

# Data Standard KY Conference Summary

## Rev. 7/3/2023

### Overview

**Standard prepared by:**

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**Data steward(s)**

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**Office(s)**

Office of Special Education and Early Learning

**Revision history:****July 3, 2023**

Updated Campus Path to Classic View

Updated screenshots

Added Search Terms

Updated all screenshots to the new look in Infinite Campus

**March 7, 2023**

Updated Visuals

**September 15, 2022**

Updated Visuals

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## 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 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.

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### 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
- Safe Schools Report
- State Performance Plan/Annual Performance Report (SPP/APR)
- 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**

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### Section A – KY Conference Summary

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

**Search Terms: Documents**

This document is intended for use in all ARC meetings, in conjunction with other applicable documents. Data entry is required in any fields appearing in red font to save the editor.

To create a KY Conference Summary:

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 Conference Summary*
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.*

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**DOCUMENT SELECTED FOR CREATION: KY Conference Summary**

Create Document Cancel

# Data Standard KY Conference Summary

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## Editor: ARC Header

ARC Header NOT STARTED Editor 1 of 14

ARC Date \*

06/05/2023

Purpose of the Meeting \*

- To discuss a referral for an individual evaluation
- To discuss results of an individual evaluation and develop an IEP if eligible
- To develop, review, and/or revise the student's IEP and make placement decisions
- To discuss post-secondary transition needs and/or services
- To determine reevaluation needs
- To discuss disciplinary action
- At your request to discuss:

Specify Request to Discuss

Other:

Specify Other

*ARC Date:* Enter the Date of the Admissions and Release Committee meeting. This field auto-populates with the date the document was created.

**NOTE:** The Conference Summary will be saved in the year based on the ARC Date entered. This date will display beside the document name in the document list.

*Purpose of the Meeting:* Select the purpose of the meeting, multiple options can be selected (**at least one selection is required**):

- *To discuss a referral for an individual evaluation*
- *To discuss results of an individual evaluation and develop an IEP if eligible*
- *To develop, review, and/or revise the student's IEP and make placement decisions*
- *To discuss post-secondary transition needs and/or services*
- *To determine reevaluation needs*
- *To discuss disciplinary action*
- *At your request to discuss:*
- *Other*

**NOTE:** When the Conference Summary is printed, *Purpose of the Meeting* details will be printed in *Conference Summary | Summary Notes*. *Purpose of the Meeting* details will NOT be visible on-screen in the Summary Notes editor.

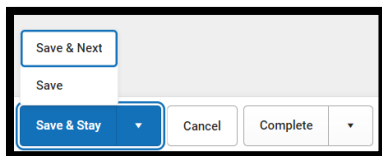
# Data Standard KY Conference Summary

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III. OPTIONS/ACTIONS CONSIDERED AND REASONS FOR THE DECISIONS	
SUMMARY NOTES	
<b>Purpose of Meeting</b>	<ul style="list-style-type: none"><li>• To discuss a referral for an individual evaluation</li><li>• To discuss results of an individual evaluation and develop an IEP if eligible</li><li>• To develop, review, and/or revise the student's IEP and make placement decisions</li><li>• To discuss post-secondary transition needs and/or services</li><li>• To determine reevaluation needs</li><li>• To discuss disciplinary action</li><li>• At your request to discuss: this is an example</li><li>• Other: enter text for Other</li></ul>
<b>Summary Notes</b>	These are Summary Notes.

**NOTE:** The Purpose of Meeting will display next to the ARC Date beside the document name in the document list.

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



## Editor: Student Information

A screenshot of a web-based form titled 'Student Information' with a 'IN PROGRESS' status indicator. The form contains several sections: 'When an Evaluation is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.' followed by fields for Last Name, First Name, Middle Name, Suffix, Gender, Birthdate, Race, Ethnicity (state), Address, Student Number, and State ID. Below this is a 'Case Manager Information' section with fields for Name, Title, and Phone. At the bottom, there is a navigation bar with buttons for 'Save & Stay' (dropdown), 'Refresh', 'Cancel', 'Complete' (dropdown), 'Print', 'Editors', '< Previous', and 'Next >'.

Always click *Refresh* button to pull the most recent student information. This should be done before saving the editor.

