Data Standard KY Evaluation/Eligibility Determination
Rev. 7/1/2025

Overview

Standard prepared by:

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Data steward(s)

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Office(s)

Office of Special Education and Early Learning

Revision history:

July 1. 2025
Updated for the new school year.

April 16, 2025
Updated formatting, links, and clarification of steps.

August 19, 2024
Updated related ad hoc filters and reports
Updated KY Evaluation/Eligibility Determination instructions

July 1, 2024
Updated for the 2024-25 school year

July 3, 2023
Updated Campus Path to Classic View
Added Search Terms
Updated The Kentucky Administrative Regulations Link
Updated Special Education Resources for Using Infinite Campus (IC) Link
Updated screenshots with the new look in IC

March 7, 2023
Updated Visuals

April 7, 2023
Updated Visuals

November 03, 2022
Updated Visuals
Added Document Upload Procedure

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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
- 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
    - IDEA Dec 1 Federal Submission Validation report
    - SpEd_Evaluation_Detail
- KY State Reporting | KDE Reports
    - 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 Evaluation/Eligibility Determination

The KY Evaluation/Eligibility Determination document is one of the lockable editor-based documents. Only the most recently locked KY Evaluation/Eligibility Determination and the most recently locked IEP will transfer as locked, <u>editor-based</u> documents. All other locked documents will transfer as PDF documents.

To create a KY Evaluation/Eligibility Determination:
1. Navigate to Student Information | Special Ed | Special Ed Documents
    or Tool Search 'Special Ed Documents'
2. Click the New Document Button
3. Select Create New Conference Summary/Evaluation
4. Select KY Evaluation/Eligibility Determination
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 Custom Form:**
Notices, checklists, and supplemental forms

☐ **Create KY Summary Report:**
Overview of Special Education services including service-related dates.

DOCUMENT SELECTED FOR CREATION: KY Evaluation/Eligibility Determination

[Create Document] [Cancel]

Editor: Evaluation/Eligibility Outline

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

Select Evaluation Type: "*Initial Evaluation*", "*Reevaluation*", or *"Transferred"*. If the student is not currently receiving special education services in Kentucky, choose "*Initial Evaluation*". If the student is receiving special education services, choose "*Reevaluation*", even if the student is being evaluated for a separate or different disability. If the student has transferred from another district within the state of Kentucky, choose *"Transferred."* **This field is required.**

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

*NOTE: When an additional disability category is being considered for students receiving services for Speech/Language Impairment (SLI), a reevaluation 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*". The only exception to this is if the student was previously evaluated in the same district within the same school year and no changes were made to the student's determination in the previous state.

Date of Consent/Denial for Services:
- Date the parent signs the Consent for Special Education and Related Services Form, OR
- Date the student was found eligible but parent refused services, OR
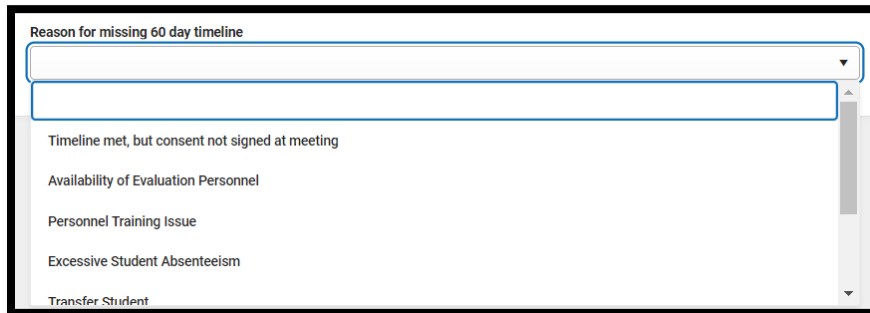
- Date the ARC met to determine the student was not eligible.
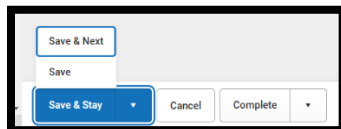
*NOTE: If a student is determined not eligible for special education services, put the date the ARC met to determine the student is not eligible. **This will pull to the SpEd_Evaluation_Detail report for Indicator 11.**

Reason for missing 60 day timeline: If the Date of Consent for <u>Initial</u> Evaluation is greater than 60 school days from the date of the Consent for Services then a reason for missing the 60 day timeline must be selected.

