

# Data Standard KY Referral

## 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.

**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 to the new look in IC

**March 7, 2023**

Updated visuals

**August 26, 2022**

Updated visuals

**May 1, 2020**

Updated links

Added QA SPED report.

# Data Standard KY Referral

Rev. 4/16/2025

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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 from the Kentucky Student Information System (KSIS), also known as Infinite Campus (IC), 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.

Within this document, the use of italicized font is being used to denote titles of documents, reports and selection options within IC.

### 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
- Discipline Reporting for Students with Disabilities
- State Performance Plan/Annual Performance Report (SPP/APR)
- Significant Disproportionality and Consolidated Coordinated Early Intervening Services (CCEIS)
- Annual Determinations

### Related ad-hoc filters and reports

- KY State Reporting
  - *IDEA Dec 1 Count Extract*
  - *IDEA Dec 1 Federal Submission Validation Report*
  - *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.

### Search Terms: Special Ed Documents

## Data Standard KY Referral

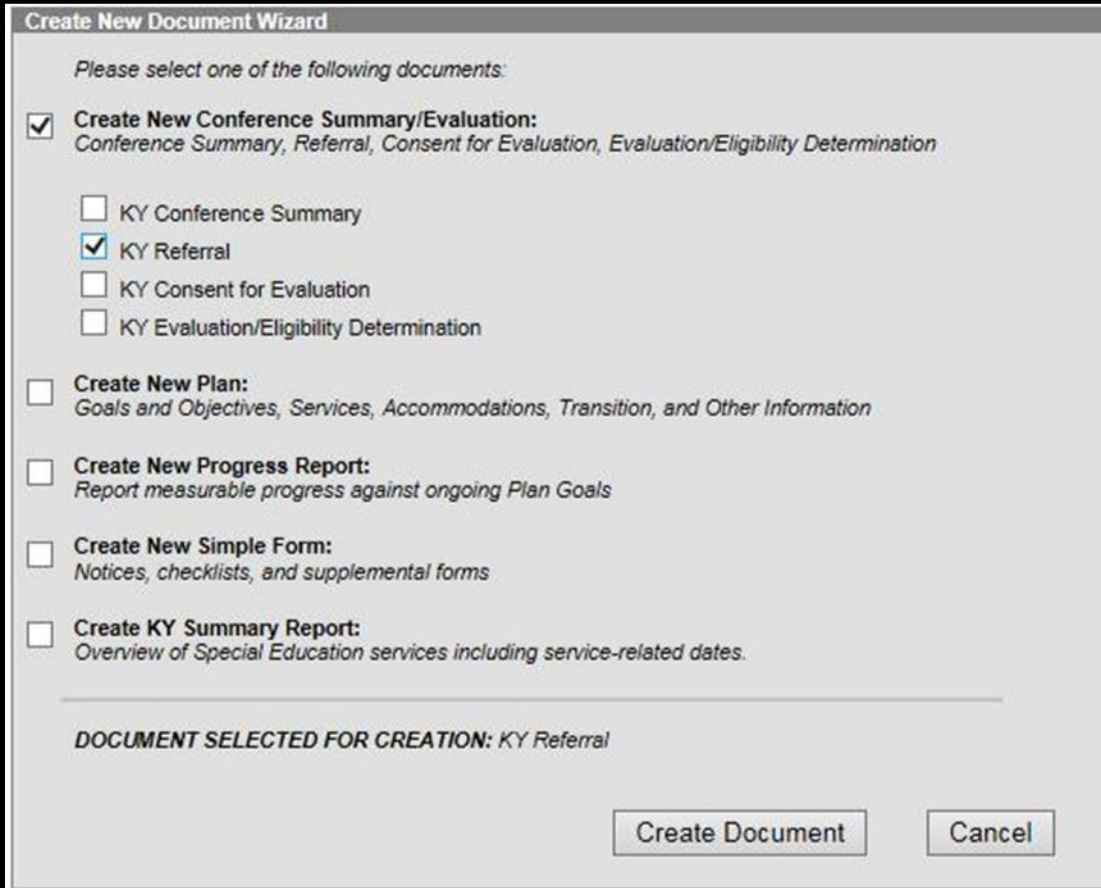
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### Section A – KY Referral

The *KY Referral* document is one of the lockable editor-based documents.

