

Data Standard KY Conference Summary

Rev. 7/1/2025

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:**Revision history:****July 1, 2025**

Updated for the new school year.

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

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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 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 use

Data are used to meet Federal Reporting Requirements under Sec. 618 of the IDEA:

- December 1 Child Count
- Special Education Exit Report

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- 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

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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.

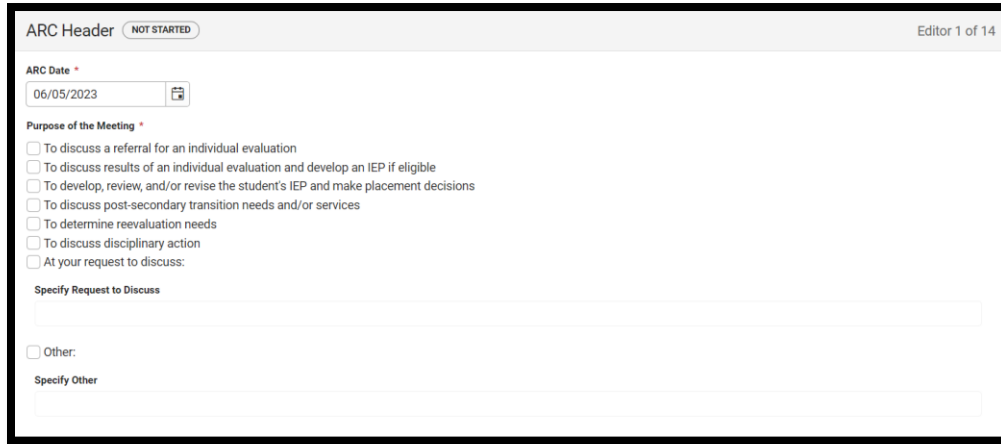
DOCUMENT SELECTED FOR CREATION: KY Conference Summary

Create Document Cancel

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Editor: ARC Header



The screenshot shows a web editor interface for the 'ARC Header' form. The form is titled 'ARC Header' with a 'NOT STARTED' status indicator. The editor is labeled 'Editor 1 of 14'. The form fields include: 'ARC Date' with a date picker showing '06/05/2023'; 'Purpose of the Meeting' with a list of checkboxes for various meeting purposes; 'Specify Request to Discuss' with a text input field; and 'Other' with a checkbox and a 'Specify Other' text input field.

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.

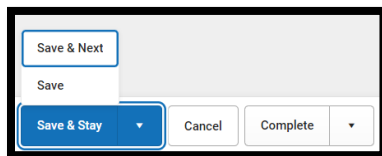
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III. OPTIONS/ACTIONS CONSIDERED AND REASONS FOR THE DECISIONS	
SUMMARY NOTES	
Purpose of Meeting	<ul style="list-style-type: none">• To discuss a referral for an individual evaluation• To discuss results of an individual evaluation and develop an IEP 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.

A screenshot of a save button menu. The menu is open, showing four options: 'Save & Next' (highlighted with a blue border), 'Save', 'Save & Stay' (with a dropdown arrow), and 'Cancel'. Below these are 'Complete' (with a dropdown arrow) and another 'Cancel' button.

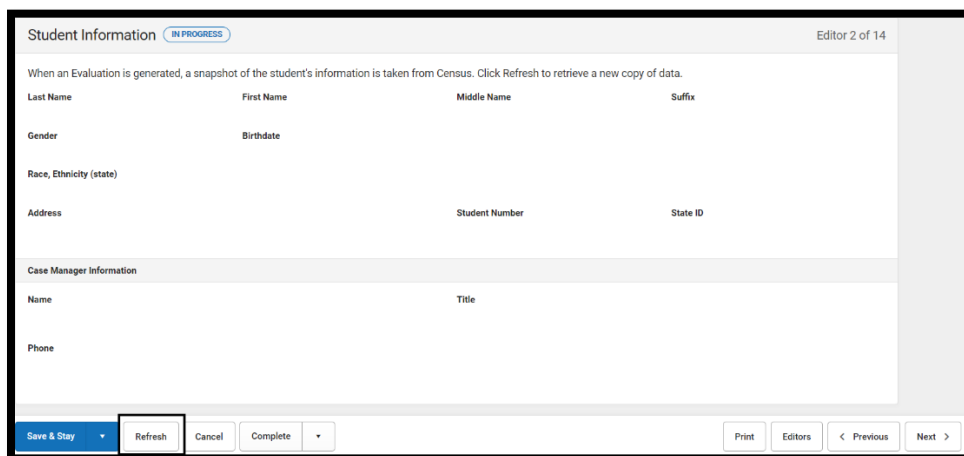
Save & Next: Saves the data in the editor and moves to the next editor.