Note: The Save button MUST be clicked before proceeding.
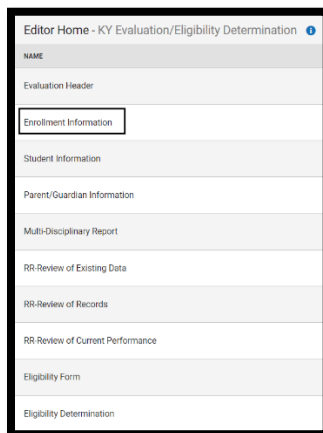
Save & Next: Saves the data in the editor and moves to the next editor.
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
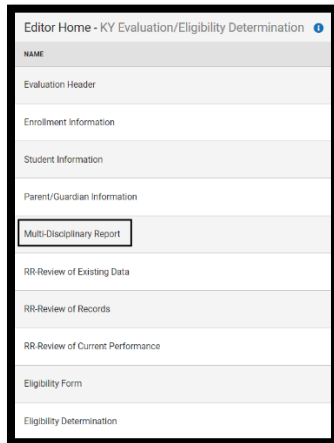*Save & Stay:* Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.

Editor: Enrollment Information

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

Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

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: Student Information

Refresh Student Information: Click **Refresh Student Information** to populate the fields with current information. **This is required.**

Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

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 & 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.
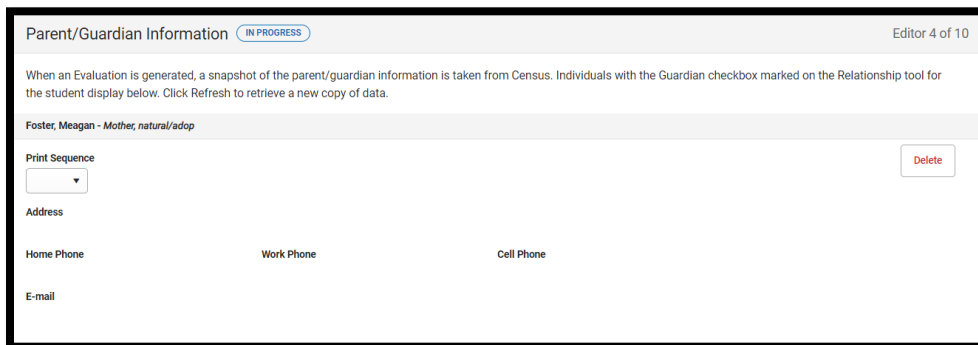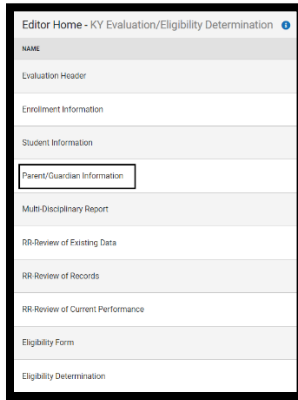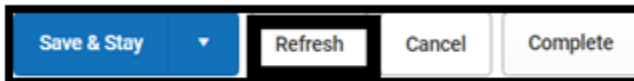
Save & Stay: Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.

Editor: Parent/Guardian Information
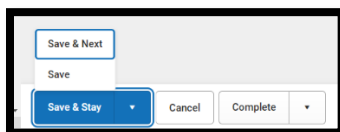
Always click the *Refresh* button to update Parent/Guardian Information.

Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

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.
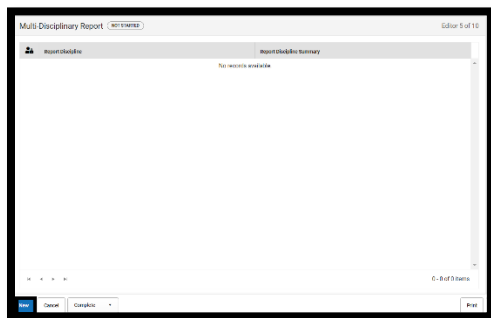
Editor: Multi-Disciplinary Report

Click on **New**

A Note field will appear with a Report Discipline drop box. Choose the appropriate multi-disciplinary report.
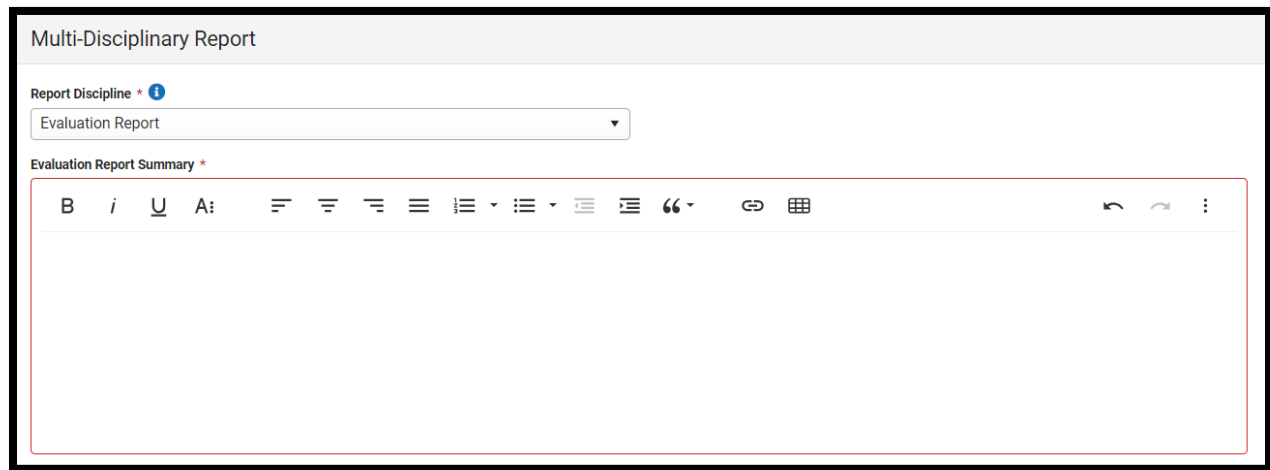
*NOTE: After selecting the Report Discipline, type or copy and paste the report into the field, or type "*See Uploaded Report titled 'Report Name'*" where '*Report Name*' is the name of the report. Include the

date of the report. Then upload and "Staple" the report to the Evaluation/Eligibility Determination document.

As each section of the report is saved, it will move to the top and no longer appear in the drop-down list.

Note: The *Save* (not *Save & New* or *Save & Next*) button MUST be clicked before proceeding.

Additional reports may be created. Each goal will appear in the **Multi-Disciplinary Report** list as it is created and saved.
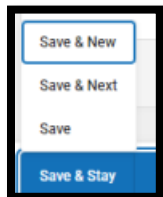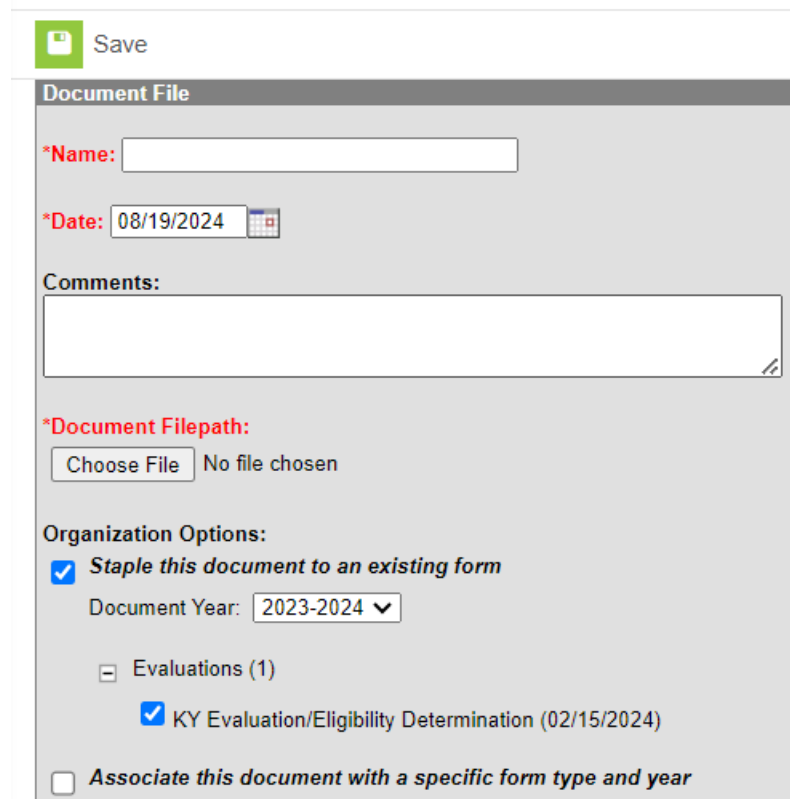
NOTE: To upload a Multi-Disciplinary Report:
1. Navigate to **Student Information | Special Ed | Special Ed Documents**
2. Click the Upload Document Button

