

Data Standard KY Conference Summary

Rev. 4/16/2025

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:**April 16, 2025**

Updated formatting, links, and clarification of steps.

July 1, 2024

Updated for the 2024-25 school year

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

Data Standard KY Conference Summary

Rev. 4/16/2025

Contents	
Overview	1
Standard prepared by:	1
Data steward(s).....	1
Office(s)	1
Revision history:.....	1
Description.....	2
Regulation citation(s).....	2
Data use	3
Related ad-hoc filters and reports KY State Reporting.....	3
Training.....	3
Section A – KY Conference Summary	4
Editor: ARC Header	5
Editor: Student Information	6
Editor: Basis for ARC Decisions	8
Editor: Disciplinary Review	10
Editor: IEP Developed/Reviewed/Revised	12
Editor: Placement Options and Decisions	12
Editor: Notice of Graduation or Aging-Out	14
Editor: Medicaid	15
Editor: Other Factors	15
Editor: Initial Eval/Reevaluation Plan.....	16

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 screenshots 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.

Regulation citation(s)

[The Kentucky Administrative Regulations](#)

Data Standard KY Conference Summary

Rev. 4/16/2025

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*
- *SpEd_Evaluation_Detail*

KY State Reporting | KDE Reports

- *IDEA Dec 1 Federal Submission Validation report*
- *Alternate Assessment Tracking Report*
- *QA SPED*
- *SPED Exit Detail Report*

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.

Search Terms: Special Ed Documents

Data Standard KY Conference Summary

Rev. 4/16/2025

Section A – KY Conference Summary

Search Terms: Special Ed 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 | Special Ed 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.

DOCUMENT SELECTED FOR CREATION: KY Conference Summary

Data Standard KY Conference Summary

Rev. 4/16/2025

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 (ARC) 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.

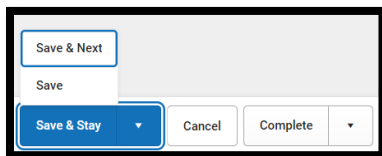
Data Standard KY Conference Summary

Rev. 4/16/2025

III. OPTIONS/ACTIONS CONSIDERED AND REASONS FOR THE DECISIONS	
SUMMARY NOTES	
Purpose of Meeting	<ul style="list-style-type: none">• 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: this is an example• Other: enter text for Other
Summary Notes	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.



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

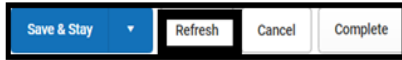
Editor: Student Information

A screenshot of the 'Student Information' editor interface. The title bar shows 'Student Information' and 'Editor 2 of 14'. Below the title bar is a message: '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.' The form contains several sections of input fields: 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Gender', 'Birthdate', 'Race, Ethnicity (state)', 'Address', 'Student Number', 'State ID', 'Case Manager Information' (with sub-fields for 'Name' and 'Title'), and 'Phone'. At the bottom, there is a toolbar with buttons for 'Save & Stay', 'Refresh', 'Cancel', 'Complete', 'Print', 'Editors', '< Previous', and 'Next >'.

Data Standard KY Conference Summary

Rev. 4/16/2025

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

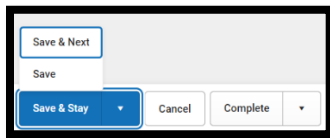


- Demographic information is retrieved from the Census area of Infinite Campus.
- Primary Disability is retrieved from the student's current, locked KY Evaluation/Eligibility Determination > Eligibility Determination editor.

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.



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

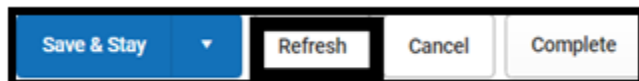
Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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.