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. The header shows 'Student Information' with a 'IN PROGRESS' status and 'Editor 2 of 14'. The main area contains a form with fields for: Last Name, First Name, Middle Name, Suffix, Gender, Birthdate, Race, Ethnicity (state), Address, Student Number, State ID, Case Manager Information (Name, Title, Phone). At the bottom, there is a 'Save & Stay' button with a dropdown, a 'Refresh' button, a 'Cancel' button, a 'Complete' button with a dropdown, a 'Print' button, an 'Editors' button, and '< Previous' and 'Next >' buttons.

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

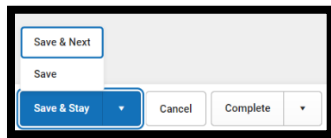


- Demographic information is retrieved from the Census area of Infinite Campus.
- Primary Disability is retrieved from the student's current, locked KY Evaluation/Eligibility Determination > Eligibility Determination editor.

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.



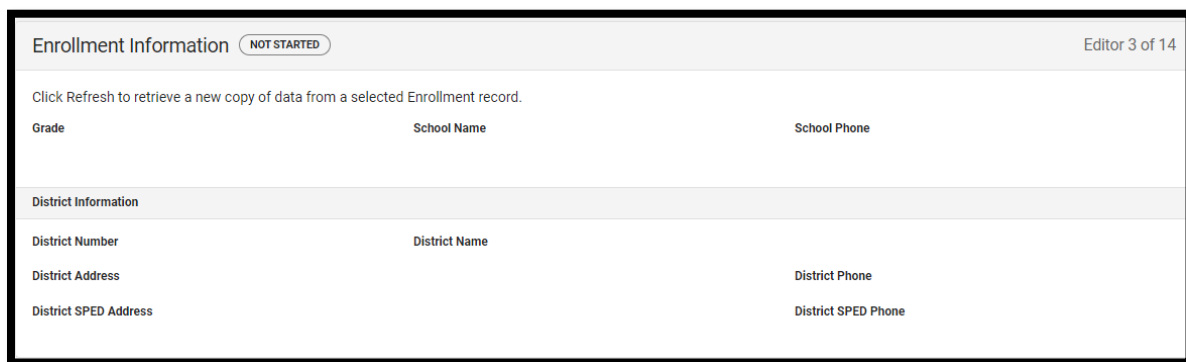
Save & Next: Saves the data in the editor and moves to the next editor.

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

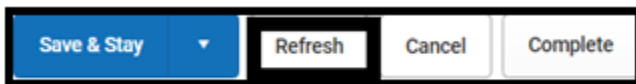
Save & Stay: Saves the data in the editor and stays on the same editor.

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

Editor: Enrollment Information



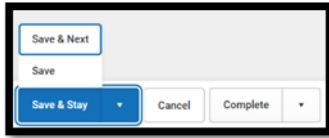
Always click the *Refresh* button to update Enrollment Information.



Note: The Save button MUST be clicked before proceeding.

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

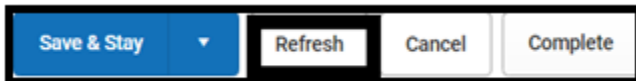
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

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

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

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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

