

# Referral (Kentucky)

Last Modified on 03/11/2024 8:44 am CDT

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Tool Search: Special Ed Documents

The Referral form is used to record the reason for referral to evaluate the student for special education services.

The current format of this document is the **KY Referral 2023** print format. Formats are selected in [Eval Types](#).

Editor Home - KY Referral ⓘ			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Referral Header	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:31 AM	>
Enrollment Information	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:32 AM	>
Student Information	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:34 AM	>
Parent/Guardian Information	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:35 AM	>
Summary of Interventions	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">NOT STARTED</span>		>
Summary of Interventions Data	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:39 AM	>
Major Areas of Concern	<span style="border: 1px solid #0070c0; border-radius: 5px; padding: 2px;">IN PROGRESS</span>	System Administrator 4/17/23 10:44 AM	>

*Editor Home*

## Editor Home

The Editor Home lists the editors available, their status, and Modification and Completion information.

Header	Description
<b>Name</b>	The name of the editor.

Header	Description
<b>Status</b>	<p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> <li>• <b>In Progress</b> indicates a user has entered and saved data in that editor.</li> <li>• <b>Not Started</b> is the default status for all editors.</li> <li>• <b>Complete</b> indicates a user has clicked the <b>Complete</b> button on the editor and the editor is read only. This does not lock the editor from further editing, but indicates the user considers the editor to be finished.</li> <li>• <b>Not Needed</b> indicates a user has clicked the <b>Not Needed</b> button on the editor. This is usually done for editors that do not apply to the student.</li> </ul> <p>The following statuses are only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>ESign</b> indicates that editor has functionality related to the eSignature process. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> <li>• <b>Complete Pending eSignature</b> indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
<b>Modified By</b>	The date and the user by whom the editor was last edited.
<b>Completed By</b>	The date and the user who clicked the <b>Complete</b> button for that editor.

## General Information

The following table lists the actions available for the editors. When resizing the window, certain buttons are condensed into a single **Action** button.

Button	Description
<b>Save</b>	<p>Different editors have different save options. Click the arrow next to the Save &amp; Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> <li>• <b>Save</b> captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the <a href="#">Editor Types</a> section for additional information.</li> <li>• <b>Save &amp; Stay</b> captures progress and keeps the user on the current editor. This save button is the default save option and usually found within the detail screen or list editors, such as Goals and Objectives.</li> <li>• <b>Save &amp; Next</b> captures progress and navigates the user to the next editor.</li> <li>• <b>Save &amp; New</b> captures progress and creates a new record. This save button is usually found within the detail screen of a list editor, such as Goals and Objectives. See the <a href="#">Editor Type</a> section for additional information.</li> </ul>

Button	Description
<b>Refresh</b>	Retrieves a new copy of data from the student's record. This includes enrollment, student, parent/guardian, and team member information. This also returns any accidentally deleted people records. Manually entered fields do not change when the refresh button is clicked. The user must <b>Save</b> after clicking Refresh to capture changes.  A side panel displays listing all applicable Enrollment records for the student. See the <a href="#">Enrollments</a> tool documentation for additional information.
<b>Cancel</b>	Navigates the user to the Editor Home screen or to the List Screen for List editors.
<b>Status</b>	Changes the status of the editor. <ul style="list-style-type: none"> <li>• <b>Complete</b> indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. To further edit after an editor is marked Complete, the user must click <b>In Progress</b>.</li> <li>• <b>Not Needed</b> indicates the editor does not apply to the student's plan or evaluation. This makes the editor read only. However, this does not lock the editor from further editing. To further edit after an editor is marked Not Needed, click the <b>In Progress</b> button.</li> <li>• <b>In Progress</b> only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> </ul> <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> <li>• <b>Complete Pending eSignature</b> only displays for the Procedural Safeguards, IEP Implementation, and Medicaid Consent editors. This button marks the editor as complete until the parent/guardian electronically signs those sections of the plan via the Campus Parent Portal. See the <a href="#">Nevada Individual Education Plan eSignature Process</a> for additional information.</li> </ul>
<b>Print</b>	Prints the entire document.
<b>Editors</b>	Opens a side panel listing all the available editors and their status. Select an editor from this list to navigate to that editor or click <b>Close</b> to collapse the side panel.
<b>Previous</b>	Navigates the user to the previous editor.
<b>Next</b>	Navigates the user to the next editor.

