Referral (Kentucky)

Last Modified on 03/04/2025 2:53 pm CST

Tool Search: Special Ed Documents

The Referral form is used to record the reason for referral to evaluate the student for special education services. For information on general functionality, navigation, and additional plan and evaluation features, see the core Plan and Evaluation Information article.

> The current format of this document is the **KY Referral 2023** print format. Formats are selected in Eval Types.

Editor Home

Referral Header

The Referral Header editor includes the dates associated with evaluation of the student, including the date the student was referred and the student's suspected disability.

Referral Header

▸ Click here to expand...

Field	Description	Validation
ARC Decision Date *Required*	The day the Admissions and Release Committee made the decision.	N/A
Referred Date	The referral date.	N/A
Referring Person/Title	The person who referred the student and their title or position.	N/A
Suspected Disability	The potential disability of the student. Options include: • Autism • Deaf-Blindness • Developmental Delay • Emotional-Behavioral Disability • Functional Mental Disability • Hearing Impairment • Mild Mental Disability • Multiple Disabilities • Orthopedic Impairment • Other Health Impairment • Specific Learning Disability • Speech or Language Impairment • Traumatic Brain Injury • Visual Impairment • No Disability Suspected	Multiple options can be selected. Options available are found in a locked Attribute Dictionary, Evaluation > Consent to Evaluate/Revaluate > Suspected Disability.
Select disability area(s) for 'Developmental Delay'	The disability areas associated with the student's developmental delay, when applicable. Options include: • Cognition • Motor Development • Self-help/adaptive behavior • Communication • Social-emotional development	This field is available when Developmental Delay is selected as the Suspected Disability. Multiple options can be selected. Options available are found in a locked Attribute Dictionary, Evaluation > Consent to Evaluate/Revaluate> Developmental Delay.

Field	Description	Validation
Select disability area(s) for 'Specific Learning Disability'	The disability areas associated with the student's specific learning disability, when applicable. Options include: • Oral Expression • Written Expression • Reading Fluency Skills • Mathematics Calculation • Listening Comprehension • Basic Reading Skills • Reading Comprehension • Mathematics Reasoning	This field displays when Specific Learning Disability is selected as the Suspected Disability. Multiple options can be selected. Options available are found in a locked Attribute Dictionary, Evaluation > Consent to Evaluate/Revaluate > Specific Learning Disability Field Name = SLD.
Select disability area(s) for 'Speech or Language Impairment'	The disability areas associated with the student's speech or language impairment, when applicable. Options include: • Speech Sound Production and Use • Language • Fluency • Voice	This field displays when Speech or Language Impairment is selected as the Suspected Disability. Multiple options can be selected. Options available are found in a locked Attribute Dictionary, Evaluation > Consent to Evaluate/Revaluate > Speech Language.

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Enrollment Information

The Enrollment Information editor reports Special Education information from the student's Enrollment record. This editor is read only.

The **Refresh** button retrieves a fresh copy of data from the student's record. The **Refresh** button must be clicked before the editor can be placed in a Complete status.

See the General Information section for additional information.

Enrollment Information IN PROGRESS   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**
10

School Name   **School Phone**

District Information

District Number   **District Name**
                                       ████████ PUBLIC SCHOOLS

District Address
████████ Louisville, KY 40218   **District Phone**

District SPED Address   **District SPED Phone**

Enrollment Information Editor

▶ Click here to expand...

Field	Description	Database Name/Location (when Refresh is clicked)	Validation
Primary Disability, if currently identified	The student's primary disability.	Enrollment > Primary Disability Enrollment.disability1	This field is read-only and is pulled from the student's Enrollment record upon Refresh. Displays None when a disability is not identified.
Grade	The student's current grade.	Enrollment > Grade enrollment.grade	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
General Education Teacher	The student's general education teacher's name.	N/A	This field is limited to 150 characters.
School Name	The student's school of attendance.	Learner Planning > Learning Plans > Enrollments > residentSchool enrollment.residentSchool	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
School Phone	The student's school of attendance phone number.	Learner Planning > Learning Plans > School > Phone v_SchoolCurrent.phone	This field is read-only and is pulled from the student's Enrollment record upon Refresh.

Field	Description	Database Name/Location (when Refresh is clicked)	Validation
District Information			
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
District SPED Phone	The district special ed phone number associated with the Enrolled school.	System Administration > Resources > District Information > SPED Phone	This field is read-only and is pulled from the student's Enrollment record upon Refresh.

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Student Information

The Student Information editor displays basic information about the student such as demographic information. This is a read-only editor.

