Overview

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Office(s)
Office of Teaching and Learning

Revision history:
May 17, 2018
- Accessibility modifications added for 2018-19 school year
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.

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.

Campus path
Student Information / Special Ed / General / Documents
Section A – KY Conference Summary

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. **Data entry in this field is required.**

**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.
<table>
<thead>
<tr>
<th>BL OPTIONS/ACTIONS CONSIDERED AND REASONS FOR THE DECISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMARY NOTES</strong></td>
</tr>
<tr>
<td>Purpose of Meeting</td>
</tr>
<tr>
<td>• To discuss a referral for an individual evaluation</td>
</tr>
<tr>
<td>• To discuss results of an individual evaluation and develop an IEP if eligible</td>
</tr>
<tr>
<td>• To develop, review, and/or revise the student's IEP and make placement decisions</td>
</tr>
<tr>
<td>• To discuss post-secondary transition needs and/or services</td>
</tr>
<tr>
<td>• To determine reevaluation needs</td>
</tr>
<tr>
<td>• To discuss disciplinary action</td>
</tr>
<tr>
<td>• At your request to discuss: this is an example</td>
</tr>
<tr>
<td>• Other: enter text for Other</td>
</tr>
</tbody>
</table>

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
Editor: Student Demographics

ALWAYS click Refresh Student Information 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 and Eligibility Determination Date are 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: Basis for ARC Decisions and Parent Input

**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 & Parent Input

**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: __________

- [ ] Student Progress in Achieving IEP Goals

- [ ] Functional Vision/Learning Media Assessment
  - [ ] Orientation and Mobility Assessment
  - [ ] Braille Skills Inventory

- [ ] Vision Evaluation

- [ ] Referral Skills Inventory

- [ ] Educational History
  - [ ] Hearing Screening
  - [ ] Communication Screening
  - [ ] Cognitive Screening
  - [ ] Motor Screening

- [ ] Augmentative Comm. Assessment
  - [ ] Fluency Evaluation
  - [ ] Receptive Language Assessment
  - [ ] Speech Sound Production Assessment

- [ ] Hearing Evaluation

- [ ] Motor Abilities
  - [ ] Occupational Therapy Assessment
  - [ ] Perceptual Abilities Assessment

- [ ] Health/Medical Evaluation or Statement

- [ ] Physical Therapy Assessment

- [ ] Assistive Technology Evaluation

- [ ] Social/Cultural Factors
  - [ ] Behavior Rating Scales

- [ ] Social Competence Assessment (Emotional/Behavioral)
  - [ ] Behavioral Data/Logs

- [ ] Discipline Referral(s)
  - [ ] Functional Behavior Assessment (FBA)

- [ ] Behavior Observations
Document Parent Concerns and Input: Provide a summary of parent concerns or input (this is a scroll textbox with unlimited characters). **Data entry in this field is required.**

*Note:* This field will display in the printed Conference Summary.

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

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.

Note: The Save button MUST be clicked before proceeding.
If district form is chosen, upload and “Associate” the district form.

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

<table>
<thead>
<tr>
<th>Placement Options and Decisions: Based on the review of assessment data and the completed IEP, the ARC discussed the following placement option(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Placement Option Considered</strong></td>
</tr>
<tr>
<td>Full time general education environment (Participation only in the regular education environment, including classes with co-teaching)</td>
</tr>
<tr>
<td><strong>Accepted:</strong></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Reason Accepted/Rejected</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td><strong>Accepted:</strong></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Reason Accepted/Rejected</td>
</tr>
<tr>
<td>Full-time special education environment (Participation only in a special education environment; no participation with non-disabled peers for any part of school day)</td>
</tr>
<tr>
<td><strong>Accepted:</strong></td>
</tr>
<tr>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>Reason Accepted/Rejected</td>
</tr>
<tr>
<td><strong>Consideration of Potential Harmful Effects</strong></td>
</tr>
<tr>
<td>There are no potential harmful effects of the placement on the child or on the quality of services needed by the child.</td>
</tr>
<tr>
<td>Potential harmful effects identified and modifications to compensate are outlined below:</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

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.

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

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**Editor: Notice of Graduation or Aging-Out**

**Notice of Graduation or Aging Out:** Before a student is age 16, the ARC should 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.

![Save]  

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

**Editor: Medicaid**

[Image of Medicaid options]

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.

![Save]  

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

**Editor: Other Factors**

[Image of Other Factors options]

A selection in this editor is required. If “Identified factors relevant to the action” is selected, factors must be documented in the textbox.
Notes entered within this editor will be printed within the **Summary Notes** section under a header labeled **Other Factors**.

![Save]

**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”.

![Initial Eval/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 receiving special education services, 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 from the Referral data.

The ARC reviewed existing data as outlined in Section I, including but not limited to:
1. Evaluations and information provided by parents;
2. Current classroom-based assessments and observations; and
3. 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.

**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

Select New Team Meeting

Names of Student Representative(s): Enter the names of all attendees representing the student. *This is a required field.*

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: Enter name of attendee

Role: Enter role of attendee

Note: The Save button MUST be clicked before proceeding.

Editor: Summary 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.