

Data Standard KY Referral

Rev. 7/1/2024

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, 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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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: 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 | General | 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:

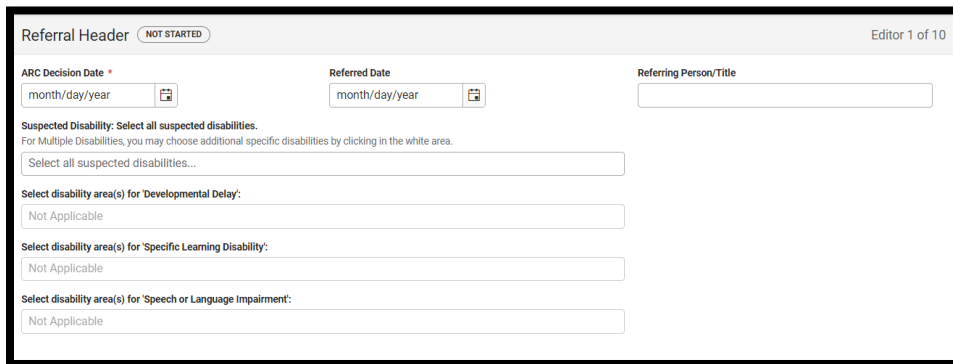
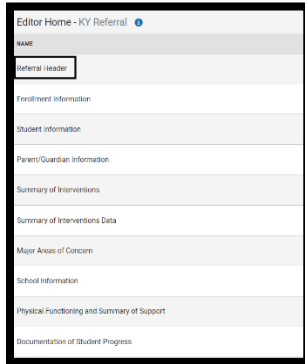
- Create New Conference Summary/Evaluation:**
Conference Summary, Referral, Consent for Evaluation, Evaluation/Eligibility Determination
 - KY Conference Summary
 - KY Referral
 - KY Consent for Evaluation
 - KY Evaluation/Eligibility Determination
- Create New Plan:**
Goals and Objectives, Services, 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.

DOCUMENT SELECTED FOR CREATION: KY Referral

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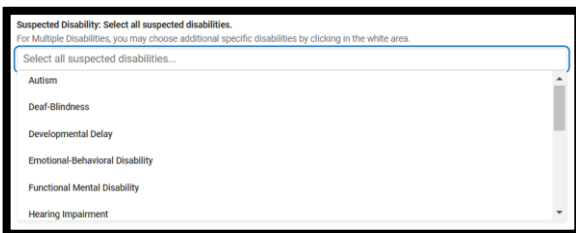
Editor: Referral Header



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.

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 the 'Suspected Disability' section, which instructs users to 'Select all suspected disabilities'. A search bar contains 'Multiple Disabilities', 'Visual Impairment', and 'Specific Learning Disability'. A scrollable list below shows options: 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) 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 dropdown menu for 'Suspected Disability'. The selected item is 'Developmental Delay'. Other visible options include Emotional-Behavioral Disability, Functional Mental Disability, Hearing Impairment, Mild Mental Disability, and Multiple Disabilities.

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

The screenshot shows the form with 'Specific Learning Disability' selected in the dropdown. Below it, there are two sections for selecting areas: 'Select disability area(s) for Developmental Delay:' with 'Not Applicable' entered, and 'Select disability area(s) for Specific Learning Disability:' with a search bar containing 'Select disability area(s) for Specific Learning Disability...'. A scrollable list below shows options: 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.

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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Enrollment Information NOT STARTED Editor 2 of 10

Click Refresh to retrieve a new copy of data from a selected Enrollment record.

Primary Disability
if currently identified
None

Grade General Education Teacher

School Name School Phone

District Information

District Number District Name

District Address District Phone

District SPED Address District SPED Phone

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

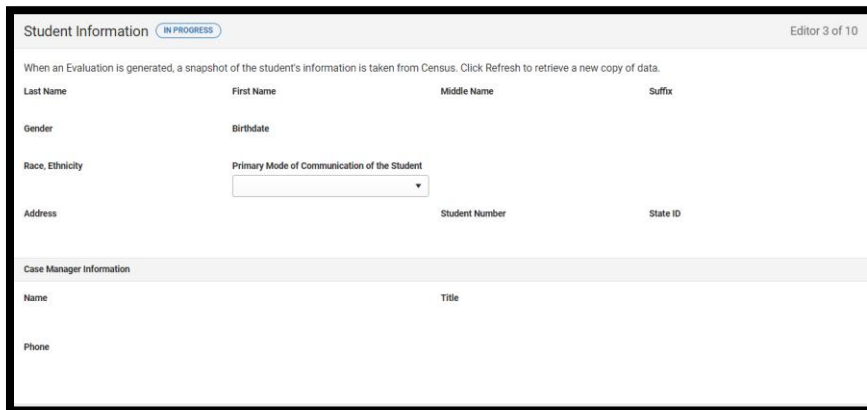
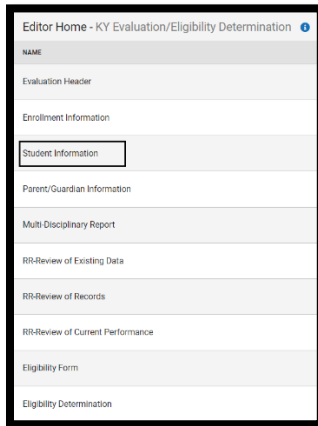
Save & Stay ▼ **Refresh** **Cancel** **Complete**