The **Refresh** button retrieves a fresh copy of data from the student's record. See the General Information section for additional information.

Student Information Editor

▶ Click here to expand...

Field	Description	Database/UI Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Race, Ethnicity	The student's race/ethnicity.	Census > People > Demographics > Race/Ethnicity identity.raceEthnicity

Field	Description	Database/UI Location (when Refresh is clicked)
Primary Mode of Communication of Student	The student's language they speak at home. Values available are found in the locked Attribute Dictionary, LanguageList.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage
Address	The student's address. This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
Case Manager Information *These fields are read-only.*		
Name	The first and last name of the team member.	Student Information > Special Ed > General > Team Members > Case Manager Name
Title	The role of the team member.	Student Information > Special Ed > General > Team Members > Case Manager Title
Phone	The phone number of the team member.	Student Information > Special Ed > General > Team Members > Case Manager Work Phone

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Parent/Guardian Information

The Parent/Guardian Information editor populates based on the guardian checkbox on the student's Relationships tool. The editor includes Demographics information for the student's guardian.

The **Delete** button next to each parent/guardian can be used to remove a parent/guardian

from the Evaluation.

The **Refresh** button retrieves a new copy of parent/guardians' data. This also returns any accidentally deleted people. Manually entered fields do not change when the refresh button is clicked. The user must **Save** after clicking Refresh to capture changes.

Parent/Guardian Information Editor

▶ Click here to expand...

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
Middle Name	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.
Print Sequence	The print order of the parent/guardian(s) on the IEP.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, parent/guardian(s) with a sequence number print in the order defined. Un-sequenced parent/guardians display at the bottom.

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, a drop down with an option to select which address displays. When there is only one address, the drop down has one option. The populated address is the one marked Primary.
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.
E-mail	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.
Primary Mode of Communication in the Home	The language spoken at home. Values available are found in the locked Attribute Dictionary, LanguageList.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage	This field populates from Census.
Student Representation			

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Student Represented By	The person representing the student. Options include: • Parent • Guardian • Self • Surrogate	N/A	N/A
Does Student Live with Parents?	Indicates the student live with their parent/guardian(s).	N/A	N/A
If No, With Whom Does the Student Live? *Required*	The person the student lives with.	N/A	*This field becomes available and is required when No is selected for the question, Does Student Live with Parents?
Relationship *Required*	The relationship of the student to the person they are living with.	N/A	*This field becomes available and is required when No is selected for the question, Does Student Live with Parents?

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Summary of Interventions

The Summary of Interventions editor includes text editors for providing information regarding the interventions.

Summary of Interventions Editor

Field	Description
1. Describe the <u>area being targeted</u> for intervention and <u>means of identifying</u> the need.	A text field used to describe the area targeted for intervention and how the need is identified.
2. Indicate the <u>area(s) of suspected disability.</u>	A text field used to describe the area(s) of suspected disability.

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Summary of Interventions Data

The Summary of Interventions Data editor provides the ability to add New Intervention Data. From the Summary of Intervention Data List, data can be selected, edited, and deleted.

▶ Click here to expand...

Summary of Interventions Data List Screen

Summary of Interventions Data List Screen

Column Name	Description
Padlock Icon	The user currently editing the Summary of Interventions Data record.
Tier Intervention	The level of intervention.
Begin Date	The first day of the intervention.
End Date	The last day of the intervention.

Summary of Interventions Data Detail Screen

Select an existing record or **New** to view the detail screen.

Summary of Interventions Data Detail Screen

Field	Description	Validation
Summary of Interventions Data		
Interventions *Required*	The level of intervention. Options include: • Tier I Interventions • Tier II Interventions • Tier III Interventions	N/A
Describe the intervention(s) implemented in the general education classroom to address the area being targeted and the name of the interventionist.	A description of the intervention.	N/A
Impact	The final result of the intervention.	This field is limited to 8000 characters.

| Field	Description	Validation
Expected Progress	The expected result of the intervention.	This field is limited to 8000 characters.
Duration and Frequency		
Begin Date *Required*	The first day of the intervention.	N/A
End Date	The last day of the intervention.	N/A
Frequency of Service	The frequency of the service sessions.	This field is limited to 25 characters.
Amount of Time	The amount of time per sessions.	This field is limited to 25 characters.

Major Areas of Concern

The Major Areas of Concern editor provides the ability to add New Area of Concern data. From the Major Area(s) of Concern List, data can be selected, edited, and deleted.

▶ Click here to expand...

