

# Data Standard KY Consent for Evaluation

Rev. 5/1/2020

## Overview

**Standard prepared by:**

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**Office(s)**

Office of Special Education and Early Learning

**Revision history:**

May 17, 2018

- Accessibility modifications added for 2018-19 school year.

May 1, 2020

- Updated links
- Added QA SPED report
- Added a statement regarding students moving in from out of state. “These students will be subject to the 60-day timeline for Indicator 11.”

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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 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
- Special Education Behavior/Safe Schools Report
- Consolidated Coordinated Early Intervening Services (CCEIS)
- Annual Determinations
- State Performance Plan/Annual Performance Report (SPP/APR)

## 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

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### Section A – KY Consent for Evaluation

The KY Consent for Evaluation document is one of the lockable editor-based documents.

To create a KY Consent for Evaluation:

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 Consent for Evaluation
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.*

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**DOCUMENT SELECTED FOR CREATION: KY Consent for Evaluation**

## Data Standard KY Consent for Evaluation

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### Editor: Consent Header

**ARC Date:** This is the initial date the ARC met to plan the evaluation or reevaluation. **This field is required.**

**\*NOTE:** When an additional disability category is being considered for students receiving services for Speech/Language Impairment (SLI), a reevaluation for speech must be conducted. If the student is determined eligible in the new category, speech/language will become a related service.

**\*NOTE:** If a student transfers from out of state, the evaluation type must be “*Initial Evaluation*”. These students will be subject to the 60-day timeline for Indicator 11.

**Date of Consent for Initial Evaluation:** This is the date the Consent to Evaluate/Reevaluate form was signed by the parents to conduct an Initial Evaluation. This is the start of the 60 school day period for evaluation. **This must be populated for the record to be identified in the SpEd\_Evaluation\_Detail report for Indicator 11.**

**Date of Consent for Reevaluation:** This is the date the Consent to Evaluate/Reevaluate form was signed by the parents to conduct the Reevaluation.

**Date of Revocation of Consent for Evaluation:** This is the date the parent revokes consent for evaluation. When a date is entered, this will auto-populate to the bottom of the Consent Form.

**Reason for Revocation of Consent for Evaluation:** Enter the parent/guardian reason for revoking consent to evaluate. This text field will print to the bottom of the Consent Form.



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



# Data Standard KY Consent for Evaluation

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## Editor: Student Demographics

 Save  Print

Evaluation Outline
Consent Header
<b>Student Demographics</b>
Consent to Evaluate/Reevaluate Parental Consent

### Student Demographics

Note: At the point the plan is generated, a snapshot of the student data is taken. To get a fresh copy, click the button below.

Last Name	First Name	Middle Name	Suffix
SAMPLE	STUDENT	ONE	
Race, Ethnicity	Gender	Birthdate	
6 : White	F	07/01/2009	

Student Address: 123 MAIN STREET, ANYWHERE, KY 40000

Primary Mode of Communication of the Student:

School Name	School Phone	Student Number	Grade
SAMPLE SCHOOL	(859)123-4567	123456789	01

Primary Disability, if currently identified

**Primary Mode of Communication of the Student:** This is the only editable field in this editor. Select the student's preferred language.



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

 Save

# Data Standard KY Consent for Evaluation

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## Editor: Consent to Evaluate/Reevaluate

 Save  Print

**Consent Outline**

- Consent Header
- Student Demographics
- Consent to Evaluate/Reevaluate**
- Parental Consent

**Consent to Evaluate/Reevaluate**

**Suspected Disability: (Select all suspected disabilities)**

Select disability area(s) for 'Developmental Delay':

Select disability area(s) for 'Specific Learning Disability':

Select disability area(s) for 'Speech or Language Impairment':

**Consent to Evaluate/Reevaluate**

**Suspected Disability: (Select all suspected disabilities)**

- Autism
- Deaf-Blindness
- Developmental Delay
- Emotional-Behavioral Disability
- Functional Mental Disability
- Hearing Impairment
- Mild Mental Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment
- Traumatic Brain Injury
- Visual Impairment
- No Disability Suspected

Health, Vision, Hearing, and Motor Abilities

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Medical / Health Evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vision Exam
<input type="checkbox"/>	<input type="checkbox"/>	Functional Vision / Learning	<input type="checkbox"/>	<input type="checkbox"/>	Orientation and Mobility

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If Multiple Disabilities are suspected, select “*Multiple Disabilities*” as well as the specific underlying disability categories.