To create a *KY Referral*:

1. Go 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 Referral*
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.*

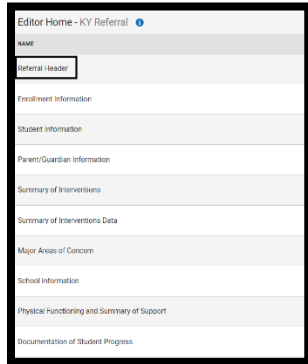
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**DOCUMENT SELECTED FOR CREATION: KY Referral**

## Data Standard KY Referral

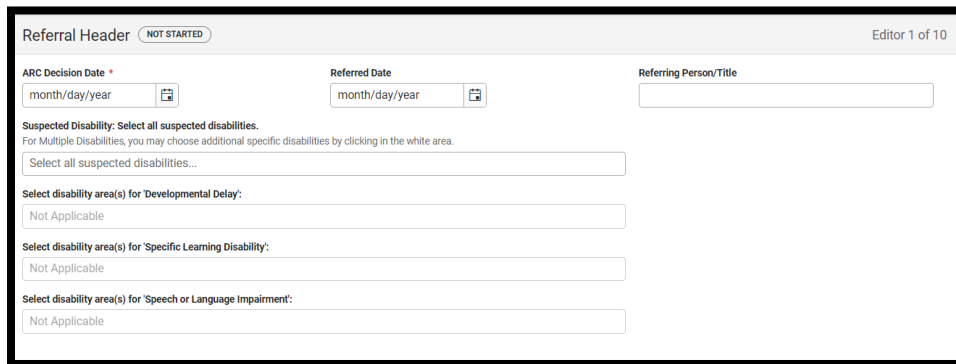
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### Editor: Referral Header



Editor Home - KY Referral

- NAME
- Referral Header
- Enrollment Information
- Student Information
- Parent/Guardian Information
- Summary of Interventions
- Summary of Interventions Data
- Major Areas of Concern
- School Information
- Physical Functioning and Summary of Support
- Documentation of Student Progress



Referral Header (NOT STARTED) Editor 1 of 10

ARC Decision Date \* month/day/year [calendar icon]

Referred Date month/day/year [calendar icon]

Referring Person/Title

**Suspected Disability:** Select all suspected disabilities.  
For Multiple Disabilities, you may choose additional specific disabilities by clicking in the white area.

Select all suspected disabilities...

Select disability area(s) for 'Developmental Delay':  
Not Applicable

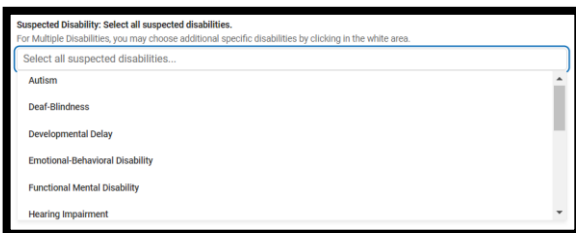
Select disability area(s) for 'Specific Learning Disability':  
Not Applicable

Select disability area(s) for 'Speech or Language Impairment':  
Not Applicable

**ARC Decision Date:** Enter the date the ARC meets for referral.

**Referred Date:** Enter the date the student was first referred for testing. This field is optional and is not used for compliance purposes.

**Suspected Disability:** Select all suspected disabilities. If “Speech or Language Impairment” will be considered as either a primary disability or a related service, choose it as a *Suspected Disability*.



Suspected Disability: Select all suspected disabilities.  
For Multiple Disabilities, you may choose additional specific disabilities by clicking in the white area.

Select all suspected disabilities...

- Autism
- Deaf-Blindness
- Developmental Delay
- Emotional-Behavioral Disability
- Functional Mental Disability
- Hearing Impairment

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If Multiple Disabilities (MD) are suspected, select *Multiple Disabilities* as well as the specific disabilities suspected.

The screenshot shows the 'Referral Header' form with a 'NOT STARTED' status. It includes fields for 'ARC Decision Date', 'Referred Date', and 'Referring Person/Title'. Below these is a section for 'Suspected Disability' with instructions: 'Select all suspected disabilities. For Multiple Disabilities, you may choose additional specific disabilities by clicking in the white area.' A search bar contains 'Multiple Disabilities', 'Visual Impairment', and 'Specific Learning Disability'. A dropdown menu is open, showing a list of disabilities: Deaf-Blindness, Developmental Delay, Emotional-Behavioral Disability, Functional Mental Disability, and Hearing Impairment.

**Reminder:** Please be aware that some combinations are not appropriate for MD. Please see 707 KAR 1:002, Section 1 (39) and the [Multiple Disabilities Eligibility Determination \(ky.gov\)](https://www.ky.gov/education/assessment/multiple-disabilities-eligibility-determination) for more information.

**Select disability areas for 'Developmental Delay':** If Suspected Disability is "Developmental Delay", select all areas that are suspected.