Data Standard KY Conference Summary

Rev. 4/16/2025



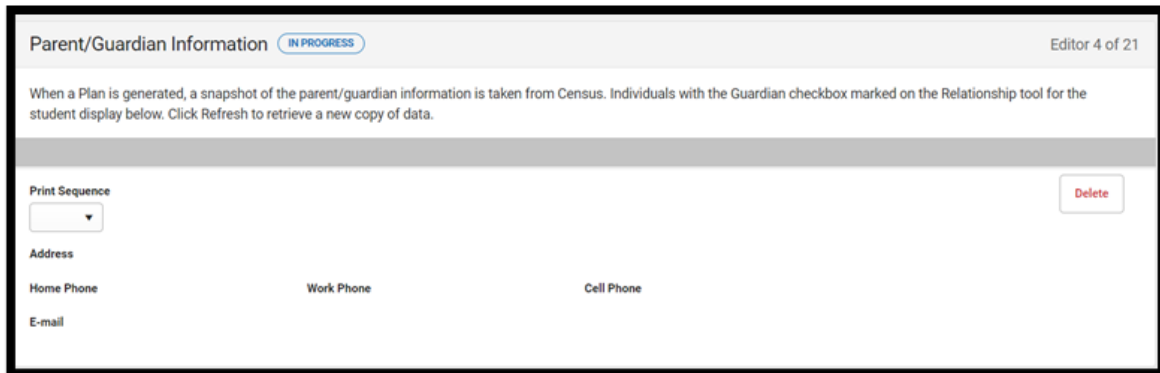
Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

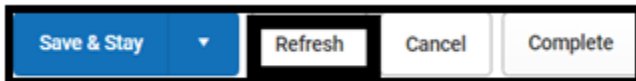
Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Editor: Parent/Guardian Information

A screenshot of the 'Parent/Guardian Information' editor interface. The title bar shows 'Parent/Guardian Information' and 'IN PROGRESS' in a blue pill, along with 'Editor 4 of 21'. Below the title bar, there 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.' Below this text is a form area with a 'Print Sequence' dropdown menu and a 'Delete' button. The form fields are labeled '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.



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Editor: Basis for ARC Decisions

Data Standard KY Conference Summary

Rev. 4/16/2025

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

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

Referral
 Educational History
 Hearing Screening
 Communication Screening
 Cognitive Screening
 Motor Screening

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

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

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

Motor Abilities
 Occupational Therapy Assessment
 Perceptual Abilities Assessment

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

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 & Next

Save

Save & Stay Cancel Complete

Save & Next: Saves the data in the editor and moves to the next editor.

Data Standard KY Conference Summary

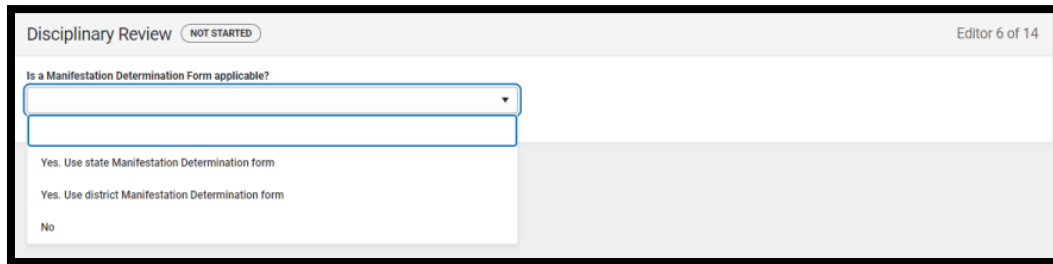
Rev. 4/16/2025

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

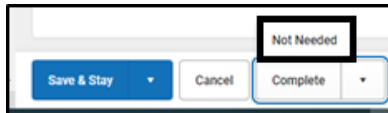
Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Editor: Disciplinary Review

