor: Major Areas of Concern	13
Editor: School Information	16
Editor: Physical Functioning and Summary of Support	18
Editor: Documentation of Student Progress	19

Data Standard KY Referral

Rev. 7/3/2023

Description

The purpose of the Special Education Data Standards document is to give Kentucky schools and districts a set of guidelines for entering data into the student information system. This document provides a series of screen shots from the Kentucky Student Information System (KSIS), also known as Infinite Campus (IC), and an explanation of the data elements required for state and federal reporting needs. Data standardization is important to ensure consistency in the data across schools in districts and across districts throughout the state.

Within this document, the use of italicized font is being used to denote titles of documents, reports and selection options within IC.

Regulation citation(s)

- [The Kentucky Administrative Regulations](#)

Data use

Data are used to meet Federal Reporting Requirements under Sec. 618 of the IDEA:

- December 1 Child Count
- Special Education Exit Report
- Discipline Reporting for Students with Disabilities
- State Performance Plan/Annual Performance Report (SPP/APR)
- Significant Disproportionality and Consolidated Coordinated Early Intervening Services (CCEIS)
- Annual Determinations

Related ad-hoc filters and reports

- KY State Reporting
 - *IDEA Dec 1 Count Extract*
 - *Special Ed Exit Report*
 - *SpEd_Evaluation_Detail*
- KY State Reporting | KDE Reports
 - *Alternate Assessment Tracking Report*
 - *QA SPED*
- Student Information | Reports
 - *Caseload Summary Report*
 - *Testing Accommodations (KY)*

Training

Additional resources can be found on the [Special Education Resources for Using Infinite Campus \(IC\)](#) webpage.

Classic View: Student Information | Special Ed | General | Documents

Search Terms: Documents

Section A – KY Referral

The *KY Referral* document is one of the lockable editor-based documents.

To create a *KY Referral*:

1. Go to *Student Information | Special Ed | General | Documents*
2. Click the *New Document* button
3. Select *Create New Conference Summary/Evaluation*
4. Select *KY Referral*
5. Click the *Create Document* button

Create New Document Wizard

Please select one of the following documents:

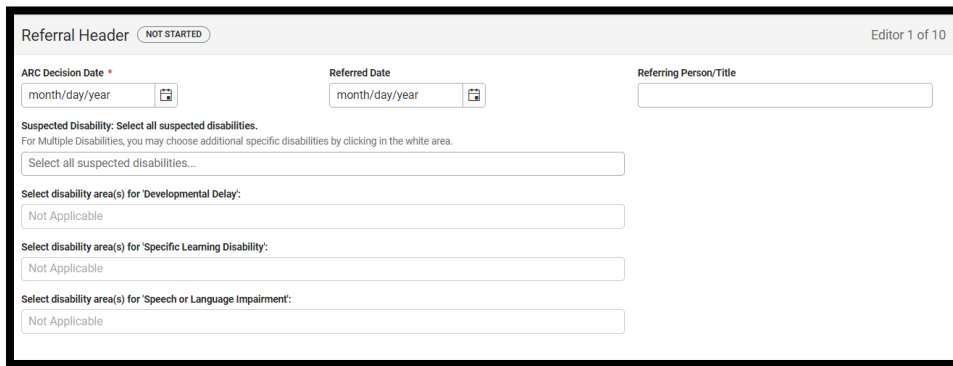
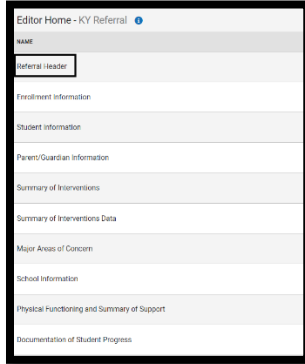
- Create New Conference Summary/Evaluation:**
Conference Summary, Referral, Consent for Evaluation, Evaluation/Eligibility Determination
 - KY Conference Summary
 - KY Referral
 - KY Consent for Evaluation
 - KY Evaluation/Eligibility Determination
- Create New Plan:**
Goals and Objectives, Services, Accommodations, Transition, and Other Information
- Create New Progress Report:**
Report measurable progress against ongoing Plan Goals
- Create New Simple Form:**
Notices, checklists, and supplemental forms
- Create KY Summary Report:**
Overview of Special Education services including service-related dates.