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

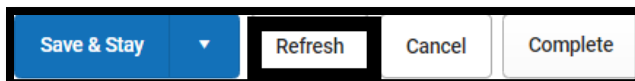
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Editor: Student Information



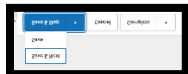
Always click the *Refresh* button to update the information.



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.

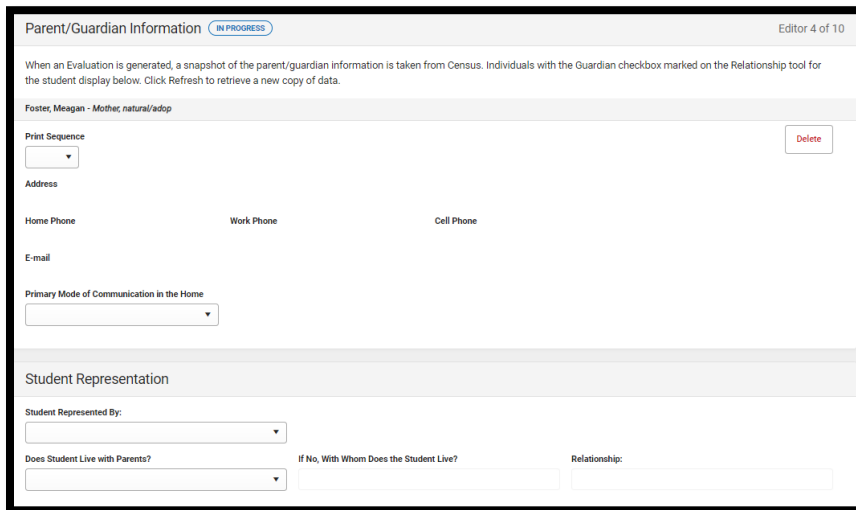
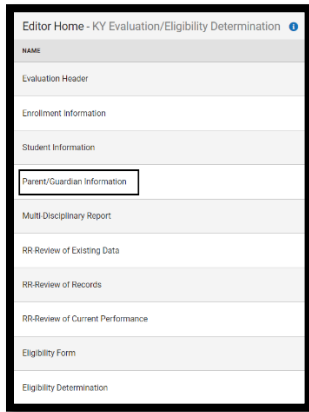
Note: The Save button MUST be clicked before proceeding.



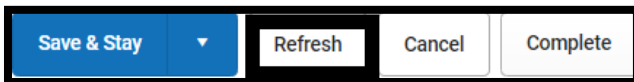
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Editor: Parent/Guardian Information



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



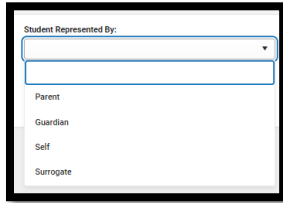
Clicking the *Refresh* button may bring up an Enrollments panel on the right-hand side of the screen. Select the current enrollment.

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.

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A screenshot of a web form showing a dropdown menu titled "Student Represented By:". The dropdown is currently open, displaying a list of options: "Parent", "Guardian", "Self", and "Surrogate". The "Parent" option is highlighted in blue.

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 a web form showing a row of buttons: "Save & Next", "Save", "Save & Stay", "Cancel", and "Complete". The "Save & Stay" button is highlighted in blue.

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

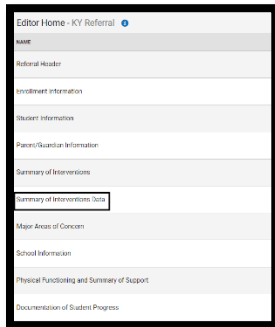
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

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

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Editor: Summary of Interventions

A screenshot of the 'Summary of Interventions' editor form. At the top, it says 'Summary of Interventions' and 'NOT STARTED' in a grey box, with 'Editor 5 of 10' on the right. The main content includes: 'Directions: This form is to be completed prior to a referral for a Special Education Evaluation. Attach the RTI worksheet(s) and progress monitoring data for each area of concern. This form and the data results must be filed in the Due Process Folder after the referral ARC.'; 'Note: Interventionist refers to the individual(s) delivering the intervention.'; '1. Describe the area being targeted for intervention and means of identifying the need.' followed by a large text input area; '2. Indicate the area(s) of suspected disability. Interventions must match deficit areas of the disability suspected.' followed by another large text input area; and a footer note: 'Tier Intervention Data, #'s 3-5, are located on the 'Summary of Interventions Data' Editor. Please complete accordingly.'