The screenshot shows a web form titled "Consent to Evaluate/Reevaluate". Under the heading "Suspected Disability: (Select all suspected disabilities)", there is a dropdown menu. The menu is open, showing a list of options: "Multiple Disabilities", "Visual Impairment", "Orthopedic Impairment", "Autism", "Deaf-Blindness", "Developmental Delay", "Emotional-Behavioral Disability", "Functional Mental Disability", "Hearing Impairment", "Mild Mental Disability", "Other Health Impairment", "Specific Learning Disability", "Speech or Language Impairment", "Traumatic Brain Injury", and "No Disability Suspected". The "Autism" option is currently selected and highlighted in blue. To the right of the dropdown, there are labels for "Developmental Delay:", "Specific Learning Disability:", "Hearing Impairment:", and "Health, Vision, Hearing, and Motor Abilities". At the bottom, there are checkboxes for "X E" and "X E".

Select disability area(s) for ‘Developmental Delay’: If Suspected Disability is “*Developmental Delay*”, select all areas that are suspected.

The screenshot shows the same "Consent to Evaluate/Reevaluate" form. Under the heading "Suspected Disability: (Select all suspected disabilities)", the dropdown menu is set to "Developmental Delay". Below this, there is a section titled "Select disability area(s) for 'Developmental Delay':" with a dropdown menu. The menu is open, showing a list of options: "Cognition", "Motor development", "Self-help/adaptive behavior", "Communication", and "Social-emotional development". The "Cognition" option is currently selected and highlighted in blue. To the right of the dropdown, there are labels for "Specific Learning Disability:", "Speech or Language Impairment:", "HEALTH OR REEVALUATION),", "addressed within the multidisciplinary", and "the educational records of". Below these labels, there are checkboxes for "X E" and "X E". At the bottom, there are checkboxes for "Medical / Health Evaluation" and "Vis".



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Select disability area(s) for ‘Specific Learning Disability’: If Suspected Disability is “*Specific Learning Disability*”, select all areas that are suspected.

**Consent to Evaluate/Reevaluate**  
**Suspected Disability: (Select all suspected disabilities)**

Specific Learning Disability

Select disability area(s) for 'Developmental Delay':

Select disability area(s) for 'Specific Learning Disability':

- Oral Expression
- Written Expression
- Reading Fluency Skills
- Mathematics Calculation
- Listening Comprehension
- Basic Reading Skills
- Reading Comprehension
- Mathematics Reasoning

Speech or Language Impairment

INITIAL OR REEVALUATION  
addressed within the next 12 months  
within the educational record

and Motor Abilities

	X	E
Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
/ Learning	<input type="checkbox"/>	<input type="checkbox"/>

Media Assessment

Braille Skills Inventory

**Consent to Evaluate/Reevaluate**  
**Suspected Disability: (Select all suspected disabilities)**

Speech or Language Impairment

Select disability area(s) for 'Developmental Delay':

Select disability area(s) for 'Specific Learning Disability':

Select disability area(s) for 'Speech or Language Impairment':

- Speech Sound Production and Use
- Language Fluency
- Voice

OR REEVALUATION  
addressed within the next 12 months  
educational record

abilities

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**FOR EACH EVALUATION (INITIAL OR REEVALUATION), mark 'X' for the assessment components determined to be addressed within the multidisciplinary assessment. Mark 'E' if the assessment exists within the educational records of the student and will be considered.**

FOR EACH EVALUATION (INITIAL OR REEVALUATION), mark 'X' for the assessment components determined to be addressed within the multidisciplinary assessment. Mark 'E' if the assessment exists within the educational records of the student and will be considered.