This screenshot shows a close-up of the 'Suspected Disability' dropdown menu. The search bar contains 'Developmental Delay'. The dropdown list shows several options: Emotional-Behavioral Disability, Functional Mental Disability, Hearing Impairment, Mild Mental Disability, and Multiple Disabilities. 'Developmental Delay' is the selected item.

**Select disability area(s) for 'Specific Learning Disability':** If Suspected Disability is "Specific Learning Disability", select all areas that are suspected.

This screenshot shows the 'Select disability area(s) for Specific Learning Disability' section of the form. It includes a search bar with 'Specific Learning Disability' and a dropdown menu. Below the search bar, there are two sections: 'Select disability area(s) for Developmental Delay' (with 'Not Applicable' selected) and 'Select disability area(s) for Specific Learning Disability'. The dropdown menu for the second section is open, showing a list of areas: Oral Expression, Written Expression, Reading Fluency Skills, Mathematics Calculation, and Listening Comprehension.

**Select disability area(s) for 'Speech or Language Impairment':** If Suspected Disability is "Speech or Language Impairment", select all areas that are suspected.

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**Suspected Disability: Select all suspected disabilities.**  
For Multiple Disabilities, you may choose additional specific disabilities by clicking in the white area.

Speech or Language Impairment ✕

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

- Speech Sound Production and Use
- Language
- Fluency
- Voice

**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.

## Editor: Enrollment Information

Editor Home - KY Referral

NAME

Referral Header

Enrollment Information

Student Information

Parent/Guardian Information

Summary of Interventions

Summary of Interventions Data

Major Areas of Concern

School Information

Physical Functioning and Summary of Support

Documentation of Student Progress

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The screenshot shows a web form titled "Enrollment Information" with a "NOT STARTED" status indicator and "Editor 2 of 10". The form contains several sections: a "Primary Disability" section with a "None" option, a "Grade" section with a "General Education Teacher" dropdown, a "School Name" and "School Phone" section, and a "District Information" section with fields for "District Number", "District Name", "District Address", "District Phone", and "District SPED Address".

Always click the *Refresh* button to update the information.

The screenshot shows a bottom navigation bar with four buttons: "Save & Stay" (blue), "Refresh" (white with black border), "Cancel" (white with black border), and "Complete" (white with black border).

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



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### Editor: Student Information

Editor Home - KY Evaluation/Eligibility Determination

- NAME
- Evaluation Header
- Enrollment Information
- Student Information
- Parent/Guardian Information
- Multi-Disciplinary Report
- RR-Review of Existing Data
- RR-Review of Records
- RR-Review of Current Performance
- Eligibility Form
- Eligibility Determination

Student Information IN PROGRESS Editor 3 of 10

When an Evaluation is generated, a snapshot of the student's information is taken from Census. Click Refresh to retrieve a new copy of data.

Last Name	First Name	Middle Name	Suffix
Gender	Birthdate		
Race, Ethnicity	Primary Mode of Communication of the Student		
Address	Student Number	State ID	

Case Manager Information

Name	Title
Phone	

Always click the *Refresh* button to update the information.

Save & Stay Refresh Cancel Complete

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.

Primary Mode of Communication

- English
- Spanish
- Chinese

## Data Standard KY Referral

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### Editor: Parent/Guardian Information

Editor Home - KY Evaluation/Eligibility Determination

- NAME
- Evaluation Header
- Enrollment Information
- Student Information
- Parent/Guardian Information
- Multi Disciplinary Report
- RR Review of Existing Data
- RR-Review of Records
- RR-Review of Current Performance
- Eligibility Form
- Eligibility Determination

Parent/Guardian Information IN PROGRESS Editor 4 of 10

When an Evaluation is generated, a snapshot of the parent/guardian information is taken from Census. Individuals with the Guardian checkbox marked on the Relationship tool for the student display below. Click Refresh to retrieve a new copy of data.

Foster, Meagan - Mother, natural/adop

Print Sequence Delete

Address

Home Phone Work Phone Cell Phone

E-mail

Primary Mode of Communication in the Home

Student Representation

Student Represented By:

Does Student Live with Parents? If No, With Whom Does the Student Live? Relationship:

Always click the *Refresh* button to update the information.

Save & Stay ▼ Refresh Cancel Complete

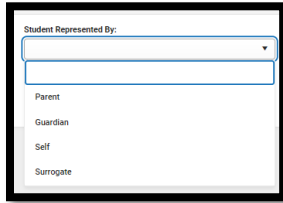
Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

**Primary Mode of Communication in the Home:** Select the preferred language used in the home setting.

**Student Represented by:** Select who represents the student in accordance with district procedures and the Determination of Student Representative form.