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.

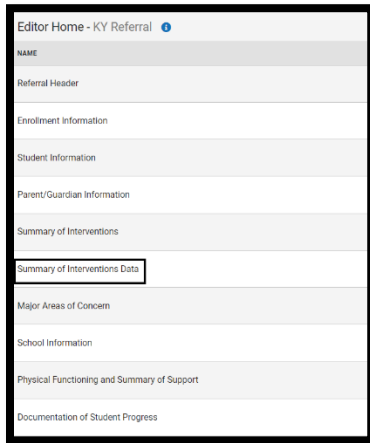
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

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

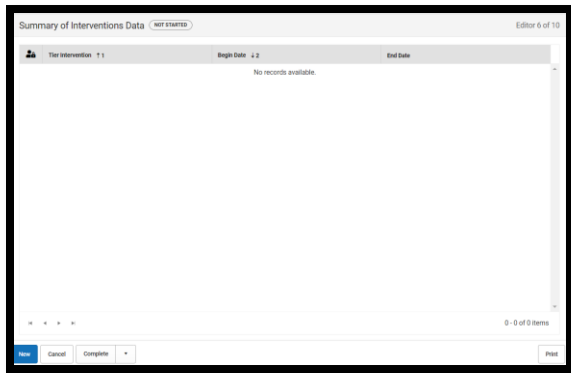
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Editor: Summary of Interventions Data



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.

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Summary of Interventions Data

Interventions*

Tier I Interventions
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.

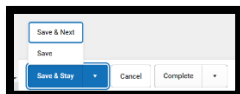
Frequency of Service: Describe how often the student is participating in the intervention (examples: once per week, 3 times per month)

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.

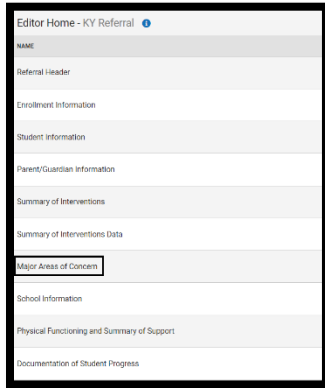
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

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

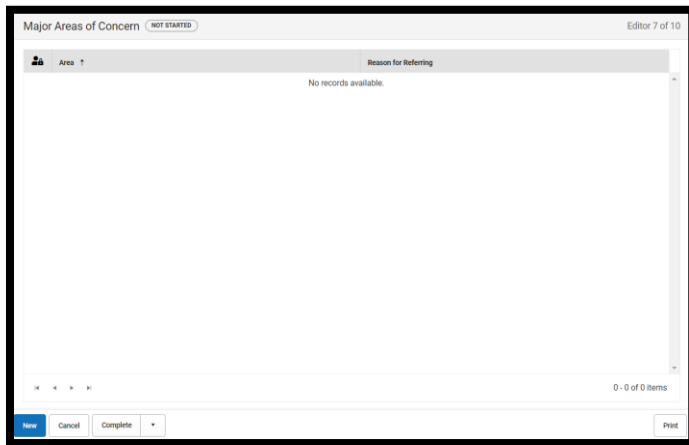
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Editor: Major Areas of Concern



Select the **New**



Major Area(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 dropdown menu titled "Area(s) *". The menu is open, showing 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 is a "Reasons for Referring *" field with a list of reasons: "Oral Expression", "Written Expression", "Reading Comprehension", "Mathematics Calculation", "Listening Comprehension", and "Basic Reading Skills". There are also fields for "Other, Specify *" and "Specialized Equipment Used by Student:".

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

A screenshot of the "Reasons for Referring *" field with "Health, Vision, Hearing and Motor ..." selected in the "Area(s) *" dropdown. The list of reasons includes: "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

Reasons for Referring *

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

Other, Specify *

Area(s) *
General Intelligence

Reasons for Referring *

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

Other, Specify *

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

Reasons for Referring *

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

Other, Specify *

Once an area is chosen and saved, it will no longer be available within the drop list.

