Data Standard KY Referral
Rev. 7/1/2025

Overview

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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.

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Contents

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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.

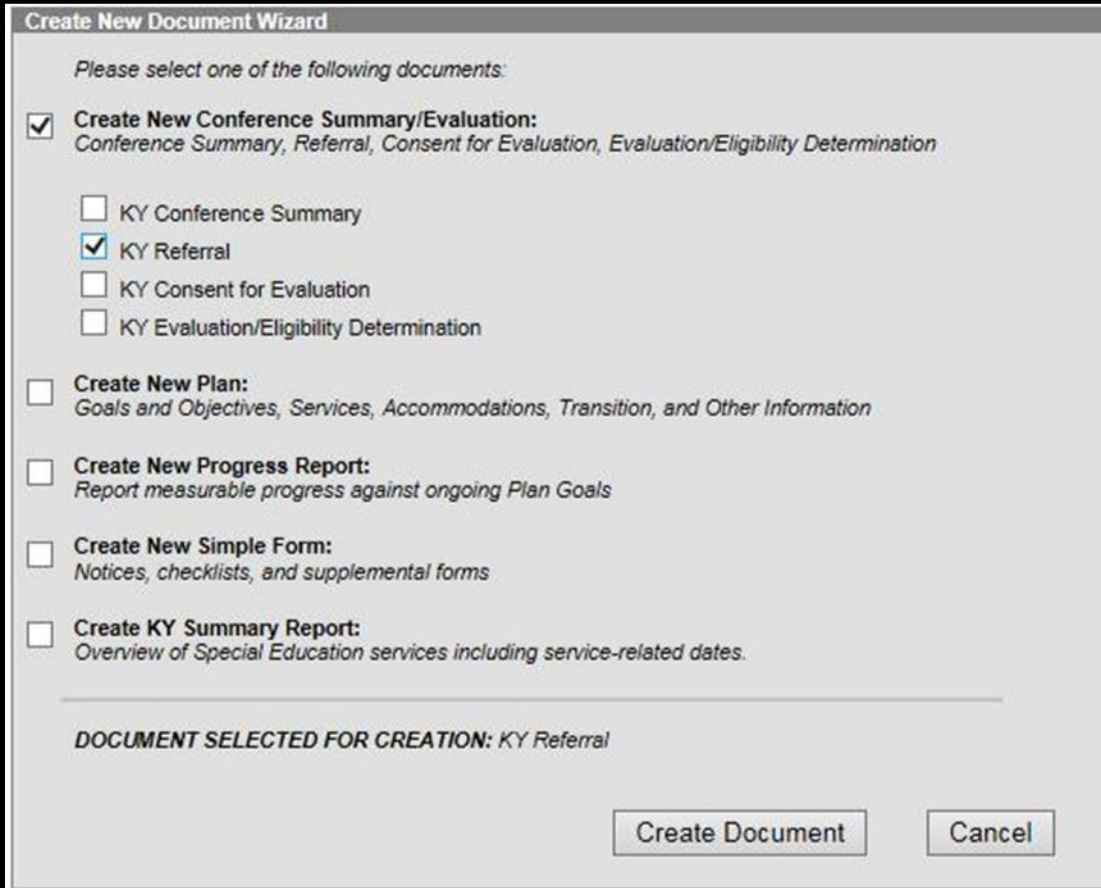**Search Terms: Special Ed Documents**

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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

Editor: Referral Header

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.*

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

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) for more information.

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

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

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

Editor: Enrollment Information

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

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

Editor: Student Information

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

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.

Editor: Parent/Guardian Information

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

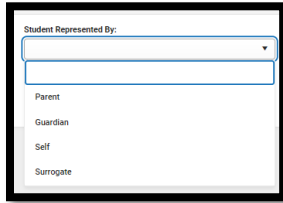
Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

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.