Major Areas of Concern List Screen
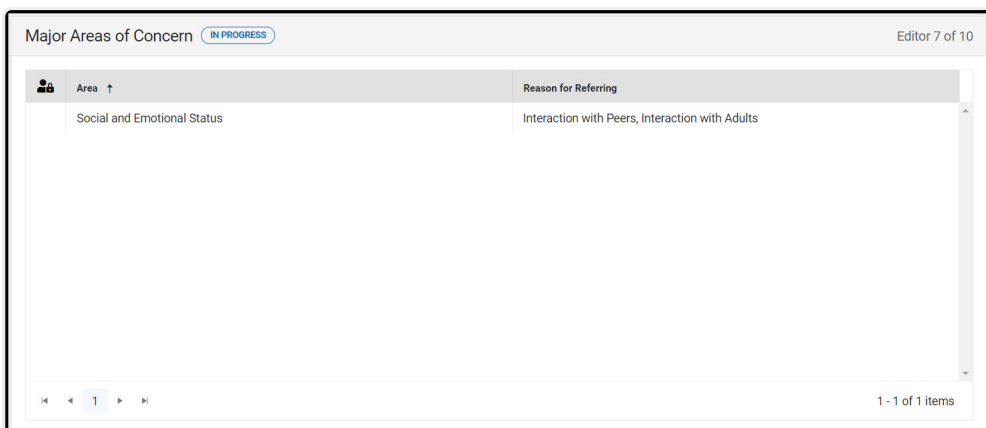
Major Areas of Concern List Screen

Column Name	Description
Padlock Icon	The user currently editing the Summary of Interventions Data record.
Area	The area of concern.

Column Name	Description
Reasons for Referring	The reason for referral.

Major Areas of Concern Detail Screen

Select an existing record or **New** to view the detail screen.

Major Areas of Concern Detail Screen

Field	Description	Validation
Area(s) *Required*	The area of concern. • Communication • Academic Performance • Health, Vision, Hearing and Motor Abilities • Social and Emotional Status • General Intelligence • Work Skills / Technical / Vocational Functioning	This field is required. Only one entry for each area is allowed. Once an option is selected, it is removed from the drop down.
Reasons for Referring *Required*	The reason for the referral . The options available depend on the Area selected above. When **Communication** is selected, options include: • Communicates Basic Needs and Wants • Articulation • Knowledge of Sound/Letter Association • Expressive Language • Voice Quality • Receptive Language • Other Specify	N/A

Field	Description	Validation
	When **Academic Performance** is selected, options include:	

When **Academic Performance** is selected, options include:

- Oral Expression
- Written Expression
- Reading Comprehension
- Mathematics Calculation
- Listening Comprehension
- Basic Reading Skills
- Reading Fluency
- Mathematics Reasoning and Application
- Other Specify

When **Health, Vision, Hearing and Motor Abilities** is selected, options include:

- Gross Motor Skills-Body Control
- Gross Motor Skills-Locomotion
- Vision
- Developmental History
- Fine Motor Skills-Perceptual Motor
- Fine Motor Skills-Sensory
- Hearing
- Other Specify

When **Social and Emotional Status** is selected, options include:

- Interaction with Peers
- Interaction with Adults
- Acceptance of Rules
- Acceptance of Correction
- Acceptance of Disappointment
- Self Help Skills/Play Skills
- Team/Membership
- Mood Swings
- Repetitive Behaviors
- Self Concept
- Inactivity or Withdrawal
- Cooperation
- Self Control
- Expression of Feelings/Affect
- Lack of focus
- Inattention
- Easily distractible
- Impulsive
- Other Specify

When **General Intelligence** is

Field	Description	Validation
	selected, options include: • Understanding New Concepts • Interpreting Data to Make Decisions • Comparing/Contrasting Ideas of Objects • Perceptual Discrimination • Predicting Events/Results • Problem Solving • Applying Knowledge • Memory • Other Specify When **Work Skills/Technical/Vocational Functioning** is selected, options include: • Attending to Task • Following Directions • Independent Work Habits • Seeking Assistance When Needed • Using Research Tools Effectively • Maintaining Physical Stamina • Having Realist Vocational Goals • Punctuality • Completing Work • Organizing Materials/Belongings • Using Technology to Gather/Organize Info • Identifying Preferences/Interests • Recognizing Personal Limitations • Other Specify	
Specify Other *Required*	A specific other area.	*This field is available and required when Other Specify is selected from Reasons for Referring for any Area. This field is limited to 1000 characters.

Field	Description	Validation
Specialized Equipment Used by Student	Any specialized equipment the student uses.	This field is limited to 8000 characters.