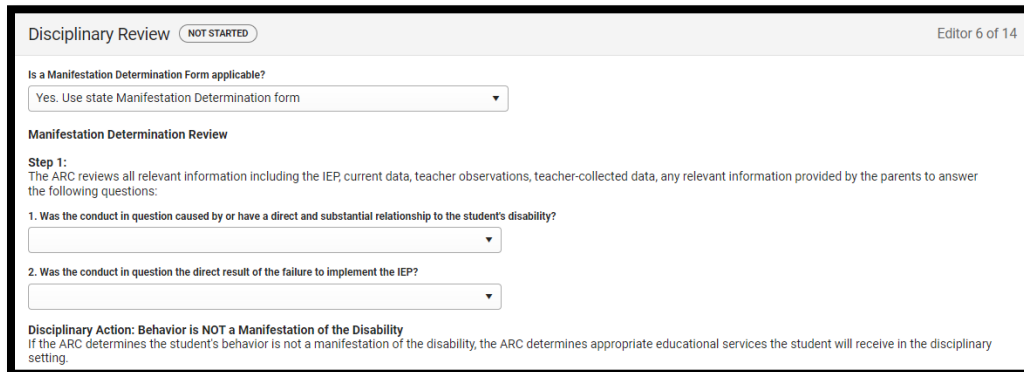


If the ARC is not discussing a Disciplinary Review, this form may be marked Not Needed.



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

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



Data Standard KY Conference Summary

Rev. 4/16/2025

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?

Date of FBA
month/day/year

Date of BIP
month/day/year

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.

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

Disciplinary Review NOT STARTED Editor 6 of 14

Is a Manifestation Determination Form applicable?
Yes. Use district Manifestation Determination form

See district Manifestation Determination Form.

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

Disciplinary Review NOT STARTED Editor 6 of 14

Is a Manifestation Determination Form applicable?
No

Notes

Note: The Save button MUST be clicked before proceeding.

Save & Next
Save
Save & Stay
Cancel Complete

Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Data Standard KY Conference Summary

Rev. 4/16/2025

Editor: IEP Developed/Reviewed/Revised

IEP Developed/Reviewed/Revised (NOT STARTED) Editor 7 of 14

Options/Actions Considered and Reasons for the Decisions:

Individual Education Program developed/reviewed/revised
A new IEP must be developed at least annually for continued eligibility

- An Individual Education Program has been developed, reviewed, or revised.
- An Individual Education Program has been reviewed and remains appropriate until Annual Review.
- An Individual Education Program has NOT been developed, reviewed, or revised.

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.

Save & Next
Save
Save & Stay Cancel Complete

Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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

Data Standard KY Conference Summary

Rev. 4/16/2025

The screenshot shows a web editor interface with the following sections:

- Reason Accepted/Rejected:** A text input field.
- Consideration of Potential Harmful Effects:** Two radio button options:
 - 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:** A large text area for describing the placement.
- Notes:** A text area for entering 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.

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.

The screenshot shows a save menu with the following options:

- Save & Next
- Save
- Save & Stay
- Cancel
- Complete

Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Data Standard KY Conference Summary

Rev. 4/16/2025

Editor: Notice of Graduation or Aging-Out

Notice of Graduation or Aging Out NOT STARTED Editor 9 of 14

Notice of Graduation or Aging Out
for students beginning at age 16 or younger if appropriate

The ARC anticipates the student will NOT require longer than 4 years of high school to graduate.
 The ARC anticipates the student will require longer than 4 years of high school to graduate.

Check all that apply:

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).
 Based on the student's birth date, the student will age-out and no longer be eligible for services on:

Date of Age-Out
month/day/year

Notes

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 aged 16, the ARC must document the student's graduation plan or date of reaching maximum age.

NOTE: If the student will age-out, the student's 21st birthdate must be entered in the Date of Age-Out field.

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.

Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

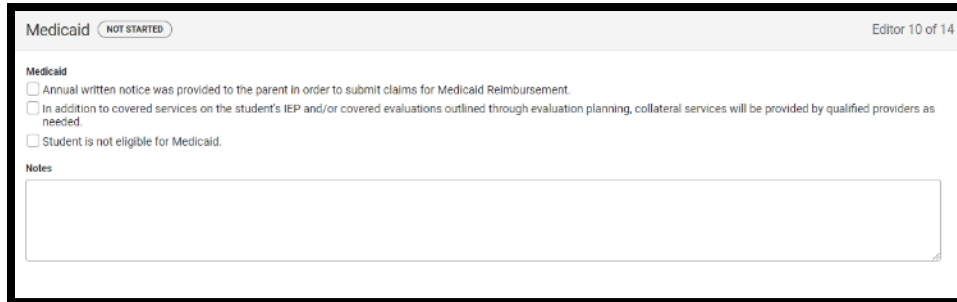
Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

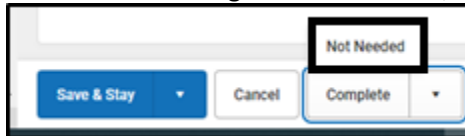
Data Standard KY Conference Summary

Rev. 4/16/2025

Editor: Medicaid



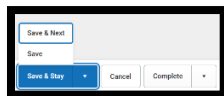
If student is not eligible for Medicaid, the ARC may select Not Needed.