☐ 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 & Next

Save

Save & Stay Cancel Complete

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

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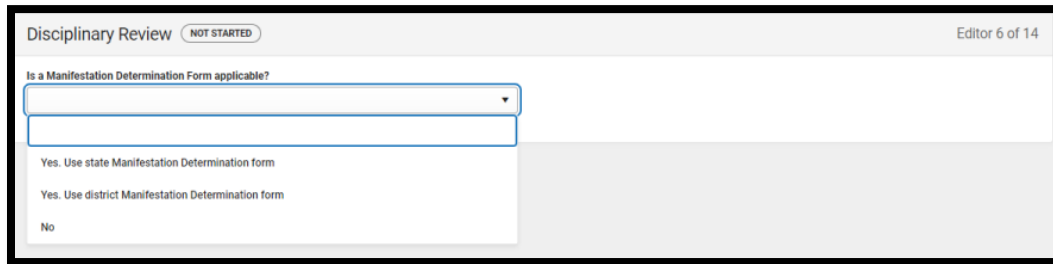
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Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

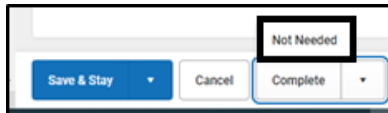
Save & Stay: Saves the data in the editor and stays on the same editor.

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

Editor: Disciplinary Review

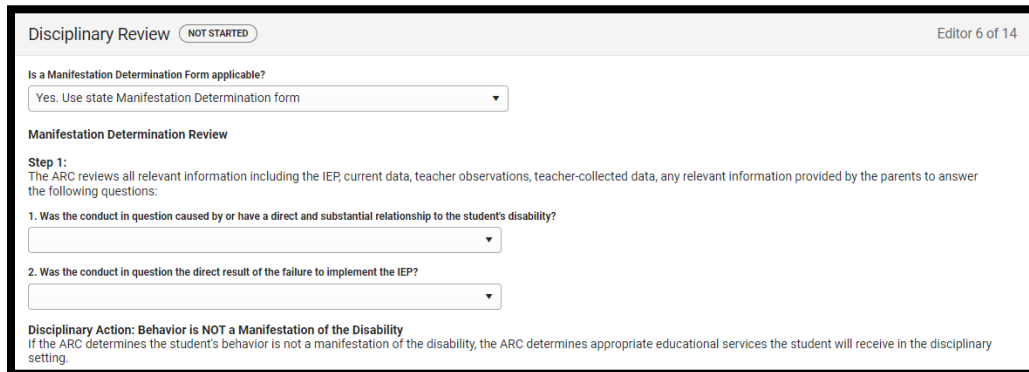


If the ARC is not discussing a Disciplinary Review, this form may be marked Not Needed.



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.



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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/revise 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

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.

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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.

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

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The screenshot shows a web-based editor interface. At the top is a text input field labeled "Reason Accepted/Rejected". Below this is a section titled "Consideration of Potential Harmful Effects" containing two checkboxes: "There are no potential harmful effects of the placement on the child or on the quality of services needed by the child." and "Potential harmful effects identified and modifications to compensate are outlined below:". Underneath the checkboxes is a large text area labeled "Describe". At the bottom is another large text area labeled "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 row of buttons: "Save & Next" (highlighted with a blue border), "Save", "Save & Stay" (with a dropdown arrow), "Cancel", "Complete", and another dropdown arrow.

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.

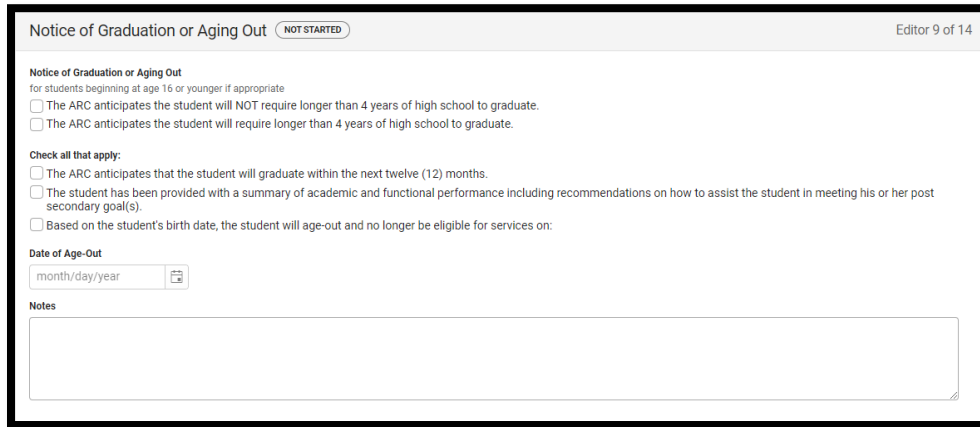
Save & Stay: Saves the data in the editor and stays on the same editor.