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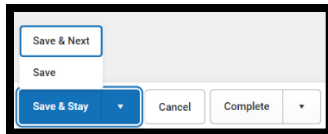


- Demographic information is retrieved from the Census area of Infinite Campus.
- Primary Disability is retrieved from the student's current, locked KY Evaluation/Eligibility Determination > Eligibility Determination editor.

**Note:** This information will NOT be visible on-screen in the editor but is visible in the printed copy.

**Note:** These fields will not populate until eligibility is determined.

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



## Editor: Enrollment Information

Enrollment Information NOT STARTED Editor 3 of 14

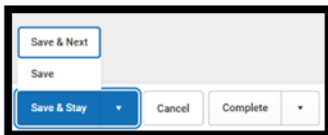
Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Grade	School Name	School Phone
District Information		
District Number	District Name	
District Address		District Phone
District SPED Address		District SPED Phone

Always click the *Refresh* button to update Enrollment Information.



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



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### Editor: Parent/Guardian Information

The screenshot shows a web interface for editing parent/guardian information. At the top, it says "Parent/Guardian Information" with a status indicator "IN PROGRESS" and "Editor 4 of 21". Below this is a paragraph of text: "When a Plan is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian checkbox marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data." The main area contains a "Print Sequence" dropdown menu and a "Delete" button. Below these are labels for "Address", "Home Phone", "Work Phone", "Cell Phone", and "E-mail".

Always click the *Refresh* button to update Parent/Guardian Information.



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



### Editor: Basis for ARC Decisions

*Description of each Evaluation:* Check the appropriate box for each evaluation procedure, test, record, or report used as a basis for proposed or refused action discussed.

**NOTE:** If a *Written Assessment Report Date* is selected:

- a date is required
- check the items which are not included in the Written Assessment Report, but will need to be discussed



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**Basis for ARC Decisions** NOT STARTED Editor 5 of 14

Description of each evaluation procedure, test, record, or report used as basis for the ARC decisions.  
The following items were considered.

Written Assessment Report Date of Written Report  
month/day/year

Student Progress in Achieving IEP Goals

Functional Vision/Learning Media Assessment  
 Orientation and Mobility Assessment  
 Vision Evaluation  
 Braille Skills Inventory

Intervention Data  
 Developmental History  
 Vision Screening  
 Health Screening  
 Academic Performance Screening  
 Social/Emotional Competence Screening

Voice Evaluation  
 Oral Mechanism Evaluation  
 Communication Assessment  
 Expressive Language Assessment  
 Hearing Evaluation

Health/Medical Evaluation or Statement  
 Physical Therapy Assessment  
 Assistive Technology Evaluation

Social/Cultural Factors  
 Behavior Rating Scales  
 Discipline Referral(s)

Referral  
 Educational History  
 Hearing Screening  
 Communication Screening  
 Cognitive Screening  
 Motor Screening

Augmentative Communication Assessment  
 Fluency Evaluation  
 Receptive Language Assessment  
 Speech Sound Production Assessment

Motor Abilities  
 Occupational Therapy Assessment  
 Perceptual Abilities Assessment

Adaptive Behavior Scale  
 Social Competence Assessment (Emotional/Behavioral)  
 Behavioral Data/Logs

Functional Behavior Assessment (FBA)  
 Behavior Observations  
 Individual Family Service Plan (IFSP)  
 Cognitive/Intellectual Assessment  
 Developmental Assessment  
 Academic Performance Assessment

Individual Learning Plan (ILP)  
 Multi-Year Course of Study  
 Technical Vocational Assessment

Other Data

Specify Other Data:

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

Save

# Data Standard KY Conference Summary

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## Editor: Disciplinary Review

Disciplinary Review NOT STARTED Editor 6 of 14

Is a Manifestation Determination Form applicable?

Yes. Use state Manifestation Determination form

Yes. Use district Manifestation Determination form

No

If the ARC is not discussing a Disciplinary Review, this form may be marked Not Needed.

Save & Stay Cancel Complete Not Needed

When a Manifestation Determination is needed, check state form or district form. Instructions for each follow. These notes will print in the Summary Notes.

If the state form is chosen, a form will appear on the screen for data entry.

Disciplinary Review NOT STARTED Editor 6 of 14

Is a Manifestation Determination Form applicable?