DOCUMENT SELECTED FOR CREATION: KY Referral

Data Standard KY Referral

Rev. 7/3/2023

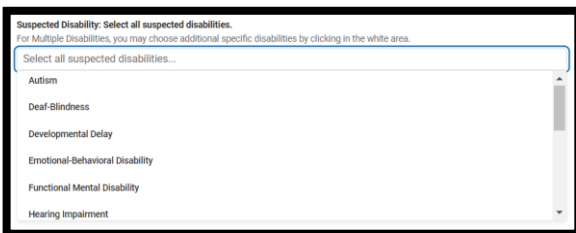
Editor: Referral Header



ARC Decision Date: Enter the date the ARC meets for referral.

Referred Date: Enter the date the student was first referred for testing. This field is optional and is not used for compliance purposes.

Suspected Disability: Select all suspected disabilities. If “Speech or Language Impairment” will be considered as either a primary disability or a related service, choose it as a *Suspected Disability*.



Data Standard KY Referral

Rev. 7/3/2023

If Multiple Disabilities (MD) are suspected, select *Multiple Disabilities* as well as the specific disabilities suspected.

The screenshot shows the 'Referral Header' form with the 'Suspected Disability' section. The 'Suspected Disability' dropdown is set to 'Multiple Disabilities'. Below it, a list of specific disabilities is shown, including 'Deaf-Blindness', 'Developmental Delay', 'Emotional-Behavioral Disability', 'Functional Mental Disability', and 'Hearing Impairment'. The 'Multiple Disabilities' option is selected, and the specific disabilities are also selected.

Reminder: Please be aware that some combinations are not appropriate for MD. Please see 707 KAR 1:002, Section 1 (39) and the [Multiple Disabilities Eligibility Determination \(ky.gov\)](https://www.ky.gov) for more information.

Select disability areas for 'Developmental Delay': If Suspected Disability is "Developmental Delay", select all areas that are suspected.

The screenshot shows the 'Suspected Disability' dropdown set to 'Developmental Delay'. Below it, a list of specific disabilities is shown, including 'Emotional-Behavioral Disability', 'Functional Mental Disability', 'Hearing Impairment', 'Mild Mental Disability', and 'Multiple Disabilities'. The 'Developmental Delay' option is selected.

Select disability area(s) for 'Specific Learning Disability': If Suspected Disability is "Specific Learning Disability", select all areas that are suspected.

The screenshot shows the 'Suspected Disability' dropdown set to 'Specific Learning Disability'. Below it, a list of specific disabilities is shown, including 'Emotional-Behavioral Disability', 'Functional Mental Disability', 'Hearing Impairment', 'Mild Mental Disability', and 'Multiple Disabilities'. The 'Specific Learning Disability' option is selected. Below the dropdown, there are two sections for selecting disability areas: 'Select disability area(s) for Developmental Delay:' and 'Select disability area(s) for Specific Learning Disability:'. The 'Specific Learning Disability' section is active, showing a list of areas including 'Oral Expression', 'Written Expression', 'Reading Fluency Skills', 'Mathematics Calculation', and 'Listening Comprehension'.

Select disability area(s) for 'Speech or Language Impairment': If Suspected Disability is "Speech or Language Impairment", select all areas that are suspected.

Data Standard KY Referral

Rev. 7/3/2023

Suspected Disability: Select all suspected disabilities.
For Multiple Disabilities, you may choose additional specific disabilities by clicking in the white area.