School Information

The School Information editor summarizes data related to the student's school records.

School Information Editor

▶ Click here to expand...

Field	Description	Validation
School Information		
Number of Schools Attended to Date	The number of schools the student has attended.	This field is limited to 3 characters.
Column Name: • *Year* • *Grade* • *Days Enrolled* • *#of Absences Excused* • *#of Absences Unexcused* • *#of Tardies Excused* • *#of Tardies Unexcused*		
Years in School Including Current Year	The number of years the student has been in school.	This field is limited to 5 characters.

Field	Description	Validation
Years in Primary Program Including Current Year	The number of years the student has been in a primary program.	This field is limited to 5 characters.
Repeated Grades	The number of repeated grades.	This field is limited to 5 characters.
Summary of Most Recent Grades (Provide Current or Most Recent Grades the Student Received by Content)		
Reading	The grade the student received in reading.	This field is limited to 5 characters.
Math	The grade the student received in math.	This field is limited to 5 characters.
Science	The grade the student received in science.	This field is limited to 5 characters.
Spelling	The grade the student received in spelling.	This field is limited to 5 characters.
English	The grade the student received in English.	This field is limited to 5 characters.
Social Studies	The grade the student received in social studies.	This field is limited to 5 characters.
Additional Content 1	The name of first additional content.	This field is limited to 25 characters.
Content Grade 1	The grade the student received in the additional first content area.	This field is limited to 5 characters.
Additional Content 2	The name of second additional content.	This field is limited to 25 characters.
Content Grade 2	The grade the student received in the additional second content area.	This field is limited to 5 characters.
Additional Content 3	The name of third additional content.	This field is limited to 25 characters.
Content Grade 3	The grade the student received in the additional third content area.	This field is limited to 5 characters.

Field	Description	Validation
Summary of Standardized Group Test Data (Attach copies) *Columns Headers:* • *Test Name* • *Date* • *Reading* • *Math* • *Language* • *Spelling* *Only 5 rows/tests can display. All fields are limited to 50 characters, except the Date field.*		

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Physical Functioning and Summary of Support

The Physical Functioning and Summary of Support Editor summarizes screening and past and present support information.

Physical Functioning and Summary of Support Editor

▸ Click here to expand...

Field	Description	Validation
Vision *Required for all students referred for special education*		
Vision Screening Date	The date of the student's vision screening.	N/A
Vision Screening Results	The results of the vision screening. Options include: • Passed • Failed	N/A

Field	Description	Validation
Hearing *Required for all students referred for special education*		
Hearing Screening Date	The date of the student's hearing screening.	N/A
Hearing Screening Results	The results of the hearing screening. Options include: • Passed • Failed	N/A
Motor *Required when Specific Learning Disability suspected and as determined by ARC*		
Motor Screening Date	The date of the student's motor screening.	N/A
Motor Screening Results	The results of the motor screening. Options include: • Passed • Failed	N/A
Speech *Required as Determined by the ARC*		
Speech Screening Date	The date of the student's speech screening.	N/A
Speech Screening Results	The results of the speech screening. Options include: • Passed • Failed	N/A
Describe any Existing Medical Health Conditions Below	A description of any of the student's existing medical health conditions.	N/A
Is Student Currently on Medication?	Indicates the student is currently on medication. Options are Yes or No.	N/A

Field	Description	Validation
Specify Type and Dosage Below *Required*	A description of the type of medication and the specific dosage.	*This field is available and required when Yes is selected for the question, Is Student Currently on Medication? This field is limited to 8000 characters.
Summary of Past and Present Support		
Has this student been evaluated for special education previously?	Indicates the student has been evaluated for special education previously. Options are Yes or No.	N/A
If yes, When was the student evaluated? *Required*	The date of the previous evaluation.	*This field is available and required when Yes is selected for the question, Has this student been evaluated for special education previously?
What was the suspected area of disability? *Required*	A description of the student's suspected disability.	*This field is available and required when Yes is selected for the question, Has this student been evaluated for special education previously? This field is limited to 50 characters.
What services is this student receiving or what services has this student received in the past? For the services below, enter [C] if currently receiving or [P] if the service was provided in the past.		
Limited English Proficient	Indicates the student has received Limited English Proficiency services currently or in the past.	This field is limited to 2 characters.
Migrant	Indicates the student has received Migrant services currently or in the past.	This field is limited to 2 characters.
Title 1	Indicates the student has received Title 1 services currently or in the past.	This field is limited to 2 characters.