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A screenshot of a web form showing a dropdown menu labeled "Student Represented By:". The dropdown is open, displaying four options: "Parent", "Guardian", "Self", and "Surrogate".

**Does Student Live with Parents?** Select Yes or No.

**If No, With Whom Does the Student Live?** Enter full name.

**\*Note:** If "No" is selected, *Relationship* must be specified to save.

**Relationship:** Indicate the relationship to the person with whom the student lives.

**General Education Teacher:** Enter the student's general education teacher.

**Referring Person/Title:** Enter full name and title. This may be someone within school or outside the school district.

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

A screenshot of the bottom of the form showing four buttons: "Save & Next", "Save", "Save & Stay", and "Complete". The "Save & Stay" button has a dropdown arrow next to it.

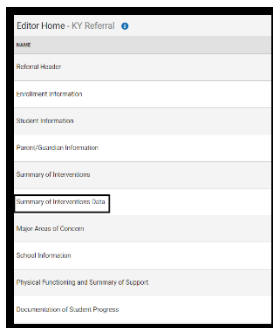
**Save & Next:** Saves the data in the editor and moves to the next editor.

**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: Summary of Interventions

A screenshot of the "Editor Home - KY Referral" page. The page has a sidebar on the left with a list of sections: "NAME", "Referral Header", "Enrollment Information", "Student Information", "Placements/Question Information", "Summary of Interventions", "Summary of Interventions Data", "Major Areas of Concern", "School Information", "Physical Functioning and Summary of Support", and "Documentation of Student Progress". The "Summary of Interventions Data" section is highlighted with a blue border.

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For students in early childhood, please refer to the [Preschool Standards](#).

The Summary of Interventions section is required for all referrals. Documentation is required, either in the referral document or the conference summary, that each intervention tier was discussed.

1. Describe the area being targeted for intervention and means of identifying the need.
2. Indicate the areas(s) of suspected disability (interventions must match deficit areas of the disability suspected).

**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.

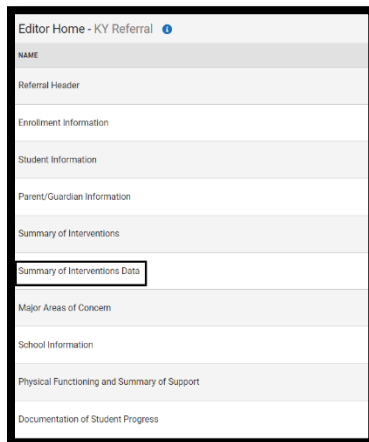
**Save & Stay:** Saves the data in the editor and stays on the same editor.

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

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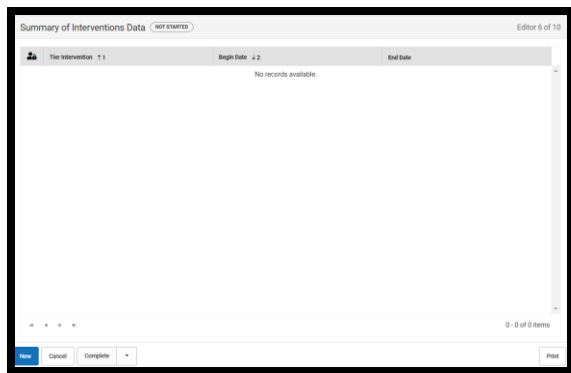
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### Editor: Summary of Interventions Data



The screenshot shows the 'Editor Home - KY Referral' interface. On the left is a sidebar menu with the following items: NAME, Referral Header, Enrollment Information, Student Information, Parent/Guardian Information, Summary of Interventions, Summary of Interventions Data (highlighted with a red box), Major Areas of Concern, School Information, Physical Functioning and Summary of Support, and Documentation of Student Progress.

Select the *New* button. Use this button to add each tier of intervention completed.



The screenshot shows the 'Summary of Interventions Data' editor. At the top, there is a header with 'Summary of Interventions Data' and a 'New Items' button. Below the header is a table with the following columns: Tier Intervention, Begin Date, and End Date. The table is currently empty, and the text 'No records available' is displayed. At the bottom left, there is a 'New' button, and at the bottom right, there is a 'Print' button.

*Interventions:* Choose a Tier from the drop-down menu.

**Note:** Intervention data shall be discussed and documented by the ARC.

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Summary of Interventions Data

Interventions\*

Tier I Interventions  
general education classroom to address the area being targeted and the name of the interventionist.

Tier II Interventions

Tier III Interventions

Impact:  
What was the end result? What was the final level/score?