Health, Vision, Hearing, and Motor Abilities			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Medical / Health Evaluation	<input type="checkbox"/>	Vision Exam
<input type="checkbox"/>	Functional Vision / Learning Media Assessment	<input type="checkbox"/>	Orientation and Mobility
<input type="checkbox"/>	Braille Skills Inventory	<input type="checkbox"/>	Hearing
<input type="checkbox"/>	Fine Motor	<input type="checkbox"/>	Gross Motor
<input type="checkbox"/>	Occupational Therapy	<input type="checkbox"/>	Physical Therapy
<input type="checkbox"/>	Behavior Observation	<input type="checkbox"/>	Assistive Technology
<input type="checkbox"/>	Other:	<input type="text"/>	
Academic Performance			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Basic Reading	<input type="checkbox"/>	Reading Comprehension
<input type="checkbox"/>	Reading Fluency	<input type="checkbox"/>	Math Calculation
<input type="checkbox"/>	Math Reasoning	<input type="checkbox"/>	Oral Expression
<input type="checkbox"/>	Listening Comprehension	<input type="checkbox"/>	Written Expression
<input type="checkbox"/>	Performance Based Tests	<input type="checkbox"/>	Criterion Referenced Tests
<input type="checkbox"/>	Curriculum Based Tests	<input type="checkbox"/>	Norm-Referenced Tests
<input type="checkbox"/>	Behavior Observation	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Specify Areas:	<input type="text"/>	
General Intelligence			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Cognitive / Intellectual Assessment (aptitude and mental processing)	<input type="checkbox"/>	Behavior Observation
<input type="checkbox"/>	Other:	<input type="text"/>	
Social and Emotional Status			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Adaptive Behavior / Self-Help	<input type="checkbox"/>	Behavior Observation
<input type="checkbox"/>	Behavior Rating Scale	<input type="checkbox"/>	Functional Behavioral Assessment
<input type="checkbox"/>	Other:	<input type="text"/>	
Communication Status			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Receptive Language	<input type="checkbox"/>	Expressive Language
<input type="checkbox"/>	Speech Sound Production	<input type="checkbox"/>	Voice
<input type="checkbox"/>	Fluency	<input type="checkbox"/>	Oral Mechanism
<input type="checkbox"/>	Hearing	<input type="checkbox"/>	Behavior Observation
<input type="checkbox"/>	Augmentative Communication	<input type="checkbox"/>	Other:
		<input type="text"/>	
Vocational Evaluation / Transition Needs			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vocational Aptitude	<input type="checkbox"/>	Interest Inventory
<input type="checkbox"/>	Learning Style	<input type="checkbox"/>	Behavior Observations
<input type="checkbox"/>	Other:	<input type="text"/>	
Other:			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Social and Developmental History	<input type="checkbox"/>	IEP Progress Data
<input type="checkbox"/>	RTI Data	<input type="checkbox"/>	State Assessment Data
<input type="checkbox"/>	Developmental Assessment	<input type="checkbox"/>	Specify:
		<input type="text"/>	

List the recommendations for student needs (e.g., glasses, hearing aids), any modifications/adaptations of evaluation instruments, procedures, or settings to be used for the evaluation (i.e., native language, mode of communication, cultural factors).

List existing reports/assessment data, which will be used as part of the multi-disciplinary assessment.

**List the recommendations for student needs (e.g., glasses, hearing aids), any modifications/adaptations of evaluation instruments, procedures, or settings to be used for the evaluation (i.e. native language, mode of communication, cultural factors).**

**List existing reports/assessment data, which will be used as part of the multi-disciplinary assessment.**

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



# Data Standard KY Consent for Evaluation

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## Editor: Parental Consent

<b>Consent Outline</b>
Consent Header
Student Demographics
Consent to Evaluate/Reevaluate
<b>Parental Consent</b>

<b>Parental Consent</b>
<b>Parental Consent</b>
The parent agrees for evaluation in each of the ARC selected area(s) for assessment indicated on the Consent to Evaluate/Reevaluate editor.
<input type="checkbox"/> Yes, I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above.
<input type="checkbox"/> For Reevaluation purposes, I acknowledge that there is no additional data needed to determine that my child/student continues to be a child/student with an educational disability. I have been informed of the reasons no additional data is needed. I understand that I may request further assessment should I feel it is needed.
<input type="checkbox"/> No, I understand the above information and do not give my consent.

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



Once the KY Consent to Evaluate is completed, select the Documents tab.