Speech or Language Impairment

Select disability area(s) for 'Developmental Delay':
Not Applicable

Select disability area(s) for 'Specific Learning Disability':
Not Applicable

Select disability area(s) for 'Speech or Language Impairment':
Select disability area(s) for 'Speech or Language Impairment'...

- Speech Sound Production and Use
- Language
- Fluency
- Voice

Note: The Save button MUST be clicked before proceeding.

Save & Next
Save
Save & Stay Cancel Complete

Editor: Enrollment Information

Editor Home - KY Referral

NAME

Referral Header

Enrollment Information

Student Information

Parent/Guardian Information

Summary of Interventions

Summary of Interventions Data

Major Areas of Concern

School Information

Physical Functioning and Summary of Support

Documentation of Student Progress

Enrollment Information NOT STARTED Editor 2 of 10

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Primary Disability
If currently identified
None

Grade: General Education Teacher

School Name: School Phone:

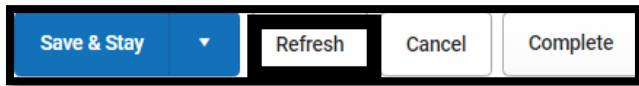
District Information

District Number	District Name	District Phone
District Address		District SPED Phone
District SPED Address		

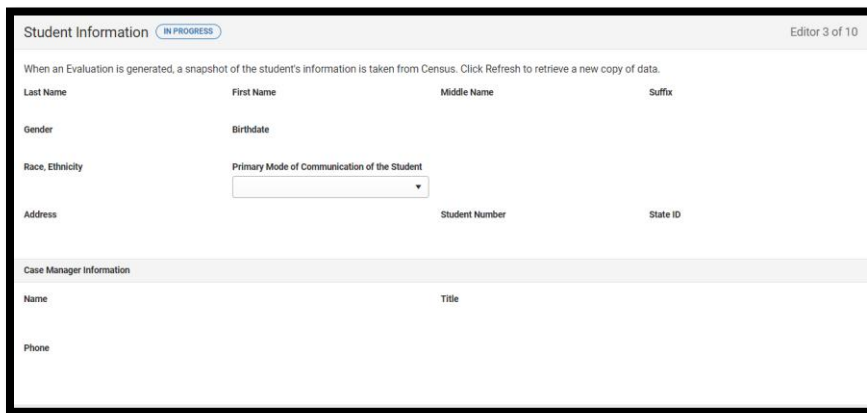
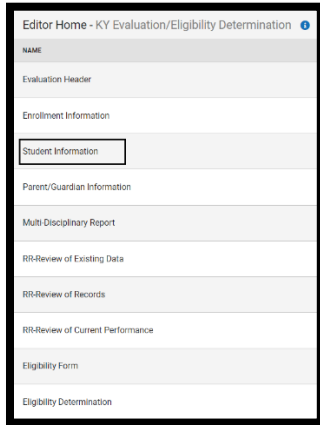
Data Standard KY Referral

Rev. 7/3/2023

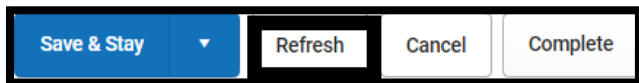
Always click the *Refresh* button to update the information.



Editor: Student Information



Always click the *Refresh* button to update the information.



Primary Mode of Communication of the Student: This is the only editable field in this editor. Select the student's preferred language.