***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.
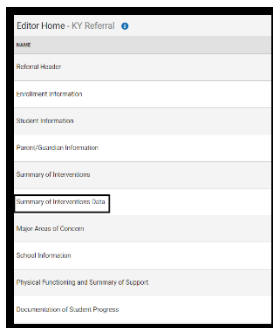

Save & Next: Saves the data in the editor and moves to the next editor.
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete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

Editor: Summary of Interventions

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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 <u>area being targeted</u> for intervention and <u>means of identifying</u> the need.*

2. *Indicate the <u>areas(s) of suspected disability</u> (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.
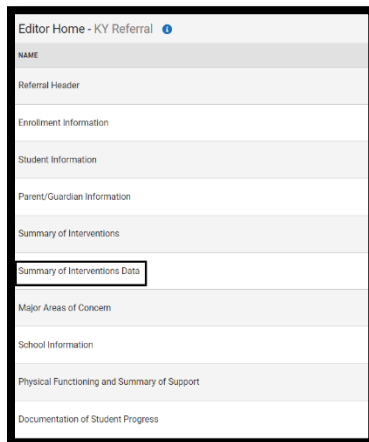*Save & Stay:* Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.
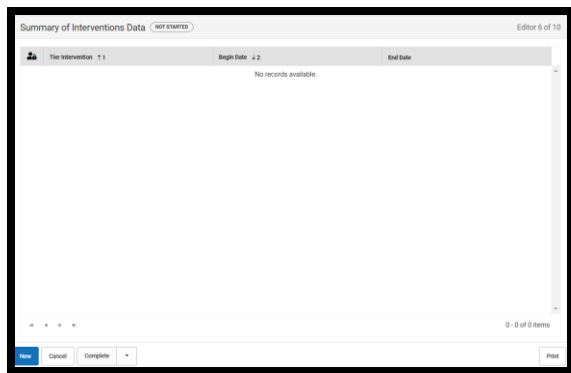
Editor: Summary of Interventions Data

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

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

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

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.
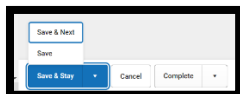*End Date*: Enter the date the intervention ended.
Frequency of Service: Describe how often the student is participating in the intervention (examples: once per week, 3 times per month)
Amount of Time: Describe the length of time the student is participating in the intervention (example: 30 minutes)
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.
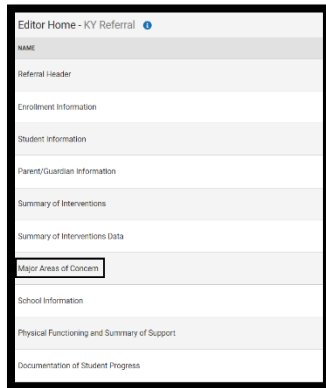*Save:* Saves the data in the editor and navigates to the *Editor Home* showing all editors.
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Complete: If all the information is finalized, click the Complete button.
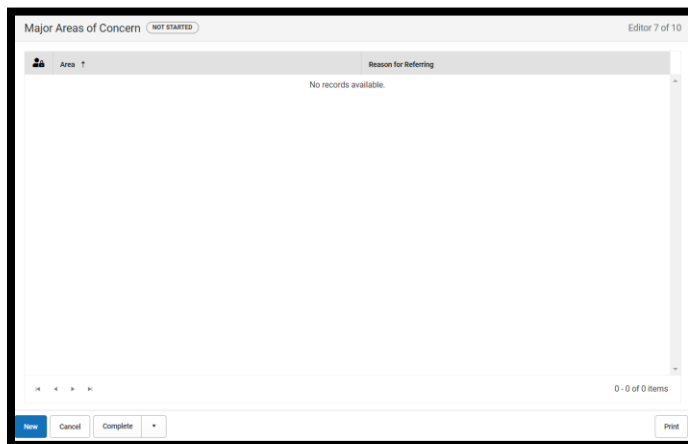
Editor: Major Areas of Concern

Select the *New*

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

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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.

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

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

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.