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.



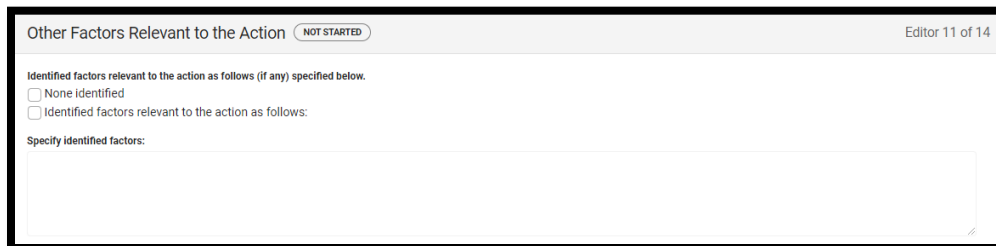
Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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.

Data Standard KY Conference Summary

Rev. 4/16/2025

Note: The Save button MUST be clicked before proceeding



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Editor: Initial Eval/Reevaluation Plan

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

A screenshot of a web application editor titled 'Initial Eval/Reevaluation Plan' with a 'NOT STARTED' status and 'Editor 12 of 14'. The main content area has a heading 'Indicate type of Evaluation plan *' followed by a dropdown menu. Below the dropdown are two radio button options: 'Initial Evaluation' and 'Reevaluation Plan'. To the right of the radio buttons is a text input field with a placeholder that says 'Enter specific disabilities by clicking again in the white area.' The 'Initial Evaluation' radio button is selected.

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.

Data Standard KY Conference Summary

Rev. 4/16/2025

Initial Eval/Reevaluation Plan NOT STARTED Editor 12 of 14

Indicate type of Evaluation plan *

Initial Evaluation

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

Description of Action(s):

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:

Other:

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

Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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.

Data Standard KY Conference Summary

Rev. 4/16/2025

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



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

Data Standard KY Conference Summary

Rev. 4/16/2025

Editor: Admissions and Release Committee Members

The screenshot shows a web form titled "Admissions and Release Committee Members". It contains a paragraph of text regarding procedural safeguards, a text input field for "Names of Student Representative(s)", a "Parent Participation" section with two checkboxes, and a "Date" field with a calendar icon.

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.

The screenshot shows a web form titled "Admissions and Release Committee Members Attendance Editor". It features a dropdown menu for "Committee Member Name", a text input field for "Role", and a "Link" button. Below these fields 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.

Data Standard KY Conference Summary

Rev. 4/16/2025



Save & Next: Saves the data in the editor and moves to the next editor.

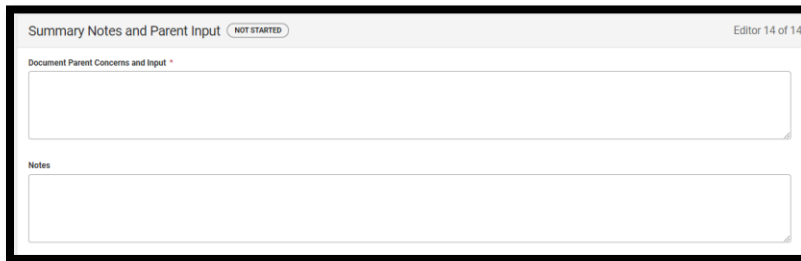
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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

A screenshot of a web editor interface titled 'Summary Notes and Parent Input'. The interface includes a 'NOT STARTED' status indicator and 'Editor 14 of 14'. It features 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.



Save & Next: Saves the data in the editor and moves to the next editor.

Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

Save & Stay: Saves the data in the editor and stays on the same editor.

Complete: If all the information is finalized, click the Complete button.

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

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