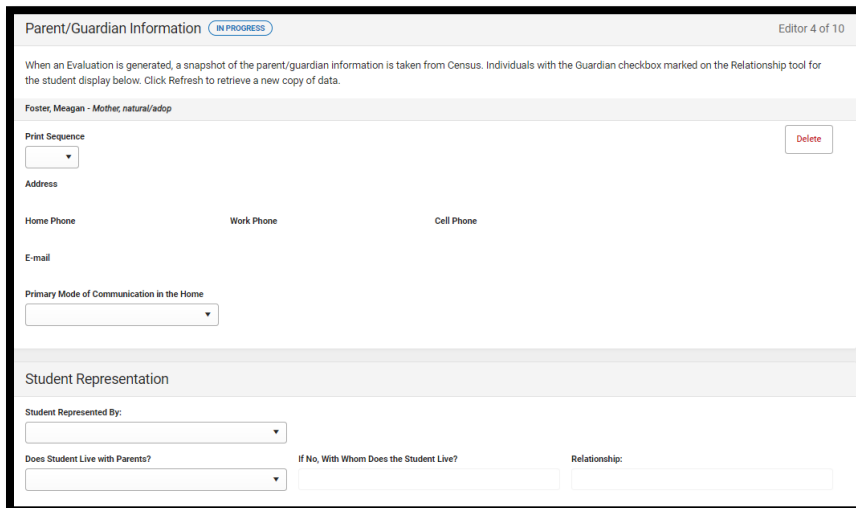
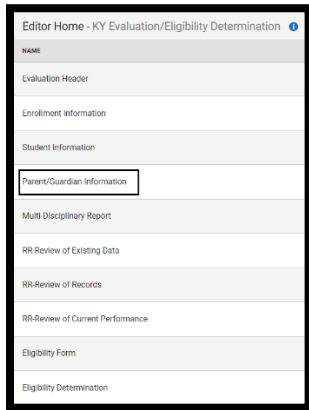
Note: The Save button **MUST** be clicked before proceeding.



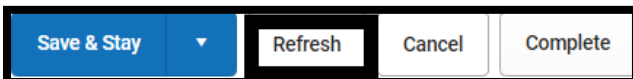
Data Standard KY Referral

Rev. 7/3/2023

Editor: Parent/Guardian Information

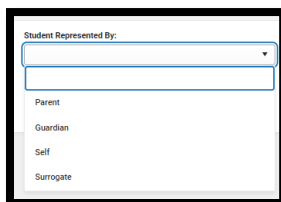


Always click the *Refresh* button to update the information.



Primary Mode of Communication in the Home: Select the preferred language used in the home setting.

Student Represented by: Select who represents the student in accordance with district procedures and the Determination of Student Representative form.



Data Standard KY Referral

Rev. 7/3/2023

Does Student Live with Parents? Select Yes or No.

If No, With Whom Does the Student Live? Enter full name.

***Note:** If “No” is selected, *Relationship* must be specified to save.

Relationship: Indicate the relationship to the person with whom the student lives.

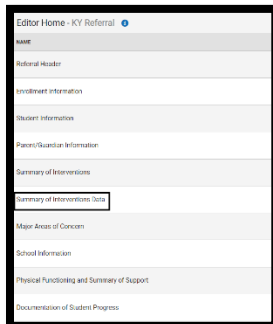
General Education Teacher: Enter the student’s general education teacher.

Referring Person/Title: Enter full name and title. This may be someone within school or outside the school district.

Note: The Save button MUST be clicked before proceeding.



Editor: Summary of Interventions

A screenshot of the 'Summary of Interventions' editor form. The title bar shows 'Summary of Interventions' and 'NOT STARTED' in a button, along with 'Editor 5 of 10'. The form contains the following text:

Directions: This form is to be completed prior to a referral for a Special Education Evaluation. Attach the RTI worksheet(s) and progress monitoring data for each area of concern. This form and the data results must be filed in the Due Process Folder after the referral ARC.

Note: Interventionist refers to the individual(s) delivering the intervention.

1. Describe the **area being targeted** for intervention and **means of identifying** the need.

2. Indicate the **area(s) of suspected disability**.
Interventions must match deficit areas of the disability suspected.

Tier Intervention Data, #'s 3-5, are located on the 'Summary of Interventions Data' Editor. Please complete accordingly.

For students in early childhood, please refer to the [Preschool Standards](#).