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Type the Name of the Report. This is required.

Enter the date of the Report. This is required.

Select the "Choose File" button to attach the report document.

Select "Staple this document to the existing form" and select the KY Evaluation/Eligibility Determination form. Check Evaluation and click Save.
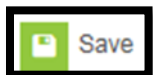
*Note: The editor will not save unless the Document file path is attached.

Editor: RR-Review of Existing Data
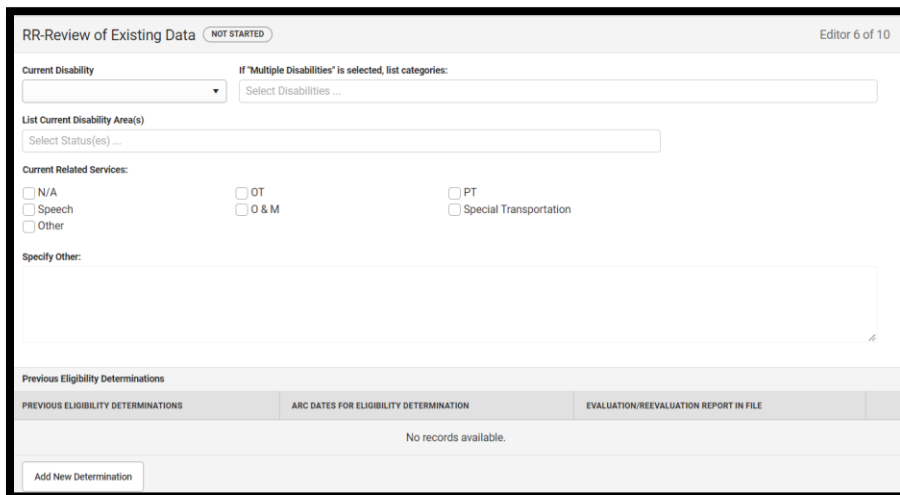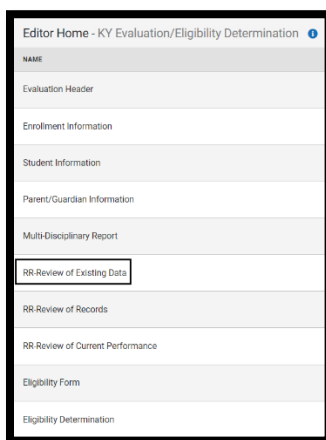
RR refers to Record Review
This is required only if this is a reevaluation and the ARC does not request additional data, not an initial evaluation.

If the ARC determines additional data is not needed for a reevaluation, the ARC must document the review of existing data (include all 4):

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1. Evaluations and information provided by the parents (if available)
2. Minimum of two classroom-based observations (or minimum of one for SLD only) by teachers and related services providers
3. One or more of the following:
   o Current classroom-based assessment data
   o Local assessment data
   o State assessment data
4. Current progress monitoring of IEP goals to determine whether the child's educational performance continues to be significantly and consistently below the level of similar age peers. (707 KAR 1:300, Section 4)

Current Disability:
Select the student's current disability.

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If "*Multiple Disabilities*" is selected, also select all underlying disabilities.