Expected Progress:  
Where should the student have been at the end of this intervention?

Duration and Frequency

Start Date\*  
month/day/year

End Date  
month/day/year

Frequency of Service

Amount of Time

***Describe the intervention(s) implemented in the general education classroom to address the areas being targeted and the name of the interventionist:*** Clearly describe the interventions that the student is receiving as well as the name and title of the individual providing the interventions.

***Begin Date:*** Enter the date the intervention began.

***End Date:*** Enter the date the intervention ended.

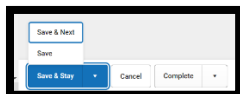
***Frequency of Service:*** Describe how often the student is participating in the intervention (examples: once per week, 3 times per month)

***Amount of Time:*** Describe the length of time the student is participating in the intervention (example: 30 minutes)

***Impact:*** Describe the end result.

***Expected Progress:*** Describe where the student should have been at the end of the intervention.

**Note:** The *Save* (not *Save & New* or *Save & Next*) 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.

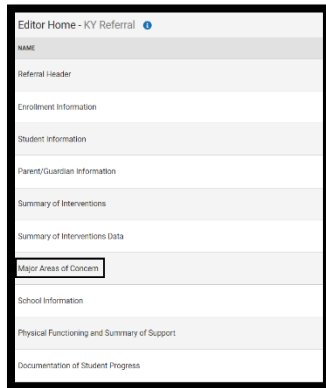
***Save & Stay:*** Saves the data in the editor and stays on the same editor.

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

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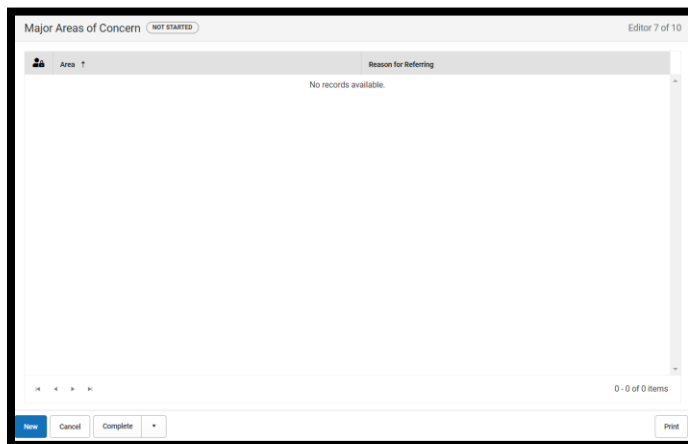
### Editor: Major Areas of Concern



Editor Home - KY Referral

- NAME
- Referral Header
- Enrollment Information
- Student Information
- Parent/Guardian Information
- Summary of Interventions
- Summary of Interventions Data
- Major Areas of Concern**
- School Information
- Physical Functioning and Summary of Support
- Documentation of Student Progress

Select the **New**



Major Areas of Concern NOT STARTED Editor 7 of 10

Area	Reason for Referring
No records available.	

0 - 0 of 0 items

New Cancel Complete Print

**Major Areas(s) of Concern Editor:** Select each reason for referring this student and specify when “Other” is selected.

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A screenshot of a web form showing a dropdown menu labeled "Area(s) \*". The menu is open, displaying a list of options: "Communication", "Academic Performance", "Health, Vision, Hearing and Motor Abilities", "Social and Emotional Status", and "General Intelligence". A vertical scrollbar is visible on the right side of the list.

A screenshot of the "Major Areas of Concern" form. The "Area(s) \*" dropdown is set to "Academic Performance". To its right, the "Reasons for Referring \*" field is active, showing a list of reasons: "Oral Expression", "Written Expression", "Reading Comprehension", "Mathematics Calculation", "Listening Comprehension", and "Basic Reasoning Skills". Below the "Area(s) \*" dropdown is a text field labeled "Other, Specify \*". At the bottom left, there is a section labeled "Specialized Equipment Used by Student:" with an empty text area.

Once an area of concern has been chosen, a *Reason for Referring* field will appear. Click in the field and select all applicable reasons (multiple selections may be made). The reasons listed vary by area of concern, as displayed below.

A screenshot of the form with "Communication" selected in the "Area(s) \*" dropdown. The "Reasons for Referring \*" field is active, displaying a list of reasons: "Communicates Basic Needs and Wants", "Articulation", "Knowledge of Sound/Letter Association", "Expressive Language", and "Voice Quality".

