

# Evaluation (Kentucky)

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

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Tool Search: Special Ed Documents

Evaluations are used to document the student's educational needs and the student's determination of eligibility for special education. This document describes each editor, the section(s) of the print format that include the entered information, a description of each field on the editor, and any special considerations and instructions for using the editor and fields.

**An evaluation must be created whether or not the student is determined to have a disability.** A copy of the evaluation summary report, including the documentation of eligibility, is given to the student's parents by the school.

The current format of this document is the **KY Evaluation 2023.1** print format. Formats are selected in [Eval Types](#).

Editor Home - KY Evaluation/Eligibility Determination <span style="float: right;">?</span>			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Evaluation Header	IN PROGRESS	System Administrator 4/17/23 11:47 AM	>
Enrollment Information	IN PROGRESS	System Administrator 4/17/23 11:48 AM	>
Student Information	IN PROGRESS	System Administrator 4/17/23 11:50 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 4/17/23 11:51 AM	>
Multi-Disciplinary Report	IN PROGRESS	System Administrator 4/17/23 11:54 AM	>
RR-Review of Existing Data	IN PROGRESS	System Administrator 4/17/23 11:57 AM	>
RR-Review of Records	IN PROGRESS	System Administrator 4/17/23 11:59 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.
<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.

Transition Goals and Services: Postsecondary

Sequence Number  
1

Area\*  
Postsecondary Education and Training Goal

Goal: Add Template

Reading Goal

Courses of Study Add Template

Template Banks

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

Save & Stay Cancel Insert Selected Template(s) Clear Selected Template(s) Cancel

*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="▼"/> 2 <input type="button" value="▲"/> <input type="button" value="▼"/> 3 <input type="button" value="▲"/> <input type="button" value="▼"/> 4 <input type="button" value="▲"/> <input type="button" value="▼"/>	<b>Course of Study 9</b> <input type="button" value="X"/> Grade 9: English 100 <b>Course of Study 10</b> <input type="button" value="X"/> Grade 10: English 200 <b>Course of Study 11</b> <input type="button" value="X"/> Grade 11: English 300 <b>Course of Study 12</b> <input type="button" value="X"/> Grade 12: English 400
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											
+ 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.

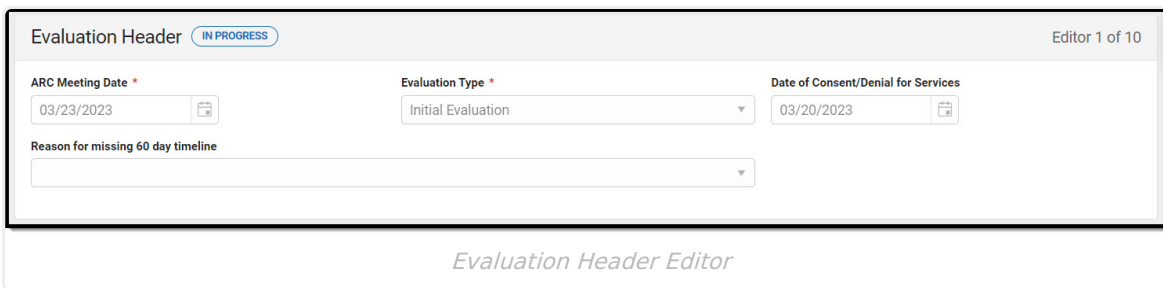
## Editors

[Evaluation Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Multi-Disciplinary Report](#) | [RR-Review of Existing Data](#) | [RR-Review of Records](#) | [RR-Review of Current Performance](#) | [Eligibility Form](#) | [Eligibility Determination](#)

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

### Evaluation Header

The Evaluation Header includes the dates associated with evaluation of the student, including the date the student was notified, the date of consent for initial evaluation and the date of consent for services.



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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

<b>Grade</b> 10	<b>School Name</b> [Redacted]	<b>School Phone</b> [Redacted]
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**District Information**

<b>District Number</b> [Redacted]	<b>District Name</b> [Redacted] PUBLIC SCHOOLS	<b>District Phone</b> [Redacted]
<b>District Address</b> [Redacted] Louisville, KY 40218		<b>District SPED Phone</b> [Redacted]
<b>District SPED Address</b> [Redacted]		

Enrollment Information Editor

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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.

<b>Last Name</b> [Redacted]	<b>First Name</b> Nam	<b>Middle Name</b> Le	<b>Suffix</b> [Redacted]
<b>Gender</b> M	<b>Birthdate</b> [Redacted]	<b>Primary Mode of Communication of the Student</b> Vietnamese	
<b>Race, Ethnicity</b> 3: Asian		<b>Address</b> [Redacted] LOUISVILLE, KY 40206	<b>Student Number</b> [Redacted]
<b>State ID</b> [Redacted]			

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**Case Manager Information**

<b>Name</b> [Redacted]	<b>Title</b> [Redacted]
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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**

1

Delete

**Address**

LOUISVILLE, KY 40206

**Home Phone**                      **Work Phone**                      **Cell Phone**

**E-mail**

Thomas - Father, step

**Print Sequence**

2

Delete

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

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## Multi-Disciplinary Report

The Multi-Disciplinary Report editor is used to record reports regarding various areas of evaluation.

▶ [Click here to expand...](#)

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## RR-Review of Existing Data

The Review of Existing Data editor describes the student's currently identified disability and services as well as previous eligibilities.



This is required only for a reevaluation, not an initial evaluation.

RR-Review of Existing Data IN PROGRESS Editor 6 of 10

Current Disability: Autism If "Multiple Disabilities" is selected, list categories: Select Disabilities ...

List Current Disability Area(s): Select Status(es) ...

Current Related Services:

N/A                       OT                                       PT  
 Speech                       O & M                                       Special Transportation  
 Other

Specify Other:

Previous Eligibility Determinations

PREVIOUS ELIGIBILITY DETERMINATIONS      ARC DATES FOR ELIGIBILITY DETERMINATION      EVALUATION/REEVALUATION REPORT IN FILE

RR-Review of Existing Data Editor

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## RR-Review of Records

The Review of Current Performance editor summarizes current information about the student's assessments.

This is required only when this is a Reevaluation, not an Initial Evaluation.

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## RR-Review of Current Performance

The Review of Current Performance editor summarizes current information about the student's academic and functional performance levels.

This is required only when this is a Reevaluation, not an Initial Evaluation.

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## Eligibility Form

The Eligibility Form editor lists the student's eligible disability, or disabilities, determination(s).

[▶ Click here to expand...](#)

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## Eligibility Determination

The Eligibility Determination editor records the ARC team's review of current available data about the student, whether that data is sufficient to come to an eligibility conclusion, and what that determination is.

Eligibility Determination IN PROGRESS
Editor 10 of 10

Document the ARC decision regarding the determination of the student's eligibility for special education and related services and reasons for the decision on the appropriate Eligibility Determination form(s). *(Note: For Multiple Disabilities, complete a separate form for each underlying disability category.)*

**Date of Eligibility Determination \***

Student does not have an educational disability requiring special education and related services.

**Primary Disability**

**List Current Disability Area(s)**

For students identified as Multiple Disabilities document the underlying disabilities below:

<b>Underlying Disability (A)</b>	<b>Underlying Disability (B)</b>
<input type="text"/>	<input type="text"/>
<b>Underlying Disability (C)</b>	<b>Underlying Disability (D)</b>
<input type="text"/>	<input type="text"/>

[▶ Click here to expand...](#)

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## Previous Versions

[Evaluation \(Kentucky\) \[.2315 and previous\]](#)