If "*Developmental Delay*" is selected, choose the areas of current disability.
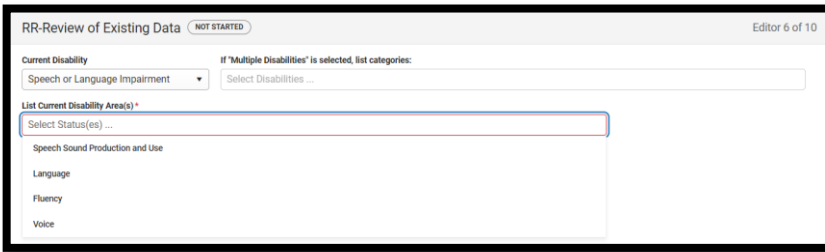
If "*Specific Learning Disability*" is selected, choose the areas of current disability.

If "*Speech or Language Impairment*" is selected, choose the areas of current disability.
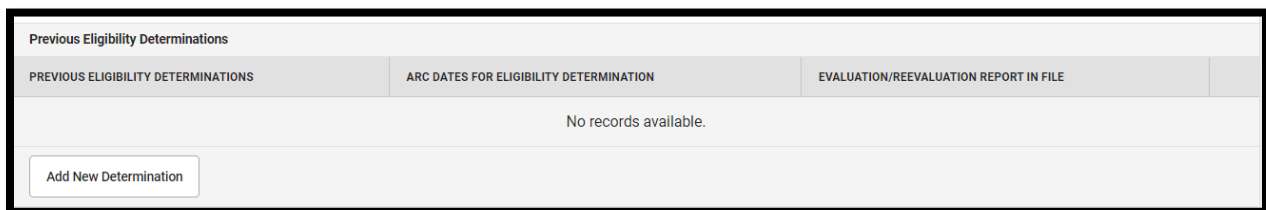
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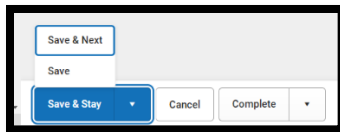
Current Related Services: Select all that apply.

Previous Eligibility Determinations: List any previous eligibility information, along with the ARC dates for eligibility determination, and whether the evaluation/reevaluation report is in the file.

*NOTE: Be specific about which existing records were reviewed.
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.
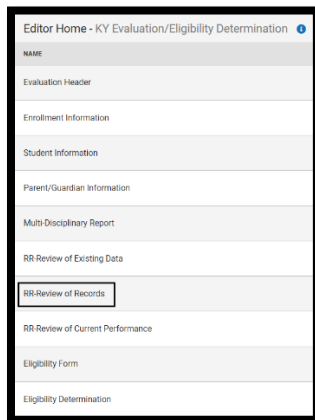
Editor: RR-Review of Records

RR refers to Record Review
This is required only if this is a reevaluation and the ARC does not request additional data, not an initial evaluation.

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If doing a reevaluation, click the **New**

Select an **Assessment Area** and complete the information.

Once an Assessment Area is chosen, it will populate in the box at the top and be removed from the drop list. Then another Assessment Area may be chosen by clicking **New Reevaluation Summary.**

Note: The *Save* (not *Save & Next*) button MUST be clicked before proceeding.

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

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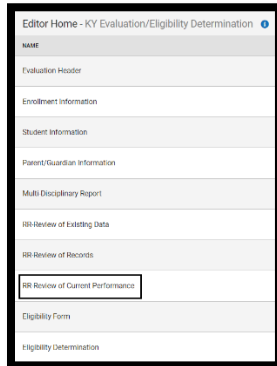
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.
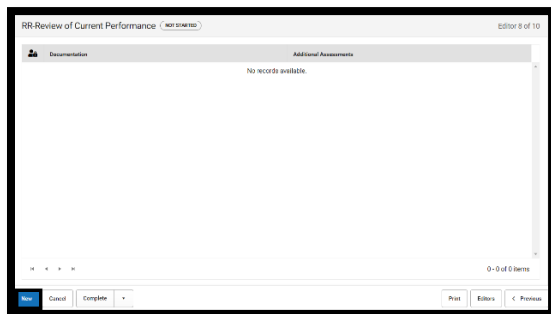
Editor: RR-Review of Current Performance

RR refers to Record Review

Click the **New**

Select the appropriate category from the **Documentation** drop-down box.