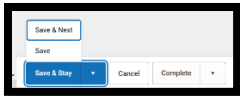
Data Standard KY Referral

Rev. 7/3/2023

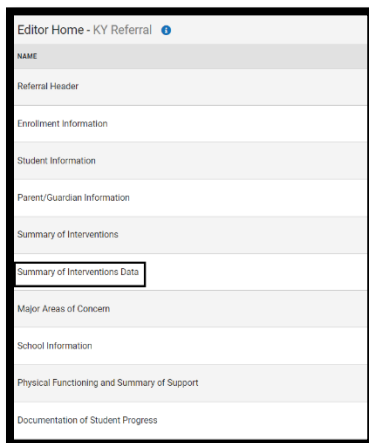
The Summary of Interventions section is required for all referrals. Documentation is required, either in the referral document or the conference summary, that each intervention tier was discussed.

1. Describe the area being targeted for intervention and means of identifying the need.
2. Indicate the areas(s) of suspected disability (interventions must match deficit areas of the disability suspected).

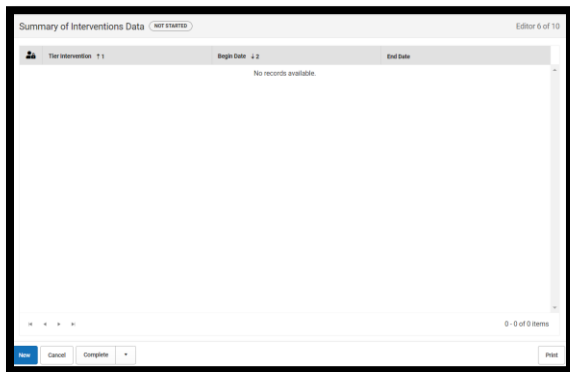
Note: The Save button MUST be clicked before proceeding.



Editor: Summary of Interventions Data



Select the *New* button. Use this button to add each tier of intervention completed.



Interventions: Choose a Tier from the drop-down menu.

Data Standard KY Referral

Rev. 7/3/2023

Note: Intervention data shall be discussed and documented by the ARC.

Summary of Interventions Data

Interventions *

Tier I Interventions
Tier II Interventions
Tier III Interventions

Impact:
What was the end result? What was the final level/score?

Expected Progress:
Where should the student have been at the end of this intervention?

Duration and Frequency

Start Date *
month/day/year

End Date
month/day/year

Frequency of Service
Amount of Time

Describe the intervention(s) implemented in the general education classroom to address the areas being targeted and the name of the interventionist: Clearly describe the interventions that the student is receiving as well as the name and title of the individual providing the interventions.

Begin Date: Enter the date the intervention began.

End Date: Enter the date the intervention ended.

Frequency of Service: Describe how often the student is participating in the intervention (examples: once per week, 3 times per month)

Amount of Time: Describe the length of time the student is participating in the intervention (example: 30 minutes)

Impact: Describe the end result.

Expected Progress: Describe where the student should have been at the end of the intervention.

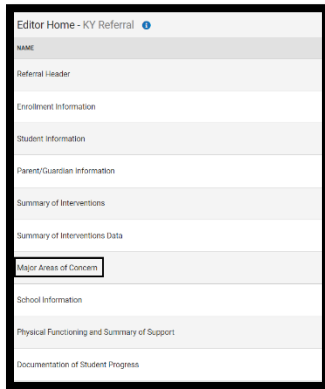
Note: The *Save* (not *Save & New* or *Save & Next*) button **MUST** be clicked before proceeding.



