Data Standard KY Consent for Evaluation
Rev. 7/1/2025

Overview

Standard prepared by:
Amy Patterson

Data steward(s)
[Amy Patterson](), (502) 564-4970 ext. 4513

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 all screenshots.

March 7, 2023
Updated Visuals.

September 16, 2022
Updated Visuals.

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

Contents

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

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 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
- 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 Exit Detail 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

Section A – KY Consent for Evaluation

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

To create a *KY Consent for Evaluation*:
1. Go to *Student Information | Special Ed | 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 Consent for Evaluation*
5. Click the *Create Document* button

Create New Document Wizard

Please select one of the following documents:

☑ **Create New Conference Summary/Evaluation:**
Conference Summary, Referral, Consent for Evaluation, Evaluation/Eligibility Determination

☐ KY Conference Summary
☐ KY Referral
☑ KY Consent for Evaluation
☐ KY Evaluation/Eligibility Determination

☐ **Create New Plan:**
Goals and Objectives, Services, Accommodations, Transition, and Other Information

☐ **Create New Progress Report:**
Report measurable progress against ongoing Plan Goals

☐ **Create Custom Form:**
Notices, checklists, and supplemental forms

☐ **Preview Custom Form in Draft Status:**
Text entered into the form is only for testing purposes and cannot be saved

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

DOCUMENT SELECTED FOR CREATION: KY Consent for Evaluation

Create Document   Cancel

Editor: Consent Header

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

Evaluation Type: The choices are *Initial Evaluation* or *Reevaluation*. If the student is not currently receiving special education services in Kentucky, choose *Initial Evaluation*. If the student is in special education, choose *Reevaluation*, even if the student is being evaluated for a separate or different disability.

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

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

Date of Consent for Initial Evaluation: This is the date the Consent to Evaluate/Reevaluate form was signed by the parents and received by the district to conduct an Initial Evaluation. This is the start of the 60-school day period for evaluation.
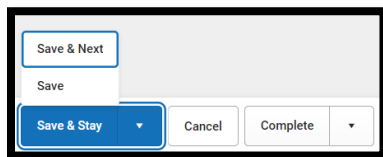
Note: This must be populated for the record to be identified in the *SpEd_Evaluation_Detail* report for Indicator 11.

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

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

Reason for Revocation of Consent for Evaluation: Enter the parent/guardian reason for revoking consent to evaluate. This text field will print to the bottom of the Consent Form.
Note: The Save button MUST be clicked before proceeding.
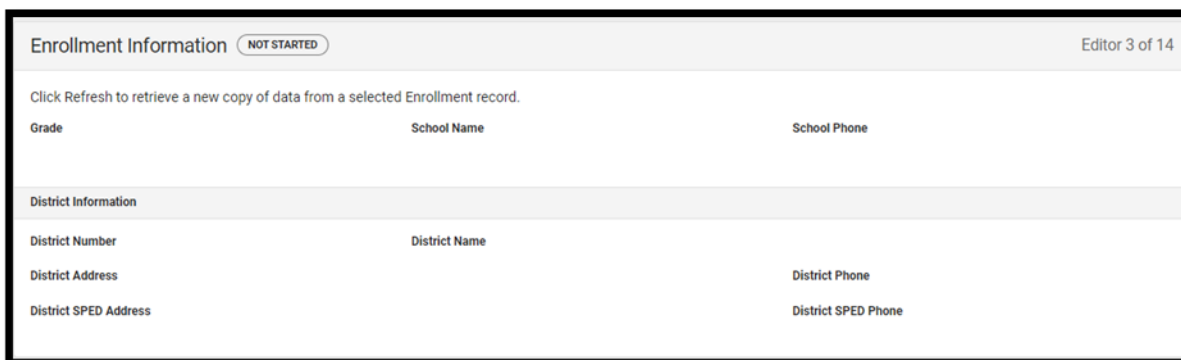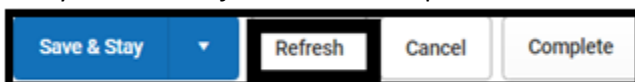
Save & Next: Saves the data in the editor and moves to the next editor.
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.

