Data Standard KY Conference Summary
Rev. 7/3/2023

Overview

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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
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
Section A – KY Conference Summary

Classic View: Student Information | Special Ed | General | Documents
Search Term(s): 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
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.
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

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

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

**Note:** The Save button MUST be clicked before proceeding.
Editor: Parent/Guardian Information

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
Note: The Save button MUST be clicked before proceeding.
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. 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.
If district form is chosen, upload the district form. Staple the district form to the Conference Summary.

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

Note: The Save button MUST be clicked before proceeding.

Editor: IEP Developed/Reviewed/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.
Editor: Placement Options and Decisions

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**

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 21st 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.
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
Editor: Initial Eval/Reevaluation Plan

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

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

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

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.
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.

**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**

*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.

Once the Conference Summary is completed, select the Documents tab. Select the Conference Summary document and then select the Lock/Unlock to lock it.