Enter appropriate data and summaries for each item. Enter ARC determination for additional assessment. **Be sure to click the Save (not Save & Stay or Save & Next) button after each type of documentation.**

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: Each Documentation category has its own drop-down box. Select as many items as apply from these drop-downs. (See the next page for listings for each Documentation category.)

Please specify in the textbox provided if "*Other Specify*:" is selected.

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Documentation Categories:

Academic Performance

Health, Vision, Hearing, Motor Abilities

Social and Emotional Status

General Intelligence

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Transition Needs

Editor: Eligibility Form

Click the **New**

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Eligible Disability: Select the appropriate disability.

Determination: Determine whether this is an initial determination or a re-determination.
When a disability is selected, the corresponding eligibility form will appear for data entry. Each disability form criterion is shown in the appropriate sections above.

*NOTE: If the student is being evaluated for a new or different category, this will be an initial determination, even if it was a re-evaluation for special education in general.

*NOTE: For Multiple Disabilities, complete a form for Multiple Disabilities as well as a form for each of the underlying disabilities.

In addition to the eligibility criteria for the specific disability, be sure to include the following information at the bottom of each form:
- **Supporting Documentation:** Enter all supporting documentation. Use multiple data sources.
- **The ARC used the interpretation of the evaluation data documented above to determine the eligibility criteria:** Select the appropriate checkbox. If any previous items were determined Insufficient, select "Evaluation Data was insufficient to determine eligibility…" and list remaining data to be collected.
- **The ARC will reconvene by:** Enter the date the ARC will reconvene, if applicable.

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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.
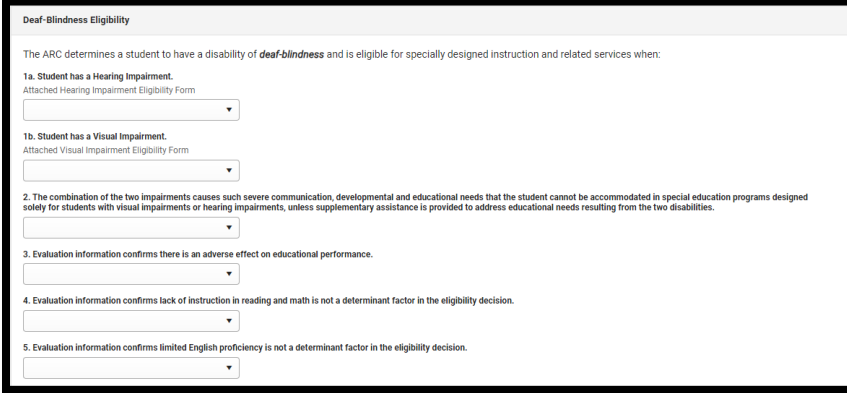*Save:* Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
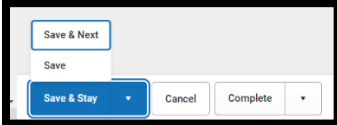*Complete:* If all the information is finalized, click the Complete button.

Autism

Note: The Save or Save & New 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.

Deaf-Blindness

Note: The Save or Save & New 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.

Developmental Delay

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Note: The Save or Save & New 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.

Emotional Behavioral Disability

Note: The Save or Save & New 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.

Functional Mental Disability

Note: The Save or Save & New 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.

Hearing Impairment

Note: The Save or Save & New button MUST be clicked before proceeding.