Yes. Use state Manifestation Determination form

**Manifestation Determination Review**

**Step 1:**  
The ARC reviews all relevant information including the IEP, current data, teacher observations, teacher-collected data, any relevant information provided by the parents to answer the following questions:

1. Was the conduct in question caused by or have a direct and substantial relationship to the student's disability?

2. Was the conduct in question the direct result of the failure to implement the IEP?

**Disciplinary Action: Behavior is NOT a Manifestation of the Disability**  
If the ARC determines the student's behavior is not a manifestation of the disability, the ARC determines appropriate educational services the student will receive in the disciplinary setting.

**Step 2: Behavior is a Manifestation of the Disability**

1. Has a functional behavior assessment (FBA) been conducted?

2. Has a Behavior Intervention Plan (BIP) been developed, including strategies for instruction and management of behaviors?

**Step 3: Determining Services and Placement**

The ARC reviewed/revised the IEP to determine appropriate educational services.

The ARC determined an appropriate placement for implementation of the IEP.

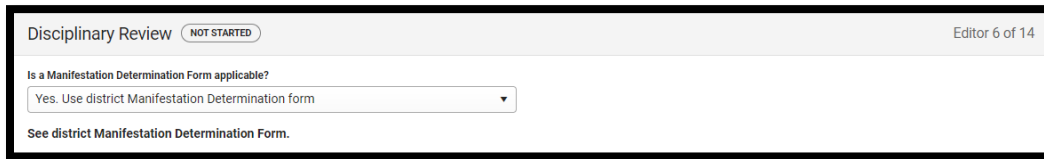
Date of FBA  
month/day/year

Date of BIP  
month/day/year

# Data Standard KY Conference Summary

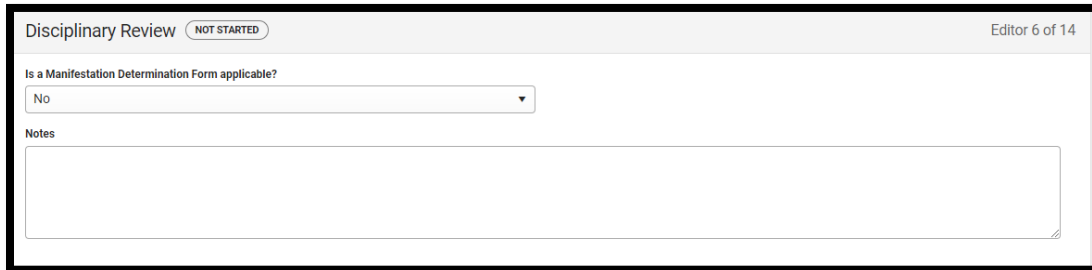
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If district form is chosen, upload the district form. Staple the district form to the Conference Summary.



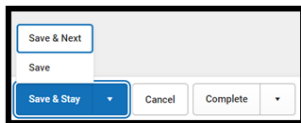
The screenshot shows a form titled "Disciplinary Review" with a "NOT STARTED" status and "Editor 6 of 14". The question "Is a Manifestation Determination Form applicable?" has a dropdown menu set to "Yes. Use district Manifestation Determination form". Below the dropdown is a link that says "See district Manifestation Determination Form."

If "No" is selected, an optional Notes textbox becomes available:



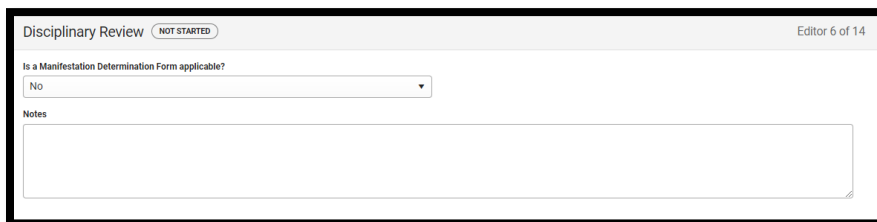
The screenshot shows the same "Disciplinary Review" form, but the dropdown menu is set to "No". A "Notes" section with a large text area is now visible below the dropdown.

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



The screenshot shows a navigation bar with several buttons: "Save & Next" (highlighted), "Save", "Save & Stay" (with a dropdown arrow), "Cancel", and "Complete" (with a dropdown arrow).

## Editor: IEP Developed/Reviewed/Revised

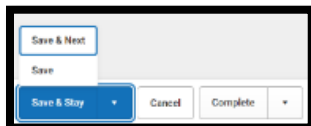


This screenshot is identical to the one above, showing the "Disciplinary Review" form with "No" selected in the dropdown and the "Notes" text area visible.