A screenshot of the form with "Health, Vision, Hearing and Motor ..." selected in the "Area(s) \*" dropdown. The "Reasons for Referring \*" field is active, displaying a list of reasons: "Gross Motor Skills-Body Control", "Gross Motor Skills-Locomotion", "Vision", "Developmental History", and "Fine Motor Skills-Perceptual Motor".



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Area(s) \*  
Social and Emotional Status

Other, Specify \*

Reasons for Referring \*

- Interaction with Peers
- Interaction with Adults
- Acceptance of Rules
- Acceptance of Correction
- Acceptance of Disappointment

Area(s) \*  
General Intelligence

Other, Specify \*

Reasons for Referring \*

- Understanding New Concepts
- Interpreting Data to Make Decisions
- Comparing/Contrasting Ideas of Objects
- Perceptual Discrimination
- Predicting Events/Results

Area(s) \*  
Work Skills / Technical / Vocation...

Other, Specify \*

Reasons for Referring \*

- Attending to Task
- Following Directions
- Independent Work Habits
- Seeking Assistance When Needed
- Using Research Tools Effectively

Once an area is chosen and saved, it will be highlighted within the drop list.

Major Areas of Concern

Area(s) \*  
Communication

Other, Specify \*

Specialized Equipment Used by Student:

Reasons for Referring \*

- Communicates Basic Needs and Wants
- Articulation
- Knowledge of Sound/Letter Association
- Expressive Language
- Voice Quality
- Receptive Language
- Other Specify

If *Other Specify* is chosen as a *Reason for Referring*, text is required in the *Other, Specify* box.

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The screenshot shows a form section with two main areas. The first area, labeled 'Area(s) \*', contains a dropdown menu with 'Communication' selected. To its right is a 'Reasons for Referring \*' section with a text input field containing 'Other Specify' and a small 'x' icon. Below these is a large text area labeled 'Other, Specify \*'. At the bottom of this section is a label 'Specialized Equipment Used by Student:' followed by another large text area.

**Specialized Equipment Used by Student:** Indicate any specialized equipment currently being used by the student, such as glasses, hearing aids, wheelchair, leg braces or other.

The screenshot shows a large, empty text area with a label 'Specialized Equipment Used by Student:' at the top left. The text area is outlined with a thin border and has a small 'x' icon in the bottom right corner.

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

The screenshot shows a row of buttons: 'Save & Next', 'Save', 'Save & Stay', 'Cancel', and 'Complete'. The 'Save & Stay' button is highlighted with a blue border and a blue background.

**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: School Information

The screenshot shows the 'Editor Home - KY Referral' page. It has a list of sections on the left side: 'NAME', 'Referral Header', 'Enrollment Information', 'Student Information', 'Parent/Guardian Information', 'Summary of Interventions', 'Summary of Interventions Data', 'Major Areas of Concern', 'School Information', 'Physical Functioning and Summary of Support', and 'Documentation of Student Progress'. The 'School Information' section is highlighted with a blue border.

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School Information

NOT STARTED

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Number of Schools Attended to date:

Year ↓	Grade	Days Enrolled	# of Absences Excused	# of Absences Unexcused	# of Tardies Excused	# of Tardies Unexcused
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Years in School Including Current Year:
Years in Primary Program Including Current Year:
Repeated Grades:

Summary of Most Recent Grades (Provide Current or Most Recent Grades the Student Received by Content):

Reading <div></div>	English <div></div>	Spelling <div></div>
Science <div></div>	Math <div></div>	Social Studies <div></div>
Additional Content 1 Specify Content Name <div></div>	Content Grade 1 Grade specific to additional content 1 <div></div>	
Additional Content 2 Specify Content Name <div></div>	Content Grade 2 Grade specific to additional content 2 <div></div>	
Additional Content 3 Specify Content Name <div></div>	Content Grade 3 Grade specific to additional content 3 <div></div>	

Summary of Standardized Group Test Data (Attach copies):

Test Name	Date ↓	Reading	Math	Language	Spelling
<div></div>	month/day/year <div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	month/day/year <div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	month/day/year <div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	month/day/year <div></div>	<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	month/day/year <div></div>	<div></div>	<div></div>	<div></div>	<div></div>

**Number of Schools Attended to date:** Enter the number of schools the student has attended. If the student is younger than school age, enter “N/A.”

**Year and Grade:** Enter the current year and grade.

**Days Enrolled:** Enter the number of days enrolled in the current school for the current year.

**Number of Absences Excused/Unexcused:** Enter the number of excused and unexcused absences for the current year.

**Number of Tardies Excused/Unexcused:** Enter the number of excused and unexcused tardies for the current year.

**Years in School including Current Year:** Enter the number of years in grades K-12.

**Years in Primary Program including Current Year:** Enter the number of years in grades K-03.

**Repeated Grades:** Enter the number of times the student has repeated a grade.

**Summary of Most Recent Grades:** Enter the current or most recent grades the student received for each content area for grades 04-12. For primary students (grades K-03), refer to the district grading standards.