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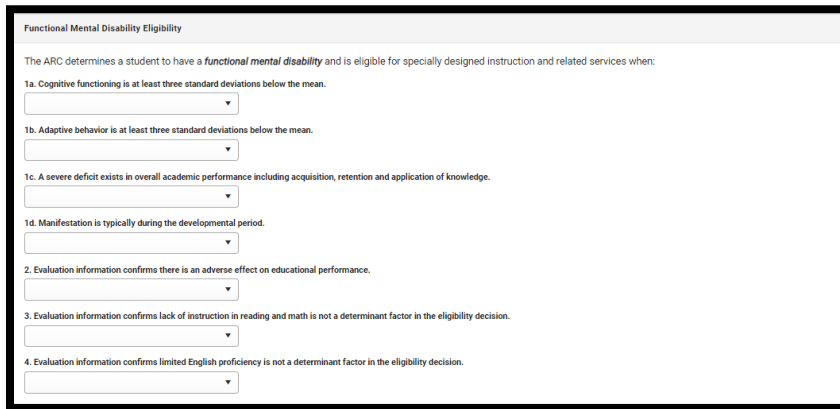

Save & Next: Saves the data in the editor and moves to the next editor.
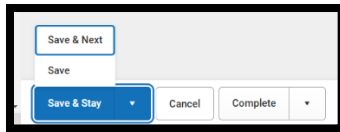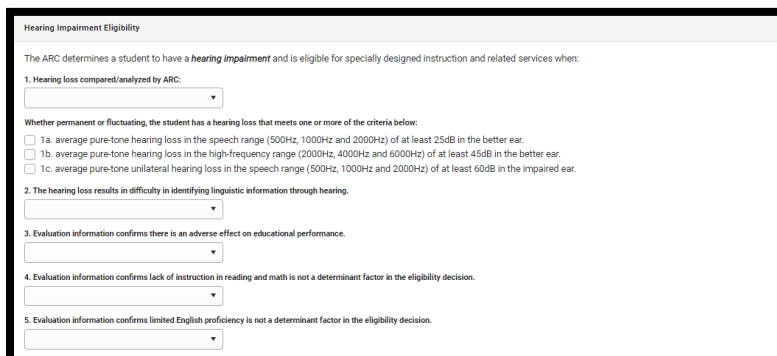*Save:* Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
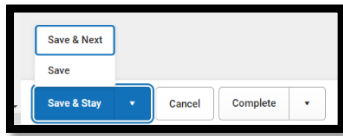*Complete:* If all the information is finalized, click the Complete button.

Mild Mental Disability

Note: The Save or Save & New 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.
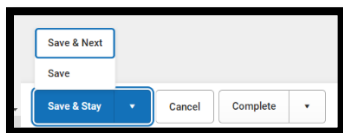*Complete:* If all the information is finalized, click the Complete button.

Multiple Disabilities
*NOTE: For Multiple Disabilities, complete a form for Multiple Disabilities as well as a form for each of the underlying disabilities.

Note: The Save or Save & New 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.

Orthopedic Impairment

Note: The Save or Save & New 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.

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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.

Other Health Impairment

Note: The Save or Save & New 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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Specific Learning Disability

Specific Learning Disability Eligibility

The ARC determines a student to have a *specific learning disability* and is eligible for specially designed instruction and related services when:

1. The student is provided with learning experiences and instruction appropriate for the student's age or state-approved grade level standards.

[dropdown]

2. Method A or B compared/analyzed by ARC:

[dropdown]

Methods

☐ Method A: Severe Discrepancy. The student exhibits a pattern of strengths and weaknesses in performance, achievement or both relative to ability level or intellectual development. Note: The ARC must use the SLD Reference Tables when choosing this method. **OR**

☐ Method B: Response to Intervention. The student fails to achieve a rate of learning to make sufficient progress to meet grade level standards aligned with the Kentucky Academic Standards (KAS) in one or more of the areas identified below when assessed using a response to scientific, research-based intervention process.

3. Student Achievement compared/analyzed by ARC:

[dropdown]

The student does not achieve adequately, as indicated on multiple data sources, for the student's age or grade level standards aligned with the KAS in one or more of the following areas:

Select Area(s)...

4. The deficits in achievement are not primarily the result of any of the following: visual, hearing, or motor impairment, mental disability, emotional-behavioral disability, cultural factors, environmental or economic disadvantage or limited English proficiency.

[dropdown]
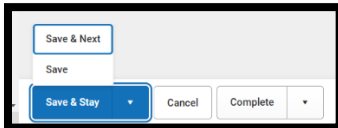
5. Evaluation information confirms there is an adverse effect on educational performance.

[dropdown]

6. Evaluation information confirms lack of instruction in reading and math is not a determinant factor in the eligibility decision.