Select the checkbox appropriate to the status of the IEP.

Note: If an IEP is revised, there MUST be an amended IEP

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



This screenshot is identical to the one above, showing the navigation bar with "Save & Next" highlighted.

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## Editor: Placement Options and Decisions

Placement Options and Decisions NOT STARTED Editor 8 of 14

**Placement Options and Decisions:** Based on the review of assessment data and the completed IEP, the ARC discussed the following placement option(s):

**Placement Option Considered**

**Full time general education environment**  
Participation only in the regular education environment, including classes with co-teaching

**Reason Accepted/Rejected**

**Part-time general education and Part-time special education environment**  
Participation in regular education, which may include co-teaching, and special education environments; any time the student is removed from regular education, regardless of the amount of time

**Reason Accepted/Rejected**

**Full-time special education environment**  
Participation only in a special education environment, no participation with non-disabled peers for any part of school day

**Reason Accepted/Rejected**

**Consideration of Potential Harmful Effects**

There are no potential harmful effects of the placement on the child or on the quality of services needed by the child.

Potential harmful effects identified and modifications to compensate are outlined below:

**Describe**

**Notes**

Starting at the top of this editor, select “Yes” or “No” for each placement option.

- If “No” is selected, enter the specific reason for rejection, then proceed to the next placement option.
- If “Yes” is selected, enter the specific reason for acceptance, then proceed directly to *Consideration of Potential Harmful Effects*.

**NOTE:** A selection of “Yes” and specific reasons for placement **MUST** be made if Placement Options and Decisions was the selection for the Purpose of the Meeting.

*Consideration of Potential Harmful Effects:* If determining placement, document any potentially harmful effects on the student or the quality of services. Data entry in this field is required.

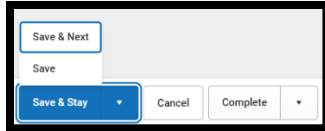
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Notes entered within this editor will be printed within the *Summary Notes* section under a header labeled *Placement Options and Decisions*.

If an IEP is not being developed or placement options are not being discussed, select “Accepted” for *Full time general education environment*, and enter “Referral” in *Reason Accepted/Rejected*.

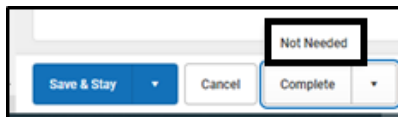
**Note: The Save button MUST be clicked before proceeding.**



## Editor: Notice of Graduation or Aging-Out

A screenshot of the 'Notice of Graduation or Aging Out' editor. The title bar shows 'NOT STARTED' and 'Editor 9 of 14'. The main content area contains the following text: 'Notice of Graduation or Aging Out for students beginning at age 16 or younger if appropriate'. There are two radio buttons: 'The ARC anticipates the student will NOT require longer than 4 years of high school to graduate.' and 'The ARC anticipates the student will require longer than 4 years of high school to graduate.'. Below this is a section 'Check all that apply:' with three checkboxes: 'The ARC anticipates that the student will graduate within the next twelve (12) months.', 'The student has been provided with a summary of academic and functional performance including recommendations on how to assist the student in meeting his or her post secondary goal(s).', and 'Based on the student's birth date, the student will age-out and no longer be eligible for services on:'. There is a 'Date of Age-Out' field with a placeholder 'month/day/year' and a calendar icon. At the bottom is a 'Notes' text area.

If student is not at least 14 years-old, the ARC may select Not Needed for this editor.

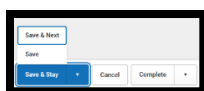


*Notice of Graduation or Aging Out*: Before a student is age 16, the ARC must document the student’s graduation plan or date of reaching maximum age.

**NOTE:** If age-out is selected, the student’s 21<sup>st</sup> birthdate must be entered.

Notes entered within this editor will be printed within the *Summary Notes* section under a header labeled *Notice of Graduation or Aging Out*.