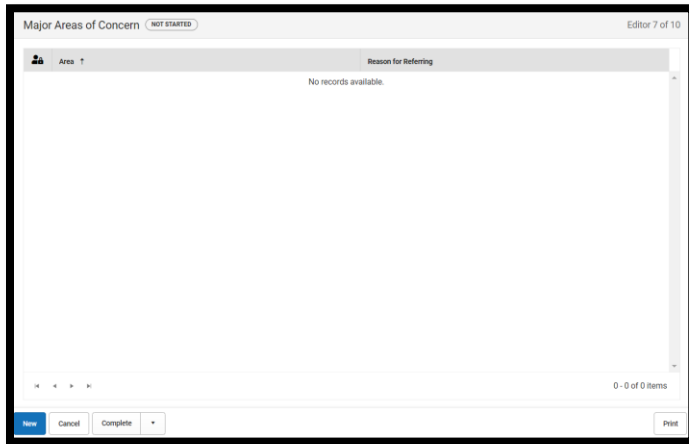
Data Standard KY Referral

Rev. 7/3/2023

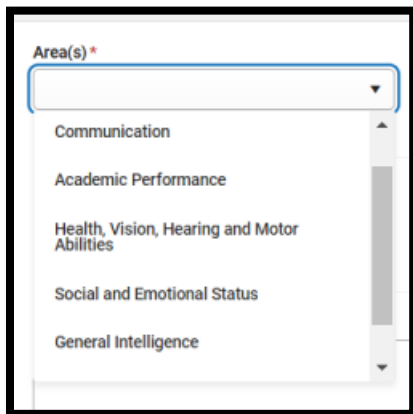
Editor: Major Areas of Concern



Select the **New**



Major Areas(s) of Concern Editor: Select each reason for referring this student and specify when “Other” is selected.



Data Standard KY Referral

Rev. 7/3/2023

Major Areas of Concern

Area(s) *
Academic Performance

Reasons for Referring *

- Oral Expression
- Written Expression
- Reading Comprehension
- Mathematics Calculation
- Listening Comprehension
- Basic Reading Skills

Other, Specify *

Specialized Equipment Used by Student:

Once an area of concern has been chosen, a *Reason for Referring* field will appear. Click in the field and select all applicable reasons (multiple selections may be made). The reasons listed vary by area of concern, as displayed below.

Area(s) *
Communication

Reasons for Referring *

- Communicates Basic Needs and Wants
- Articulation
- Knowledge of Sound/Letter Association
- Expressive Language
- Voice Quality

Other, Specify *

Area(s) *
Health, Vision, Hearing and Motor ...

Reasons for Referring *

- Gross Motor Skills-Body Control
- Gross Motor Skills-Locomotion
- Vision
- Developmental History
- Fine Motor Skills-Perceptual Motor

Other, Specify *

Area(s) *
Social and Emotional Status

Reasons for Referring *

- Interaction with Peers
- Interaction with Adults
- Acceptance of Rules
- Acceptance of Correction
- Acceptance of Disappointment

Other, Specify *

Data Standard KY Referral

Rev. 7/3/2023

This screenshot shows the 'Area(s)' dropdown menu with 'General Intelligence' selected. The 'Reasons for Referring' list includes: Understanding New Concepts, Interpreting Data to Make Decisions, Comparing/Contrasting Ideas of Objects, Perceptual Discrimination, and Predicting Events/Results. The 'Other, Specify' box is empty.

This screenshot shows the 'Area(s)' dropdown menu with 'Work Skills / Technical / Vocation...' selected. The 'Reasons for Referring' list includes: Attending to Task, Following Directions, Independent Work Habits, Seeking Assistance When Needed, and Using Research Tools Effectively. The 'Other, Specify' box is empty.

Once an area is chosen and saved, it will no longer be available within the drop list.

This screenshot shows the 'Major Areas of Concern' form. The 'Area(s)' dropdown menu has 'Communication' selected. The 'Reasons for Referring' list includes: Articulation, Knowledge of Sound/Letter Association, Expressive Language, Voice Quality, Receptive Language, and Other Specify. The 'Other Specify' box is empty.

If *Other Specify* is chosen as a *Reason for Referring*, text is required in the *Other, Specify* box.

This screenshot shows the 'Major Areas of Concern' form. The 'Area(s)' dropdown menu has 'Communication' selected. The 'Reasons for Referring' list has 'Other Specify' selected. The 'Other, Specify' box is highlighted, indicating that text is required in this box.