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

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

Editor: School Information

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School Information (NOT STARTED)

Number of Schools Attended to date:

Year ↓	Grade	Days Enrolled	# of Absences Excused	# of Absences Unexcused	# of Tardies Excused	# of Tardies Unexcused

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   **English**   **Spelling**

Science   **Math**   **Social Studies**

Additional Content 1
Specify Content Name

Content Grade 1
Grade specific to additional content 1

Additional Content 2
Specify Content Name

Content Grade 2
Grade specific to additional content 2

Additional Content 3
Specify Content Name

Content Grade 3
Grade specific to additional content 3

Summary of Standardized Group Test Data (Attach copies):

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

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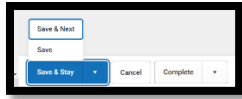
Summary of Standardized Group Test Data: Enter the current or most recent results from tests, such as MAP, GRADE, CTBS, G-MADE, etc. Up to four additional tests may be added. Upload copies of the assessment results, if applicable.

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

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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: Physical Functioning and Summary of Support

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

Note: Vision, Hearing and Motor screening are required when SLD is suspected.
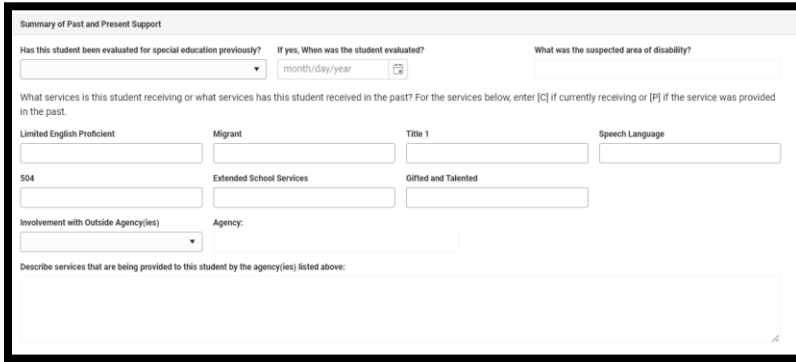
Describe any Existing Medical Health Conditions Below: Enter any existing medical health conditions.
Is Student Currently on Medication? Enter Yes or No.
Specify Type and Dosage Below: Specify student's medication.

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.
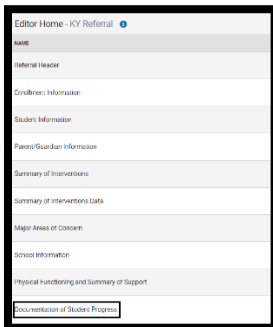
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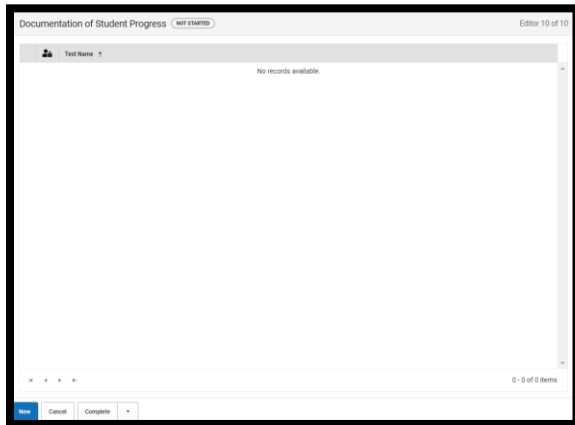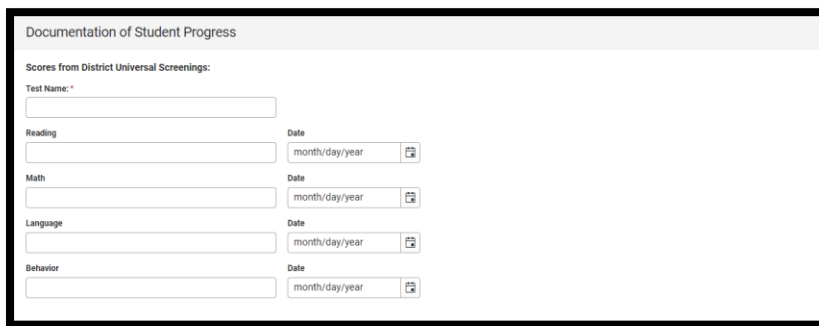
Editor: Documentation of Student Progress

Click the **New**

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.

Save & Next: Saves the data in the editor and moves to the next editor.
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.

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

Once the Referral is completed, select the *Documents* tab.
Select the *Referral* document and then select the *Lock/Unlock* button to lock it.