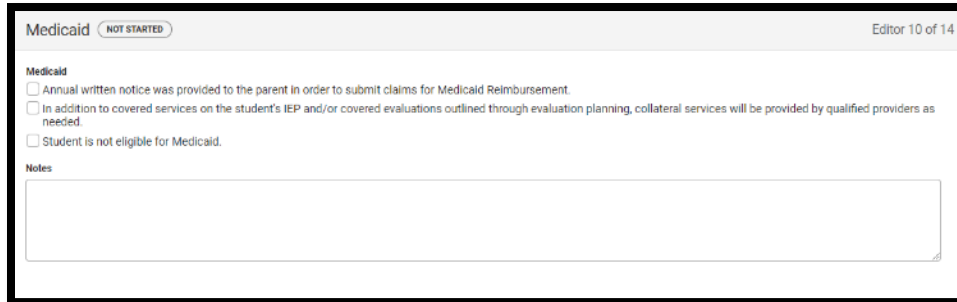
**Note: The Save button MUST be clicked before proceeding.**



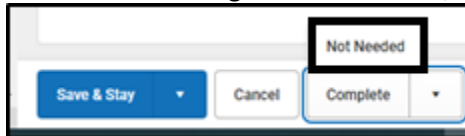
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### Editor: Medicaid



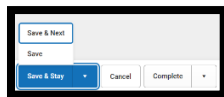
If student is not eligible for Medicaid, the ARC may select Not Needed.



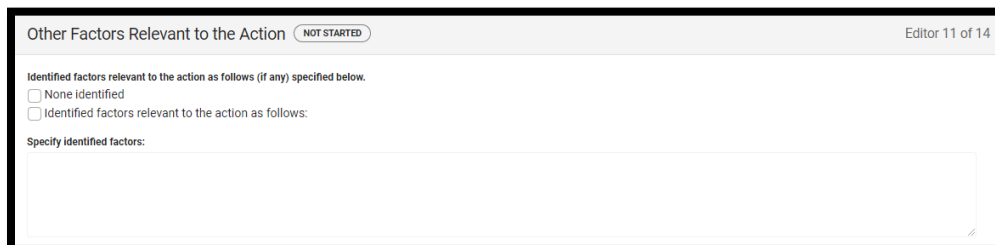
Document the appropriate action(s) when a student is eligible for Medicaid services.

Notes entered within this editor will be printed within the *Summary Notes* section under a header labeled Medicaid.

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



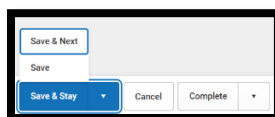
### Editor: Other Factors



If “*Identified factors relevant to the action*” is selected, factors must be documented in the textbox. A selection in this editor is required.

Notes entered within this editor will be printed within the *Summary Notes* section under a header labeled Other Factors.

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

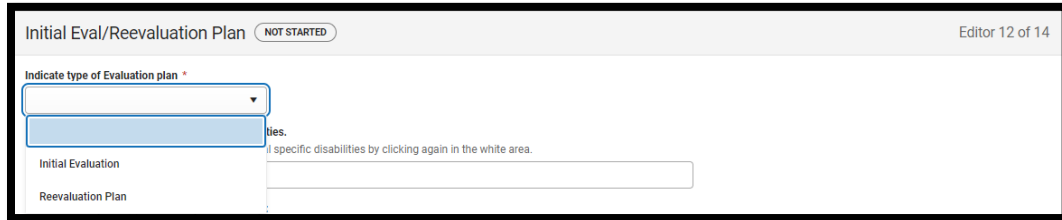


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## Editor: Initial Eval/Reevaluation Plan

Select the type of Evaluation Plan: “Initial Evaluation” or “Reevaluation Plan”.