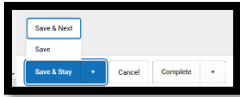
Specialized Equipment Used by Student: Indicate any specialized equipment currently being used by the student, such as glasses, hearing aids, wheelchair, leg braces or other.

Data Standard KY Referral

Rev. 7/3/2023

Specialized Equipment Used by Student:

Note: The *Save* (not *Save & New* or *Save & Next*) button **MUST** be clicked before proceeding.



Editor: School Information

Editor Home - KY Referral

- NAME
- Referral Header
- Enrollment Information
- Student Information
- Parent/Guardian Information
- Summary of Interventions
- Summary of Interventions Data
- Major Areas of Concern
- School Information**
- Physical Functioning and Summary of Support
- Documentation of Student Progress

School Information NOT STARTED Editor 8 of 10

Number of Schools Attended to date:

Year ↓	Grade	Days Enrolled	# of Absences Excused	# of Absences Unexcused	# of Tardies Excused	# of Tardies Unexcused
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Years in School Including Current Year:

Years in Primary Program Including Current Year:

Repeated Grades:

Summary of Most Recent Grades (Provide Current or Most Recent Grades the Student Received by Content):

Reading <input type="text"/>	English <input type="text"/>	Spelling <input type="text"/>
Science <input type="text"/>	Math <input type="text"/>	Social Studies <input type="text"/>
Additional Content 1 Specify Content Name <input type="text"/>	Content Grade 1 Grade specific to additional content 1 <input type="text"/>	
Additional Content 2 Specify Content Name <input type="text"/>	Content Grade 2 Grade specific to additional content 2 <input type="text"/>	
Additional Content 3 Specify Content Name <input type="text"/>	Content Grade 3 Grade specific to additional content 3 <input type="text"/>	

Data Standard KY Referral

Rev. 7/3/2023

Summary of Standardized Group Test Data (Attach copies):						
Test Name	Date ↓		Reading	Math	Language	Spelling
<input type="text"/>	month/day/year <input type="button" value="📅"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	month/day/year <input type="button" value="📅"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	month/day/year <input type="button" value="📅"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	month/day/year <input type="button" value="📅"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	month/day/year <input type="button" value="📅"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of Schools Attended to date: Enter the number of schools the student has attended. If the student is younger than school age, enter “N/A.”

Year and Grade: Enter the current year and grade.

Days Enrolled: Enter the number of days enrolled in the current school for the current year.

Number of Absences Excused/Unexcused: Enter the number of excused and unexcused absences for the current year.

Number of Tardies Excused/Unexcused: Enter the number of excused and unexcused tardies for the current year.

Years in School including Current Year: Enter the number of years in grades K-12

Years in Primary Program including Current Year: Enter the number of years in grades K-03

Repeated Grades: Enter the number of times the student has repeated a grade

Summary of Most Recent Grades: Enter the current or most recent grades the student received for each content area for grades 04-12. For primary students (grades K-03), refer to the district grading standards.

Summary of Standardized Group Test Data: Enter the current or most recent results from tests, such as MAP, GRADE, CTBS, G-MADE, etc. Up to four additional tests may be added. Upload copies of the assessment results, if applicable.

Add New Test: Click this button for each additional test.

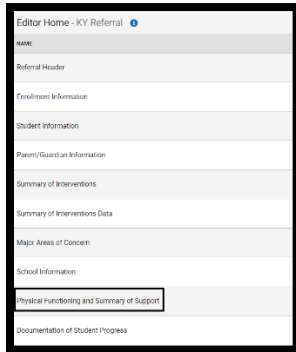
Note: The Save button MUST be clicked before proceeding.