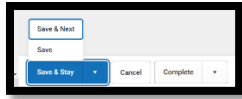
**Summary of Standardized Group Test Data:** Enter the current or most recent results from tests, such as MAP, GRADE, CTBS, G-MADE, etc. Up to four additional tests may be added. Upload copies of the assessment results, if applicable.

**Add New Test:** Click this button for each additional test.

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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.

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### Editor: Physical Functioning and Summary of Support

A vertical sidebar menu titled "Editor Home - KY Referral" with a blue information icon. The menu contains the following items: "name", "Referral Header", "Enrollment Information", "Student Information", "Parent/Guardian Information", "Summary of Interventions", "Summary of Interventions Data", "Major Areas of Concern", "School Information", "Physical Functioning and Summary of Support" (which is highlighted with a black border), and "Documentation of Student Progress".

The "Physical Functioning and Summary of Support" form, labeled "NOT STARTED" and "Editor 9 of 10". It includes sections for "Physical Functioning" with instructions to "Attach documentation for results of each screening". The sections are: "Vision" (Required for all students referred for special education) with "Vision Screening Date" (month/day/year) and "Vision Screening Results" (dropdown); "Hearing" (Required for all students referred for special education) with "Hearing Screening Date" (month/day/year) and "Hearing Screening Results" (dropdown); "Motor" (Required when Specific Learning Disability suspected and as determined by ARC) with "Motor Screening Date" (month/day/year) and "Motor Screening Results" (dropdown); and "Speech" (Required as determined by ARC) with "Speech Screening Date" (month/day/year) and "Speech Screening Results" (dropdown). Below these are three text areas: "Describe any Existing Medical Conditions Below:", "Is Student Currently on Medication?" (dropdown), and "Specify Type and Dosage Below:".

Enter *Screening Date* for each area and indicate *Pass* or *Fail*.

**Note:** Vision, Hearing and Motor screening are required when SLD is suspected.

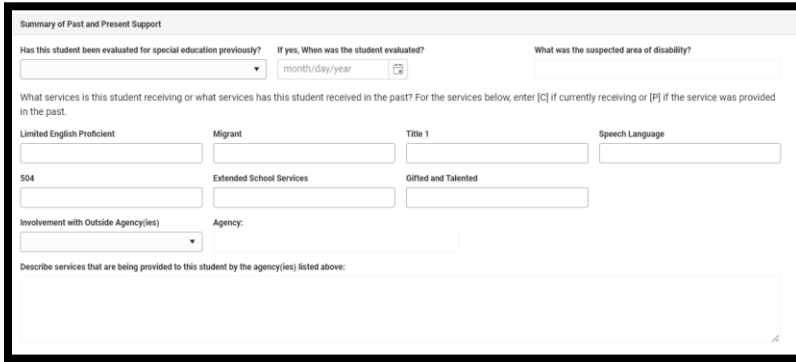
***Describe any Existing Medical Health Conditions Below:*** Enter any existing medical health conditions.

***Is Student Currently on Medication?*** Enter Yes or No.

***Specify Type and Dosage Below:*** Specify student's medication.

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The form is titled "Summary of Past and Present Support". It contains several sections for data entry:

- Has this student been evaluated for special education previously?** A dropdown menu.
- If yes, When was the student evaluated?** A date field with a calendar icon.
- What was the suspected area of disability?** A text input field.
- What services is this student receiving or what services has this student received in the past?** A text input field with a note: "For the services below, enter [C] if currently receiving or [P] if the service was provided in the past."
- Limited English Proficient:** A text input field.
- Migrant:** A text input field.
- Title I:** A text input field.
- Speech Language:** A text input field.
- 504:** A text input field.
- Extended School Services:** A text input field.
- Gifted and Talented:** A text input field.
- Involvement with Outside Agency(ies):** A dropdown menu.
- Agency:** A text input field.
- Describe services that are being provided to this student by the agency(ies) listed above:** A large text area.

***Has this student been evaluated for special education previously?*** Indicate if the student was previously evaluated.

***When was the student evaluated?*** If the student was previously evaluated, enter the date of the evaluation.

***What was the suspected area of disability?*** If the student was previously evaluated, enter the suspected area of disability.

Indicate services the student currently receives or has received in the past by entering "C" if currently receiving or "P" if services were provided in the past.