Editor: Enrollment Information

Always click the *Refresh* button to update the student's 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

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

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

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.
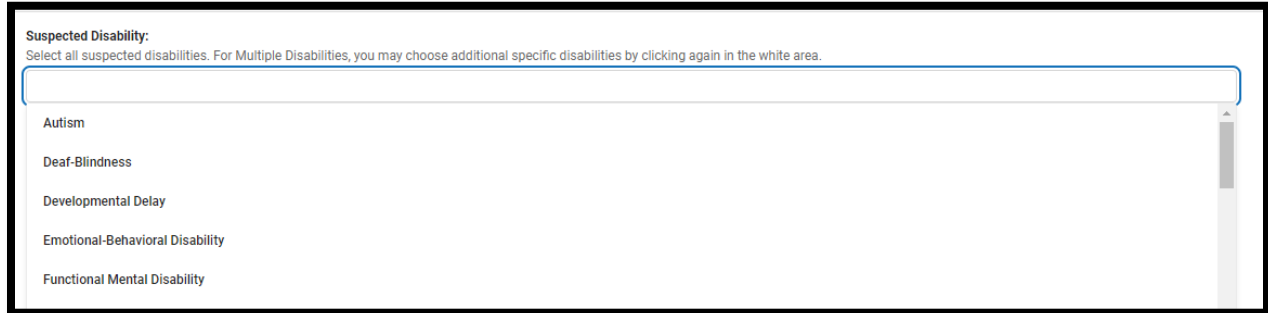
Editor: Parent/Guardian Information

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

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.
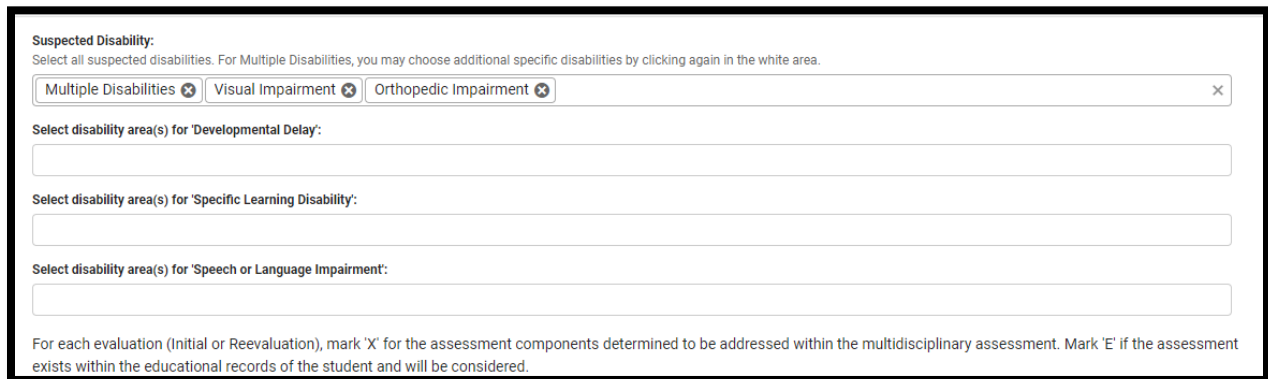
Editor: Consent to Evaluate/Reevaluate