<input type="button" value="Save & Next"/>
<input type="button" value="Save"/>
<input type="button" value="Save & Stay"/> <input type="button" value="Cancel"/> <input type="button" value="Complete"/>

Data Standard KY Referral

Rev. 7/3/2023

Editor: Physical Functioning and Summary of Support

A screenshot of the 'Physical Functioning and Summary of Support' form. The form is titled 'Physical Functioning and Summary of Support (NOT STARTED)' and is labeled 'Editor 9 of 10'. It contains several sections for data entry: 'Vision' (Vision Screening Date and Vision Screening Results), 'Hearing' (Hearing Screening Date and Hearing Screening Results), 'Motor' (Motor Screening Date and Motor Screening Results), and 'Speech' (Speech Screening Date and Speech Screening Results). Below these sections are three text areas: 'Describe any Existing Medical Conditions Below:', 'Is Student Currently on Medication?' (with a dropdown arrow), and 'Specify Type and Dosage Below:'. The form is currently empty.

Enter *Screening Date* for each area and indicate *Pass* or *Fail*.

Note: Vision, Hearing and Motor screening are required when SLD is suspected.

Describe any Existing Medical Health Conditions Below: Enter any existing medical health conditions.

Is Student Currently on Medication? Enter Yes or No.

Specify Type and Dosage Below: Specify student's medication.

Data Standard KY Referral

Rev. 7/3/2023

Has this student been evaluated for special education previously? Indicate if the student was previously evaluated.

When was the student evaluated? If the student was previously evaluated, enter the date of the evaluation.

What was the suspected area of disability? If the student was previously evaluated, enter the suspected area of disability.

Indicate services the student currently receives or has received in the past by entering “C” if currently receiving or “P” if services were provided in the past.

Involvement with Outside Agencies: Indicate agencies with which the student has been involved, such as Pathways, Inc., IMPACT, Comprehend, Commission for Children with Special Health Care Needs, First Steps, VIPS, etc.

Describe services that are being provided to this student by the agency(ies) listed above:

Indicate any services provided by the outside agencies listed.

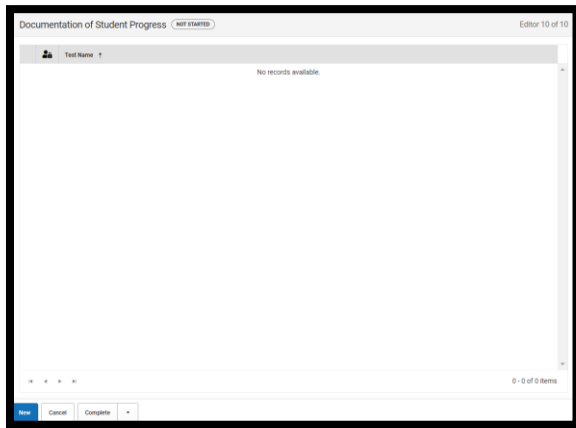
Note: The Save button MUST be clicked before proceeding.

Editor: Documentation of Student Progress

Data Standard KY Referral

Rev. 7/3/2023

Click the **New**

A screenshot of the "Documentation of Student Progress" form. It has a section titled "Scores from District Universal Screenings:". Below this is a "Test Name:" field. There are four rows of input fields: "Reading", "Math", "Language", and "Behavior". Each row has a score input field and a "Date" field with a "month/day/year" placeholder and a calendar icon.

Complete this section to document district universal screenings.

Test Name: Enter the test name.

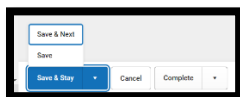
Reading: Enter the score and date for the reading portion of the universal screening, if applicable.

Math: Enter the score and date for the math portion of the universal screening, if applicable.

Language: Enter the score and date for the language portion of the universal screening, if applicable.

Behavior: Enter the score and date for the behavior portion of the universal screening, if applicable.

Note: The *Save* (not *Save & New* or *Save & Next*) button **MUST** be clicked before proceeding.



Once the Referral is completed, select the *Documents* tab.

Select the *Referral* document and then select the *Lock/Unlock* button to lock it.