## Editor Types

There are two types of editors available: List or Basic editors. When navigating to a Basic editor, the list of fields within the editor display. List editors display a list of all records within that editor. Clicking an existing record or the New button opens the detail view for an individual record.

## Editor Lock Out and Release Logic

Only one user at a time can actively work on an editor. A person with a padlock icon  displays in

the Editors side panel, Editor Home, and List Screen of list editors indicating which editors currently have users working on them. Hovering over the icon displays the name of the user who has checked out the editor, including the current user (you).

Editors that are currently being edited are read-only for all other users. The name of the person working on the editor displays in the header.

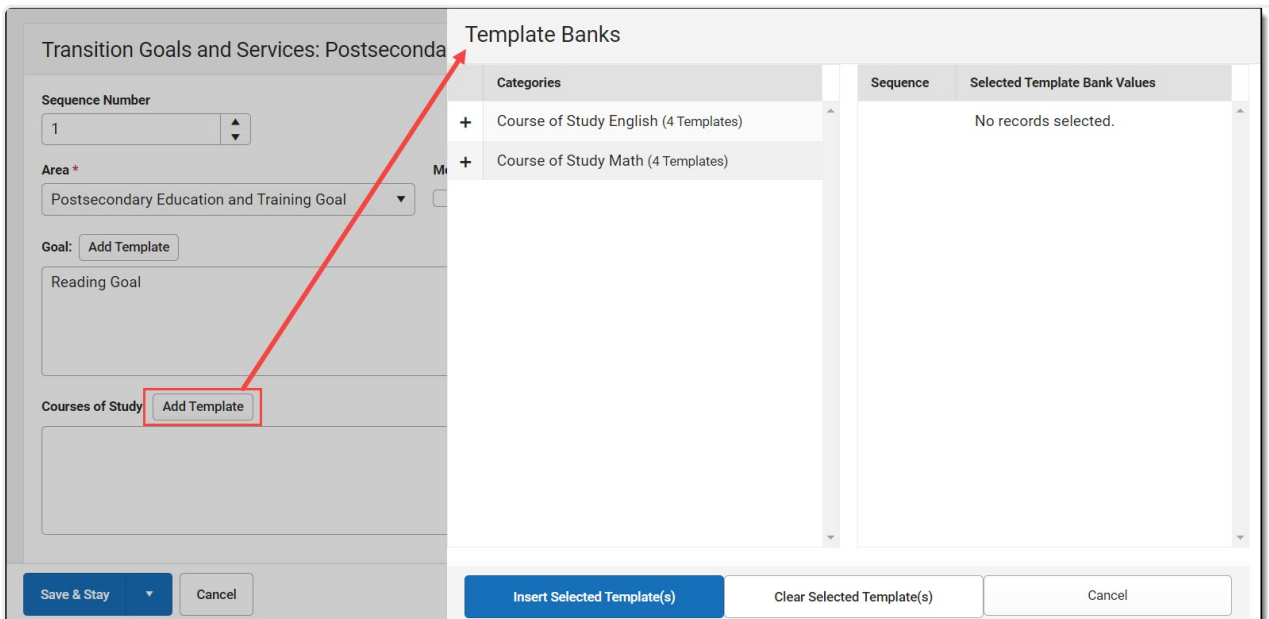
In order to release an editor, the user must:

- navigate to the next editor by clicking **Save and Next**, or by clicking the **Editors** button and selecting the next editor from the side panel.
- click the **Cancel** button to return to the Editor Home screen.
- log out of the Campus application.
- navigate to a different tool in the Campus application.

Editors are automatically released when the in-application timeout limit has been exceeded. This is a back-end process and is usually around 30-60 minutes.

## Template Banks

Certain fields within several editors have an **Add Template** icon that displays next to their name. Clicking this button displays a side panel with the available library of predetermined text for that field. [Template Banks](#) are managed in System Administration.



Categories	Sequence	Selected Template Bank Values
+ Course of Study English (4 Templates)		No records selected.
+ Course of Study Math (4 Templates)		

*Template Bank Side Panel*

Click the plus (+) icons next to the category to view the available template values.