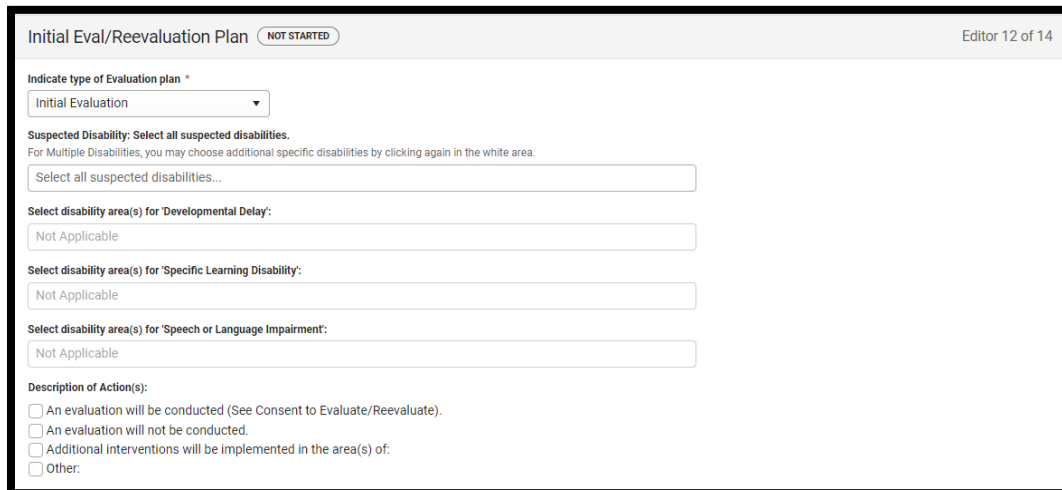


The screenshot shows a web form titled "Initial Eval/Reevaluation Plan" with a "NOT STARTED" status indicator and "Editor 12 of 14" in the top right. The main section is "Indicate type of Evaluation plan \*". A dropdown menu is open, showing "Initial Evaluation" and "Reevaluation Plan" as options. To the right of the dropdown, there is a text input field with the label "Enter specific disabilities by clicking again in the white area."

If “Initial Evaluation” is selected, the following screen appears. Enter the *Suspected Disability* and relevant information/reasons based on the ARC decision from the referral data.

If the student is currently eligible to receive special education services in Kentucky, including Speech/Language Impairment (SLI), select “Reevaluation Plan.”

**NOTE:** If the ARC determines that more information is needed, a date for the next meeting **MUST** be entered.



The screenshot shows the same form with "Initial Evaluation" selected in the dropdown. The "Suspected Disability: Select all suspected disabilities." section is active. It includes a text input field for "Select all suspected disabilities...". Below this are three sections for selecting disability areas: "Select disability area(s) for 'Developmental Delay':", "Select disability area(s) for 'Specific Learning Disability':", and "Select disability area(s) for 'Speech or Language Impairment':", each with a "Not Applicable" input field. At the bottom, the "Description of Action(s):" section has four radio button options: "An evaluation will be conducted (See Consent to Evaluate/Reevaluate).", "An evaluation will not be conducted.", "Additional interventions will be implemented in the area(s) of:", and "Other:".

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Specify additional interventions

Specify Other

Reason(s) for Decision:

- This referral, as reviewed by the ARC, indicates a suspected disability and there is a need for an individual evaluation.
- This referral, as reviewed by the ARC, does not indicate a suspected disability and there is not a need for an individual evaluation.
- This referral, as reviewed by the ARC, does not include sufficient information to determine a suspected disability and the need to initiate a full and individual evaluation.

The ARC has determined the information needed to be collected and will reconvene on

month/day/year

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

Save & Next

Save

Save & Stay Cancel Complete

If “*Reevaluation Plan*” is selected, the following screen appears. Enter the *Suspected Disability* and relevant information/reasons based on the ARC decision. If a new disability is suspected, enter the relevant information based on the referral data.

Initial Eval/Reevaluation Plan NOT STARTED Editor 12 of 14

Indicate type of Evaluation plan \*

Reevaluation Plan

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

Select all suspected disabilities...

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':  
Not Applicable

The ARC reviewed existing data as outlined in Section 1, including but not limited to:

- Evaluations and information provided by parents;
- Current classroom-based assessments and observations; and
- Observations by teachers and related service providers.

The ARC has decided that additional information (See Consent to Evaluate/Reevaluate) is needed to determine:

Check all that apply

- If the student continues to have a disability.
- If the student continues to need special education.
- The present level of academic and functional performance and educational needs of the student.
- Any additions or modifications to the special education and related services needed to enable the student to meet the goals set out in the IEP and to participate, as appropriate, in the general curriculum.



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OR

The ARC decided that

Current data is sufficient. OR

A formal evaluation as requested by the parent will be conducted. (See Consent to Evaluate/Reevaluate).

AND

The parents have been informed of these decisions. \*

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



## Editor: Admissions and Release Committee Members

Admissions and Release Committee Members

I have been advised, in my native language, and I understand the contents of this notice. I have a copy and have received an explanation of my procedural safeguards as parents of a student with a disability or as a student with a disability. I understand that I can receive an additional copy of my procedural safeguards, a further explanation of my rights, or assistance in understanding the content of this notice by contacting the student's school or the Director of Special Education.

