

# INFINITE CAMPUS TEMPLATES

## KY EVALUATION FORM

Use this as a guidance to ensure all necessary information is recorded in the KY Evaluation form. You may need to make additions to this, depending on the nature of your meeting you may need to add additional information.

### TO PLAN AN INITIAL EVALUATION

#### 1<sup>st</sup> meeting:

Follow forms down to INITIAL ADMISSIONS AND RELEASE COMMITTEE MEMBERS.

#### 2<sup>nd</sup> meeting:

Use the same KY EVALUATION form that you started above.

Begin with MULTIDISCIPLINARY REPORT and work through the rest of the pages.

- On the page MULTI-DISCIPLINARY REPORT, you may choose “New Multi-Disciplinary Report” and then “Evaluation Report” for Report Discipline. Type “See Uploaded Multi-Disciplinary Report”

Be sure include the following points in the EVAL MEETING NOTES:

- BASIS FOR ARC DECISION- Be sure to list everything that was used to make your decision

Do not use the page in the form due to the fact that you used it during your first meeting.

You may skip the following pages since this meeting is for initial placement:

- REVIEW OF EXISTING DATA
- REEVALUATION SUMMARY
- EVALUATOR ASSESSMENTS

Be sure to give a copy of the terms/definition page at the ARC.

When printing forms at the end of the meeting, be sure to cross out the date of the first meeting that prints on the top of each page and write in the date of the second meeting on the correct forms- everything after INITIAL ADMISSIONS AND RELEASE COMMITTEE MEMBERS.

## **TO PLAN RE-EVALUATION AT ANNUAL ARC MEETING:**

### **1<sup>st</sup> meeting:**

Follow forms down to INITIAL ADMISSIONS AND RELEASE COMMITTEE MEMBERS.

You may skip the following forms since it is not an initial referral process:

- SUMMARY OF INTERVENTIONS
- -SUMMARY OF INTERVENTION DATA
- -MAJOR AREAS OF CONCERN
- -SCHOOL INFORMATION
- -PHYSICAL FUNCTIONING AND SUMMARY OF SUPPORT
- -DOCUMENTATION OF STUDENT PROGRESS
- -ARC DECISIONS (Do not select any point on this page but click "SAVE"- this allows you to lock it)

Be sure to include the following points in the INITIAL MEETING NOTES:

- ELIGIBILITY/CONTINUED ELIGIBILITY- Be sure to list the category and date last determined eligible
- IEP DEVELOPED/REVIEWED/REVISED
- PLACEMENT OPTIONS- Full-time general education, part-time general education/part-time special education, full-time special education –select which one and justify why that is appropriate and others are not
- DISCIPLINARY REVIEW- if necessary
- NOTICE OF GRADUATION OR AGING OUT- for students age 16 or younger if appropriate
- MEDICAID
- OTHER FACTORS

Do not use these pages that are farther down in the document due to the fact that you will need them at the next meeting.

### **2<sup>nd</sup> meeting:**

Use the same KY EVALUATION form that you started above.

Begin with MULTIDISCIPLINARY REPORT and work through the rest of the pages.

Be sure include the following points in the EVAL MEETING NOTES:

- BASIS FOR ARC DECISION- Be sure to list everything that was used to make your decision

Do not use the page in the form due to the fact that you used it during your first meeting.

- On the page MULTI-DISCIPLINARY REPORT, you may choose "New Multi-Disciplinary Report" and then "Evaluation Report" for Report Discipline. Type "See Uploaded Multi-Disciplinary Report"

- Do not use the CONSENT FOR SERVICES. Once you get consent, you always have it unless determined ineligible or parents revoke consent. Note: refer to school district policy when referring to consent for services.
- Be sure to give a copy of the terms/definition page at the ARC.

When printing forms at the end of the meeting, be sure to cross out the date of the first meeting that prints on the top of each page and write in the date of the second meeting on the correct forms- everything after INITIAL ADMISSIONS AND RELEASE COMMITTEE MEMBERS.

## WHEN A THIRD ARC IS NECESSARY:

This will usually be determined at the second meeting. At the second meeting, you will need to complete the KY EVALUATION form and lock it. You will then need to open up a new KY EVALUATION form and complete the necessary/relevant pages. You can review the information above to determine what editors you need.

**Example:** During the second ARC meeting, the committee determines more information is necessary to determine eligibility

- Complete the existing KY EVALUATION form, selecting the option on the relevant eligibility form that more information is needed.
- Lock existing KY EVALUATION form.
- Create new NOTICE OF CONFERENCE, with the purpose of planning for an evaluation (you may be able to have both meetings in the same day)
- Create a new KY EVALUATION form.
- Complete relevant pages, following the outline above. You may need to plan additional evaluations and obtain parent permission.
- At the fourth meeting, review evaluation results and determine eligibility.

There are a variety of ways this third and/or fourth meeting can be necessary. You will need to determine which editors are needed at each meeting.

## \*\*\* Helpful hints:

- Do not use Google Chrome... This will corrupt some of the files that you open.
- Do not use "Save and Continue", only use "Save"
- If you do not click on a screen, it will not print. This is a work around to the "do not print" checkmark
- The following pages are not required but will help with re-evaluation when using existing data and not doing a formal re-evaluation:
  - o REVIEW OF EXISTING DATA
  - o REEVALUATION SUMMARY

- EVALUATOR ASSESSMENTS