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

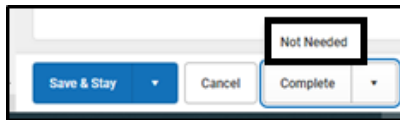
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Editor: Notice of Graduation or Aging-Out



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

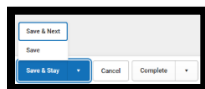


Notice of Graduation or Aging Out: Before a student is aged 16, the ARC must document the student's graduation plan or date of reaching maximum age.

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.

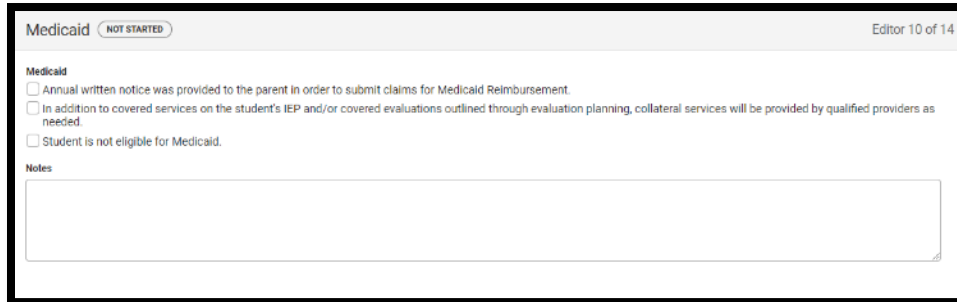
Save & Stay: Saves the data in the editor and stays on the same editor.

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

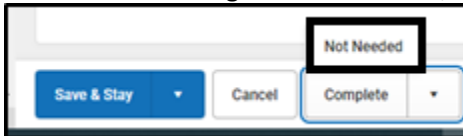
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Editor: Medicaid



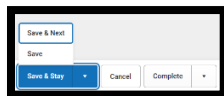
If student is not eligible for Medicaid, the ARC may select Not Needed.



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.



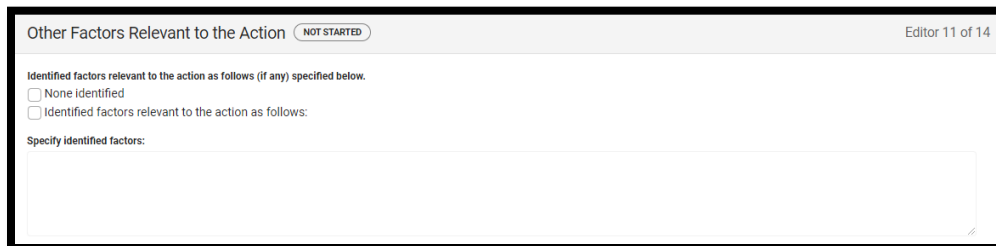
Save & Next: Saves the data in the editor and moves to the next editor.

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.

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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 interface titled 'Initial Eval/Reevaluation Plan' with a 'NOT STARTED' status indicator and 'Editor 12 of 14'. The main section is labeled 'Indicate type of Evaluation plan *'. It features a dropdown menu with 'Initial Evaluation' and 'Reevaluation Plan' as options. Below the dropdown, there is a text input field and a small instruction: 'Click on 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.

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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.

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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:

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.

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.

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Editor: Admissions and Release Committee Members

The screenshot shows a web form titled "Admissions and Release Committee Members". It contains a paragraph of text about 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.

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.

The screenshot shows a web form titled "Admissions and Release Committee Members Attendance Editor". It has a table with two columns: "Committee Member Name" and "Role". There is a "Link" button next to the "Role" column. An "Add" button is at the bottom left.

Admissions and Release Committee Members Attendance Editor

Committee Member Name	Role

Link

Add

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.

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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-based editor titled 'Summary Notes and Parent Input'. The editor is labeled 'Editor 14 of 14' and has a 'NOT STARTED' status. It contains two large text input areas: the top one is labeled 'Document Parent Concerns and Input' and the bottom one is labeled '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.