Names of Student Representative(s) \*

Parent Participation

Parent participated via alternate means

Parents did not attend meeting (if age 18 or older or younger if appropriate)

A copy of Parent Rights, if necessary, and appropriate Due Process forms were:

Date

month/day/year

**Names of Student Representative(s):** Enter the names of all attendees representing the student.

**Parents participated via alternate means:** Check if applicable.

**Parents did not attend meeting:** Check if applicable.

**Date:** Enter the date in which Parent Rights and appropriate Due Process forms were distributed.

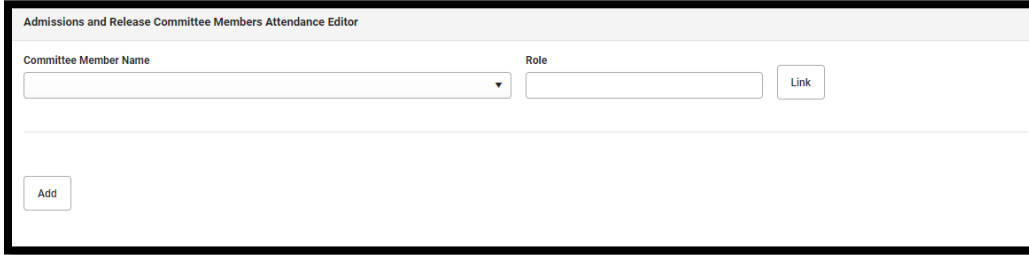
Select the means in which Parent Rights and appropriate Due Process forms were distributed; **at least one selection is required.**

**Note:** If any personnel change occurs from the meeting notice, it must be clearly documented in the Conference Summary Notes:

- why the change occurred,
- that the parent agreed to continue with the meeting, and
- all requirements of [707 KAR 1:320, Section 3\(3\)](#) were followed.

## Data Standard KY Conference Summary

Rev. 7/3/2023



The screenshot shows a web form titled "Admissions and Release Committee Members Attendance Editor". It features two input fields: "Committee Member Name" (a dropdown menu) and "Role" (a text box). To the right of the "Role" field is a "Link" button. Below these fields is a large empty area for a list of attendees, and at the bottom left is an "Add" button.

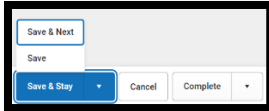
Enter the *Name* and *Role* of each attendee present. Click the *Add New Attendee* button to enter each attendee.

**Name:** Select name of attendee from the list of Team Members.

**Role:** Enter role of attendee

Click the *Link* button to add the Team Member to the list.

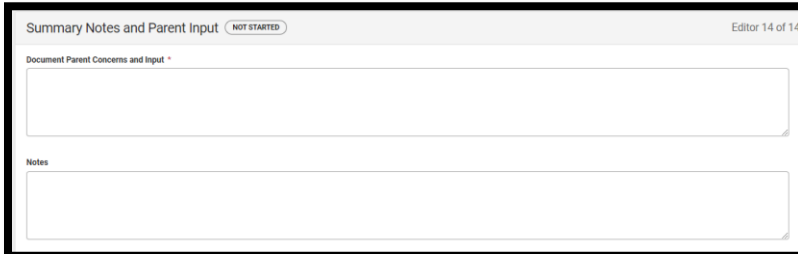
**Note: The *Save* (not *Save & Stay* or *Save & Next*) button MUST be clicked before proceeding.**



The screenshot shows a close-up of the "Save" button area. It includes a "Save & Next" button, a "Save" button, a "Save & Stay" button with a dropdown arrow, a "Cancel" button, and a "Complete" button with a dropdown arrow.

**Note:** The Names of Student Representatives will be the only names showing on the screen once Save has been clicked. However, all Student Representatives and Admissions and Release Committee Members selected from the dropdown will appear in the printed version.

## Editor: Summary Notes and Parent Input



The screenshot shows a web form titled "Summary Notes and Parent Input" with a "NOT STARTED" status indicator and "Editor 14 of 14" in the top right. It contains two large text input areas: "Document Parent Concerns and Input" and "Notes".

*Document Parent Concerns and Input:* List any parent concerns in this textbox. This will show on the printed copy after *Basis for the ARC Decisions*.

**Notes:** Enter ARC discussion notes.

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



The screenshot shows a close-up of the "Save" button area, identical to the one in the previous section, including "Save & Next", "Save", "Save & Stay", "Cancel", and "Complete" buttons.

**Once the Conference Summary is completed, select the Documents tab.**

**Select the Conference Summary document and then select the Lock/Unlock to lock it.**