***Involvement with Outside Agencies:*** Indicate agencies with which the student has been involved, such as Pathways, Inc., IMPACT, Comprehend, Commission for Children with Special Health Care Needs, First Steps, VIPS, etc.

***Describe services that are being provided to this student by the agency(ies) listed above:***

Indicate any services provided by the outside agencies listed.

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



A row of four buttons: "Save & Next", "Save", "Save & Stay", and "Complete". The "Save & Stay" button is highlighted in blue.

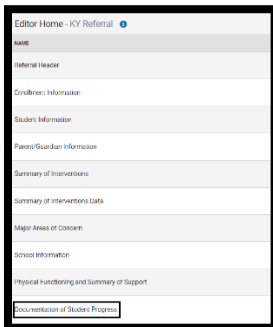
***Save & Next:*** Saves the data in the editor and moves to the next editor.

***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: Documentation of Student Progress



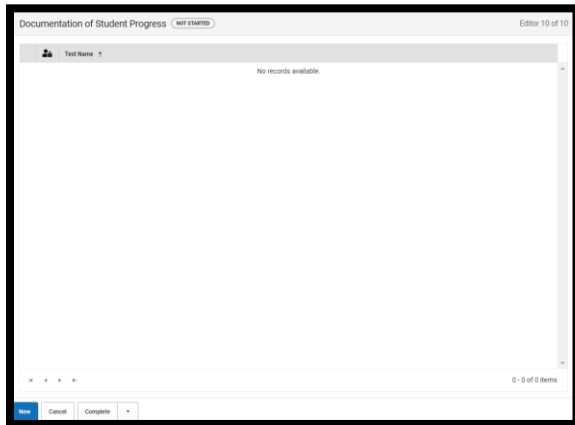
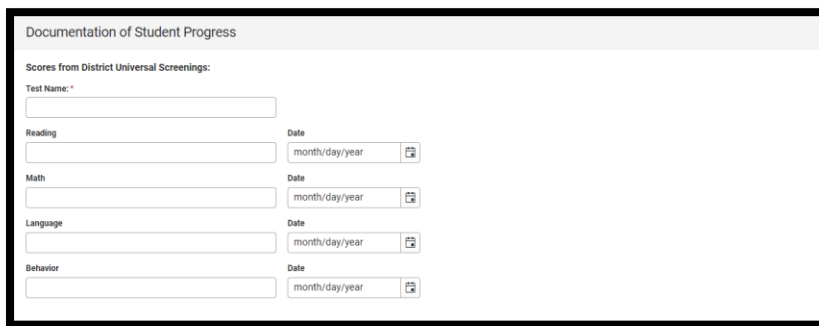
The form is titled "Editor Home - KY Referral". It contains a list of sections for documentation:

- NAME
- Referral Header
- Children's Information
- Student Information
- Parents/Guardian Information
- Summary of Interventions
- Summary of Interventions Data
- Major Areas of Concern
- School Information
- Physical Functioning and Summary of Support
- Documentation of Student Progress

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Click the **New**

A screenshot of a web application window titled 'Documentation of Student Progress'. The window has a header bar with a user icon and 'Test Name'. Below the header, there is a large empty area with the text 'No records available.' at the top. At the bottom of the window, there is a toolbar with buttons: 'New', 'Cancel', 'Complete', and a dropdown arrow. The 'New' button is highlighted in blue.A screenshot of the 'Documentation of Student Progress' editor. The main content area is titled 'Scores from District Universal Screenings:'. Below this title, there are five rows of input fields. Each row consists of a text input field for the score and a date input field (labeled 'Date') with a calendar icon. The rows are labeled 'Reading', 'Math', 'Language', and 'Behavior'. The 'Test Name' field is at the top, followed by the 'Reading' row, then 'Math', 'Language', and finally 'Behavior'.

Complete this section to document district universal screenings.

**Test Name:** Enter the test name.

**Reading:** Enter the score and date for the reading portion of the universal screening, if applicable.

**Math:** Enter the score and date for the math portion of the universal screening, if applicable.

**Language:** Enter the score and date for the language portion of the universal screening, if applicable.

**Behavior:** Enter the score and date for the behavior portion of the universal screening, if applicable.

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

A close-up screenshot of the bottom toolbar of the 'Documentation of Student Progress' editor. It shows four buttons: 'Save & Next' (highlighted in blue), 'Save', 'Save & Stay' (with a dropdown arrow), and 'Complete'. The 'Save' button is the one mentioned in the note.

**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.

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

Once the Referral is completed, select the *Documents* tab.

Select the *Referral* document and then select the *Lock/Unlock* button to lock it.