Major Areas of Concern

Area(s) *
Communication

Reasons for Referring *

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

Other, Specify *

Specialized Equipment Used by Student:

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 with two main sections. The first section, 'Area(s)', has a dropdown menu with 'Communication' selected. The second section, 'Reasons for Referring', has a text input field with 'Other Specify' and a clear button (X). Below these are two large text areas: 'Other, Specify' and 'Specialized Equipment Used by Student:'. Both text areas are currently empty.

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.

This screenshot shows a close-up of the 'Specialized Equipment Used by Student:' text area, which is currently empty.

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 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.

Editor: School Information

The screenshot shows the 'Editor Home - KY Referral' interface. It features a list of sections: 'NAME', 'Referral Header', 'Enrollment Information', 'Student Information', 'Parent/Guardian Information', 'Summary of Interventions', 'Summary of Interventions Data', 'Major Areas of Concern', 'School Information' (highlighted with a red box), 'Physical Functioning and Summary of Support', and 'Documentation of Student Progress'.

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School Information Editor 8 of 10

Number of Schools Attended to date:

Year ↓	Grade	Days Enrolled	# of Absences Excused	# of Absences Unexcused	# of Tardies Excused	# of Tardies Unexcused
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 <input type="text"/>	English <input type="text"/>	Spelling <input type="text"/>
Science <input type="text"/>	Math <input type="text"/>	Social Studies <input type="text"/>
Additional Content 1 Specify Content Name <input type="text"/>	Content Grade 1 Grade specific to additional content 1 <input type="text"/>	
Additional Content 2 Specify Content Name <input type="text"/>	Content Grade 2 Grade specific to additional content 2 <input type="text"/>	
Additional Content 3 Specify Content Name <input type="text"/>	Content Grade 3 Grade specific to additional content 3 <input type="text"/>	

Summary of Standardized Group Test Data (Attach copies):

Test Name	Date ↓	Reading	Math	Language	Spelling
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

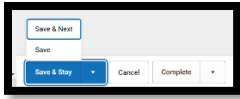
Summary of Standardized Group Test Data: Enter the current or most recent results from tests, such as MAP, GRADE, CTBS, G-MADE, etc. Up to four additional tests may be added. Upload copies of the assessment results, if applicable.

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.

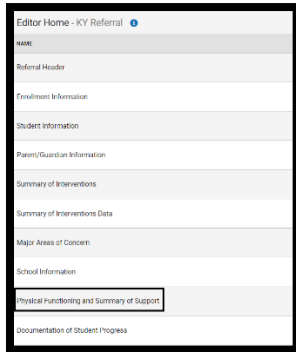
Save: Saves the data in the editor and navigates to the *Editor Home* showing all editors.

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

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Editor: Physical Functioning and Summary of Support

A screenshot of the 'Physical Functioning and Summary of Support' form. The form is titled 'Physical Functioning and Summary of Support (NOT STARTED)' and is labeled 'Editor 9 of 10'. It contains several sections for data entry: 'Vision' (Vision Screening Date and Vision Screening Results), 'Hearing' (Hearing Screening Date and Hearing Screening Results), 'Motor' (Motor Screening Date and Motor Screening Results), and 'Speech' (Speech Screening Date and Speech Screening Results). Below these sections are three text areas: 'Describe any Existing Medical Conditions Below:', 'Is Student Currently on Medication?' (with a dropdown arrow), and 'Specify Type and Dosage Below:'. The form is currently empty.

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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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.



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.

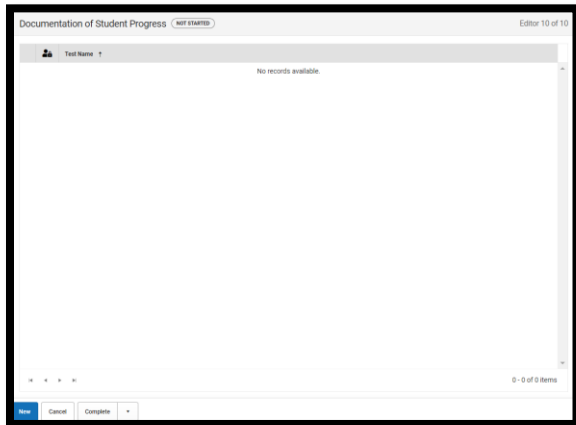
Save & Stay: Saves the data in the editor and stays on the same editor.

Editor: Documentation of Student Progress

Data Standard KY Referral

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Click the **New**

A screenshot of the "Documentation of Student Progress" form. The section is titled "Scores from District Universal Screenings:". It contains a "Test Name:" label followed by a text input field. Below this are four rows of input fields, each with a "Date" label and a date picker icon. The rows are labeled "Reading", "Math", "Language", and "Behavior". Each row has a text input field for the score and a date picker for the date.

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.

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