| Field	Description	Validation
Speech Language	Indicates the student has received Speech Language services currently or in the past.	This field is limited to 2 characters.
504	Indicates the student has received Section 504 services currently or in the past.	This field is limited to 2 characters.
Extended School Services	Indicates the student has received Extended School services currently or in the past.	This field is limited to 2 characters.
Gifted and Talented	Indicates the student has received Gifted and Talented services currently or in the past.	This field is limited to 2 characters.
Involvement with Outside Agency(ies)	Indicates outside agencies have been involved in providing services. Options are Yes or No.	N/A
Agency *Required*	The name of the agency.	*This field is available and required when Yes is selected for the question, Involvement with Outside Agency(ies). This field is limited to 50 characters.
Describe services that are being provided to this student by the agency(ies) listed above *Required*	A description of the services provided to the student by the agencies listed.	*This field is available and required when Yes is selected for the question, Involvement with Outside Agency(ies).

Documentation of Student Progress

The Documentation of Student Progress editor provides the ability to add New Test data. From the Documentation of Student Progress List, data can be selected, edited, and deleted.

▸ Click here to expand...
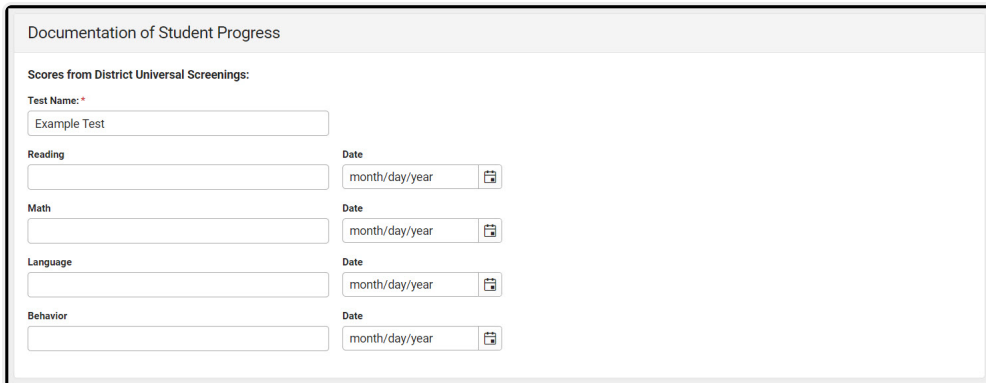
Documentation of Student Progress List Screen
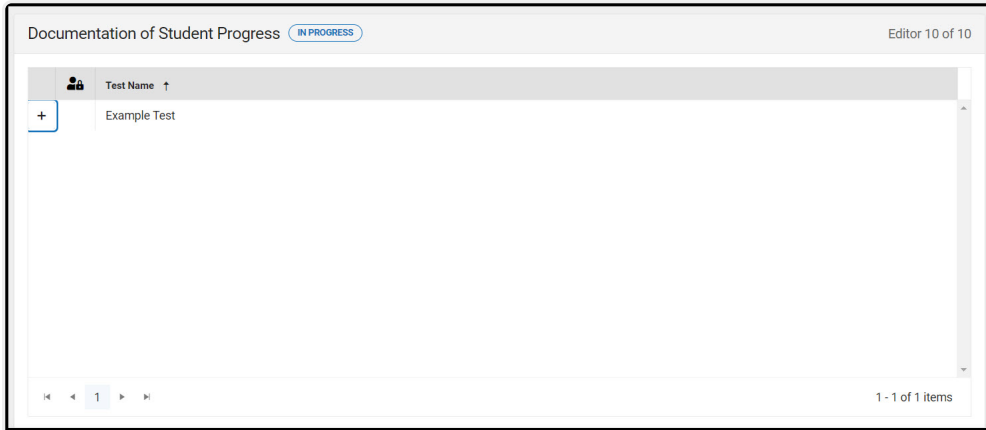
Documentation of Student Progress List Screen

Column Name	Description
Padlock Icon	The user currently editing the Documentation of Student Progress record.
Test Name	The name of the test.

Documentation of Student Progress Detail Screen

Select an existing record or **New** to view the detail screen.

Documentation of Student Progress Detail Screen

Field	Description
Scores from District Universal Screenings	
Test Name *Required*	The name of the assessment.
Reading	The name of the reading assessment.
Date	The date of the reading assessment.
Math	The name of the math assessment.

Field	Description
Date	The date of the math assessment.
Language	The name of the language assessment.
Date	The date of the language assessment.
Behavior	The name of the behavior assessment.
Date	The date of the behavior assessment.

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