## 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.

## Data Standard

**Reg sites, data use, etc.**

*The Kentucky Administrative Regulations*

## How is data used

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

## Noted Changes for current year

No significant changes from 2016-17 school year to 2017-18 school year.

## Available Ad-Hoc & 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
- **Student Information > Reports**
  - Caseload Summary Report
  - Testing Accommodations (KY)

## Available Training

*Additional resources can be found on the following webpage:*

*Special Education Resources for Using Infinite Campus (IC)*
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KY Conference Summary
Campus Path: Student Information > Special Ed > General > 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

Create New Document Wizard
Please select one of the following documents:

- [x] 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
**ARC Header**

<table>
<thead>
<tr>
<th>ARC Header</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>ARC Date</em></td>
</tr>
<tr>
<td>05/25/2016</td>
</tr>
</tbody>
</table>

**Purpose of the Meeting**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>To discuss a referral for an individual evaluation</td>
<td></td>
</tr>
<tr>
<td>To discuss results of an individual evaluation and develop an IEP if</td>
<td>eligible</td>
</tr>
<tr>
<td>the student's IEP and make placement decisions</td>
<td></td>
</tr>
<tr>
<td>To discuss post-secondary transition needs and/or services</td>
<td></td>
</tr>
<tr>
<td>To determine reevaluation needs</td>
<td></td>
</tr>
<tr>
<td>To discuss disciplinary action</td>
<td></td>
</tr>
<tr>
<td>At your request to discuss:</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

**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.

*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 Demographics

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student1-1</td>
<td>New</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Race, Ethnicity</th>
<th>Gender</th>
<th>Birthdate</th>
</tr>
</thead>
<tbody>
<tr>
<td>6: White</td>
<td>M</td>
<td>07/01/2001</td>
</tr>
</tbody>
</table>

**School Name**: Knox Central High School  
**School Phone**: (555)230-5933  
**Student Number**: 2120608244  
**Grade**: 09

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.

![Save](Image)

**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

<table>
<thead>
<tr>
<th>Basis for ARC Decisions &amp; Parent Input</th>
<th>DESCRIPTION OF EACH EVALUATION PROCEDURE, TEST, RECORD, OR REPORT USED AS BASIS FOR THE ARC DECISIONS. The following items were considered.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Assessment Report Date:</td>
<td>XXXX</td>
</tr>
<tr>
<td>Student Progress in Achieving IEP Goals</td>
<td>XXXX</td>
</tr>
<tr>
<td>Functional Vision/Learning Media</td>
<td>Vision Evaluation</td>
</tr>
<tr>
<td>Assessment</td>
<td>Braille Skills Inventory</td>
</tr>
<tr>
<td>Orientation and Mobility Assessment</td>
<td>XXXX</td>
</tr>
<tr>
<td>Intervention Data</td>
<td>Referral</td>
</tr>
<tr>
<td>Developmental History</td>
<td>Educational History</td>
</tr>
<tr>
<td>Vision Screening</td>
<td>Hearing Screening</td>
</tr>
<tr>
<td>Health Screening</td>
<td>Communication Screening</td>
</tr>
<tr>
<td>Academic Performance Screening</td>
<td>Cognitive Screening</td>
</tr>
<tr>
<td>Social/Emotional Competence Screening</td>
<td>Motor Screening</td>
</tr>
<tr>
<td>Voice Evaluation</td>
<td>Augmentative Comm. Assessment</td>
</tr>
<tr>
<td>Oral Mechanism Evaluation</td>
<td>Fluency Evaluation</td>
</tr>
<tr>
<td>Communication Assessment</td>
<td>Receptive Language Assessment</td>
</tr>
<tr>
<td>Expressive Language Assessment</td>
<td>Speech Sound Production Assessment</td>
</tr>
<tr>
<td>Hearing Evaluation</td>
<td>XXXX</td>
</tr>
<tr>
<td>Health/Medical Evaluation or Statement</td>
<td>Motor Abilities</td>
</tr>
<tr>
<td>Physical Therapy Assessment</td>
<td>Occupational Therapy Assessment</td>
</tr>
<tr>
<td>Assistive Technology Evaluation</td>
<td>Perceptual Abilities Assessment</td>
</tr>
<tr>
<td>Social/Cultural Factors</td>
<td>XXXX</td>
</tr>
<tr>
<td>Behavior Rating Scales</td>
<td>Adaptive Behavior Scale</td>
</tr>
<tr>
<td>Discipline Referral(s)</td>
<td>Social Competence Assessment (Emotional/Behavioral)</td>
</tr>
<tr>
<td>Functional Behavior Assessment (FBA)</td>
<td>Behavioral Data/Logs</td>
</tr>
<tr>
<td>Behavior Observations</td>
<td>XXXX</td>
</tr>
</tbody>
</table>
**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.

**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:

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.
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.

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

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

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.

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 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.

If the ARC determines additional data are not needed for a reevaluation, the ARC documents the review of existing data (include all):

1. Evaluations and information provided by the parents (if available)
2. Minimum of two classroom-based observations (minimum of one formal observation required for SLD only) by teachers and related services providers;
3. One or more of the following:
   a. Current classroom-based assessment data
   b. Local assessment data
   c. State assessment data

Current progress monitoring of IEP goals are used to determine whether the student’s educational performance continues to be significantly and consistently below the level of similar age peers.

“Current data is sufficient” must not be selected when a new disability is suspected or if the ARC is adding an area of a current disability. (Example: Student currently meets eligibility for reading comprehension, but is now being tested for math computation.)

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

Notes entered within each previous editor will be displayed in the Summary Notes section of the Conference Summary under the editor heading, in the order they were entered.

Note: The Save button MUST be clicked before proceeding.

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