### Template Banks

Categories	Sequence	Selected Template Bank Values										
- Course of Study English (4 Templates) <table border="1"> <thead> <tr> <th>Add</th> <th>Templates</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 10</b> Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 11</b> Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 12</b> Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td><b>Course of Study 9</b> Grade 9: English 100</td> </tr> </tbody> </table>	Add	Templates	<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200	<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300	<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400	<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100	1 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 9</b> <input type="button" value="X"/> Grade 9: English 100
Add	Templates											
<input type="button" value="Add"/>	<b>Course of Study 10</b> Grade 10: English 200											
<input type="button" value="Add"/>	<b>Course of Study 11</b> Grade 11: English 300											
<input type="button" value="Add"/>	<b>Course of Study 12</b> Grade 12: English 400											
<input type="button" value="Add"/>	<b>Course of Study 9</b> Grade 9: English 100											
	2 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 10</b> <input type="button" value="X"/> Grade 10: English 200										
	3 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 11</b> <input type="button" value="X"/> Grade 11: English 300										
	4 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 12</b> <input type="button" value="X"/> Grade 12: English 400										
+ Course of Study Math (4 Templates)												

*Expanded Category and Values Selected*

Template Bank Categories display on the left and the selected text displays on the right. Click the **Add** button to add the template value. This adds the template to the queue of values on the right. The red **X** removes selected templates while the sequence field can be used to reorder the templates. Another option is to use the up and down arrows next to the sequence field to reorder values.

Click **Cancel** to go back to the document. The **Clear Selected Template(s)** button removes all selected template values from the right selection screen.

Once selections are finalized, click the **Insert Selected Template(s)** button to add the values to the field within the document in the selected order. Template values are separated by carriage returns.

Courses of Study:

Grade 9: English 100

Grade 10: English 200

Grade 11: English 300

Grade 12: English 400

*Example Template Bank Selections in the Document*

# Text Editors

Images should not be inserted into text fields.

## Editors

[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](#)

The following section lists each editor and describes each field on the editor.

## 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 IN PROGRESS
Editor 1 of 10

**ARC Decision Date \***

**Referred Date**

**Referring Person/Title**

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

Autism
✕

**Select disability area(s) for 'Developmental Delay':**

**Select disability area(s) for 'Specific Learning Disability':**

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

Referral Header

[▶ Click here to expand...](#)

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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: 10      General Education Teacher:

School Name:       School Phone:

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**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...](#)

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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 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 Nam	Middle Name Le	Suffix
Gender M	Birthdate		
Race, Ethnicity 3: Asian	Primary Mode of Communication of the Student Vietnamese		
Address LOUISVILLE, KY 40206	Student Number	State ID	

---

**Case Manager Information**

Name:       Title:

*Student Information Editor*

▶ [Click here to expand...](#)

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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 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.

---

**Cam Le - Mother**

Print Sequence Delete

Address Delete

Home Phone  Work Phone  Cell Phone

E-mail

Primary Mode of Communication in the Home

---

**Thomas - Father, step**

Print Sequence Delete

*Parent/Guardian Information Editor*

▶ [Click here to expand...](#)

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## Summary of Interventions

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

Summary of Interventions NOT STARTED Editor 5 of 10

**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.**

**2. Indicate the area(s) of suspected disability.**  
 Interventions must match deficit areas of the disability suspected

Tier Intervention Data, #'s 3-5, are located on the 'Summary of Interventions Data' Editor. Please complete accordingly.

*Summary of Interventions Editor*



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

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## 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...](#)

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## School Information

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

School Information IN PROGRESS
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
2022	10	115.00	5.00	1.00	2.00	0.00

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):

*School Information Editor*

[▶ Click here to expand...](#)

# 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 NOT STARTED Editor 9 of 10

**Physical Functioning**

Attach documentation for results of each screening.

**Vision**  
Required for all students referred for special education

Vision Screening Date:   Vision Screening Results:

**Hearing**  
Required for all students referred for special education

Hearing Screening Date:   Hearing Screening Results:

**Motor**  
Required when Specific Learning Disability suspected and as determined by ARC

Motor Screening Date:   Motor Screening Results:

*Physical Functioning and Summary of Support Editor*

▶ [Click here to expand...](#)

# 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...](#)