[dropdown]

7a. The following relevant behavior was noted during the observations of the student:

[text box]

Specific Learning Disability (continued)

7b. What is the ARC's interpretation of the relationship of the observed behavior (7a) to the student's educational functioning?

[text box]

8. Educationally relevant medical findings, if any:

[text box]

9. Document the instructional strategies implemented and the student-centered data collected based on the student's response to scientific, research-based intervention.

[text box]

10a. The student's parents have been notified of the policies regarding:

☐ amount and nature of the student performance data that is collected and the general education services that are provided
☐ strategies for increasing the student's rate of learning
☐ parent's right to request an evaluation

10b. Describe how the information above was provided to the parent.

[text box]

Following the Supporting Documentation, Data, and Reconvene Date is a section for each of the ARC members to agree or disagree for the student to have this eligibility.

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*NOTE: This is necessary only for Specific Learning Disability determination.

Note: The Save or Save & New 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.

Speech or Language Impairment

Note: The Save or Save & New 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.

Traumatic Brain Injury

Note: The Save or Save & New 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.
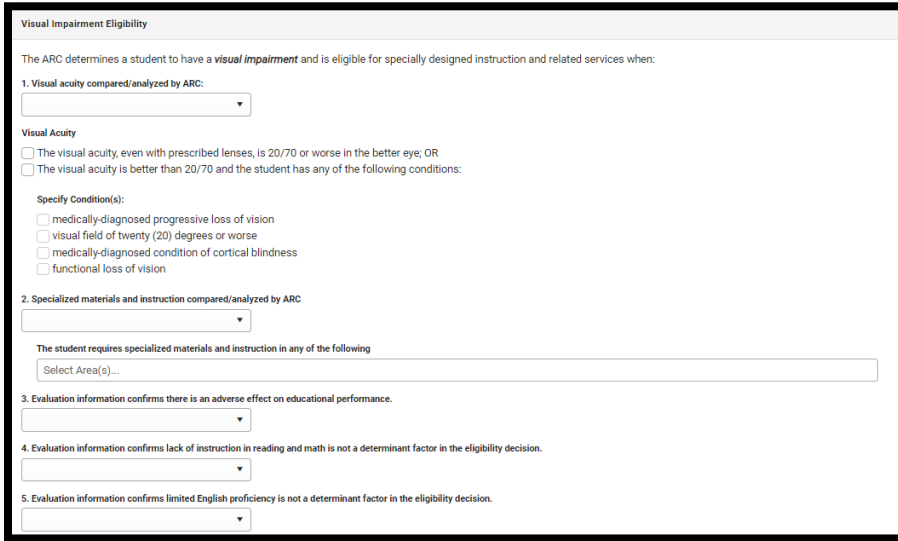*Save & Stay:* Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.

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Visual Impairment

Note: The Save or Save & New 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.
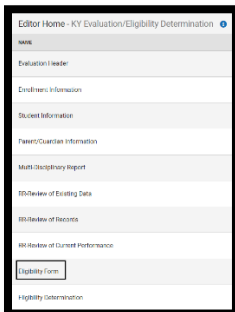*Complete:* If all the information is finalized, click the Complete button.

Editor: Eligibility Determination

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Date of Eligibility Determination: Enter month, day and year of the most recent date that eligibility for services was determined by the ARC. **This field is required.**

Primary Disability: Select the appropriate disability category for the student. **OR** if the student is determined not eligible for services, check this box:

If Multiple Disabilities is selected as the Primary Disability, then at least two Underlying Disabilities must be selected. Likewise, if Multiple Disabilities is NOT selected as the Primary Disability, then do not select any Underlying Disabilities.

*NOTE: Once this KY Evaluation is saved and <u>**LOCKED**</u>, the **Primary Disability** and **Eligibility Determination Date** will populate to the following documents:
- KY IEP
- Private School Service Plan

*NOTE: The **Primary Disability** and **Eligibility Determination Date will populate the IDEA December 1 Child Count.**

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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.

*NOTE: Once the KY Evaluation is completed, select the Documents tab.
Select the KY Evaluation document and then select the Lock/Unlock to lock it.