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

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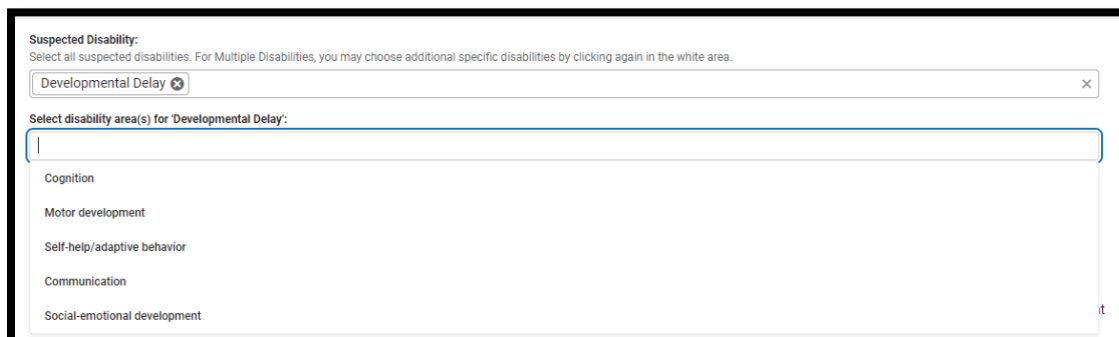

If Multiple Disabilities (MD) are suspected, select *Multiple Disabilities* as well as the specific underlying disability categories.

Reminder: Please be aware that some combinations are not appropriate for MD. Please see 707 KAR 1:002, Section 1 (39) for more information.

Select disability area(s) 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.

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

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

Health, Vision, Hearing, and Motor Abilities

X	E		X	E	
☐	☐	Medical / Health Evaluation	☐	☐	Vision Exam
☐	☐	Functional Vision / Learning Media Assessment	☐	☐	Orientation and Mobility
☐	☐	Braille Skills Inventory	☐	☐	Hearing
☐	☐	Fine Motor	☐	☐	Gross Motor
☐	☐	Occupational Therapy	☐	☐	Physical Therapy
☐	☐	Behavior Observation	☐	☐	Assistive Technology
			☐	☐	Other

Academic Performance

X	E		X	E	
☐	☐	Basic Reading	☐	☐	Reading Comprehension
☐	☐	Reading Fluency	☐	☐	Math Calculation
☐	☐	Math Reasoning	☐	☐	Oral Expression
☐	☐	Listening Comprehension	☐	☐	Written Expression
☐	☐	Performance Based Tests	☐	☐	Criterion Referenced Tests
☐	☐	Curriculum Based Tests	☐	☐	Norm-Referenced Tests
☐	☐	Behavior Observation	☐	☐	Other

General Intelligence

X	E	
☐	☐	Cognitive / Intellectual Assessment (aptitude and mental processing)
☐	☐	Behavior Observation
☐	☐	Other

Social and Emotional Status

X	E	
☐	☐	Adaptive Behavior / Self-Help
☐	☐	Behavior Observation
☐	☐	Behavior Rating Scale
☐	☐	Functional Behavioral Assessment
☐	☐	Other

Communication Status

X	E		X	E	
☐	☐	Receptive Language	☐	☐	Expressive Language
☐	☐	Speech Sound Production	☐	☐	Voice
☐	☐	Fluency	☐	☐	Oral Mechanism
☐	☐	Hearing	☐	☐	Behavior Observation
☐	☐	Augmentative Communication	☐	☐	Other

Vocational Evaluation/Transition Needs

X	E	
☐	☐	Vocational Aptitude
☐	☐	Interest Inventory
☐	☐	Learning Style
☐	☐	Behavior Observations
☐	☐	Other

Other

X	E	
☐	☐	Social and Developmental History
☐	☐	IEP Progress Data
☐	☐	RTI Data
☐	☐	State Assessment Data
☐	☐	Developmental Assessment
☐	☐	Other

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

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

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

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

Note: The Save button MUST be clicked before proceeding.

Additional reports may be created. Each goal will appear in the **Multi-Disciplinary Report** list as it is created and saved.
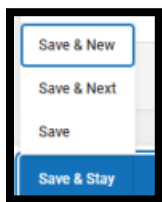
Save & New: Saves the data in the editor and opens a new editor to add another goal.
Save & Next: Saves the data in the editor and moves to the next editor.
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.
Save & Stay: Saves the data in the editor and stays on the same editor.
Complete: If all the information is finalized, click the Complete button.

Editor: Parental Consent

Select the appropriate option.

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.

Data Standard KY Consent for Evaluation

Rev. 4/16/2025

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