Consent Form (Kentucky)

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[Consent Header](#) | [Enrollment Information](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Consent to Evaluate/Reevaluate](#) | [Parental Consent](#)

Tool Search: Special Ed Documents

The Consent for Evaluation form is used to record the proposed evaluation(s) or reevaluation needed to determine the student's eligibility for services and whether the student's parent/guardian provided consent for the evaluation(s) to be performed. 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 Consent for Evaluation 2023** print format. Formats are selected in [Eval Types](#).

Editor Home

Consent Header

The Consent Header editor 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.

Consent Header Editor

▶ Click here to expand...

Field	Description	Validation
ARC Date *Required*	The date the Admissions and Release Committee met.	N/A
Evaluation Type *Required*	The type of evaluation. Options include: • Initial Evaluation • Reevaluation	These options are hard-coded.
Date of Consent for Initial Evaluation	The date the parent/guardian gave consent for an initial evaluation.	N/A
Date of Consent for Reevaluation	The date the parent/guardian gave consent for an reevaluation.	N/A
Date of Revocation of Consent for Evaluation	The date the parent/guardian revoked consent for an evaluation.	N/A
Reason for Revocation of Consent for Evaluation	The reason the parent/guardian revoked consent.	N/A

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 6

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

Primary Disability, if currently identified
None

Grade
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 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.
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.

Field	Description	Database Location (when Refresh is clicked)	Validation
School Phone	The student's school of attendance phone number.	Learner Planning > Learning Plans > School > Phone School.phone	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
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.

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

Field	Description	Database/UI Location (when Refresh is clicked)
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
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 if 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

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.

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
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.
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.

Consent to Evaluate/Reevaluate

The Consent to Evaluate/Reevaluate editor is used to document the consent given for the student to be evaluated/reevaluated for services.

Consent to Evaluate/Reevaluate Editor

▶ Click here to expand...

Field	Description	Validation
Consent to Evaluate/Reevaluate		
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 > Suspected Disability.

Field	Description	Validation
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 > Developmental Delay.
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 > 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 > Speech Language.
For each evaluation (Initial or Reevaluation), mark 'X' for the assessment components determined to be addressed within the multidisciplinary assessment. Mark 'E' if the assessment exists within the educational records of the student and will be considered.		
Health, Vision, Hearing, and Motor Abilities		

Field	Description	Validation
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Medical / Health Evaluation • Vision Exam • Functional Vision / Learning Media Assessment • Orientation and Mobility • Braille Skills Inventory • Hearing • Fine Motor • Gross Motor • Occupational Therapy • Physical Therapy • Behavior Observation • Assistive Technology • Other.	Both values can be selected per option.
Specify Other *Required*	The other Health, Vision, Hearing, and Motor Abilities assessment component.	*This field is available and required when Other is selected above.
Academic Performance		
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Basic Reading • Reading Comprehension • Reading Fluency • Math Calculation • Math Reasoning • Oral Expression • Listening Comprehension • Written Expression • Performance Based Tests • Criterion Referenced Tests • Curriculum Based Tests • Norm-Referenced Tests • Behavior Observation • Other	Both values can be selected per option.
Specify Behavior Observation Areas *Required*	The specific Behavior Observation Area assessment component.	*This field is available and required when Behavior Observation is selected above.

Field	Description	Validation
Specify Other *Required*	The specific Academic Performance assessment component.	*This field is available and required when Other is selected above.
General Intelligence		
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Cognitive / Intellectual Assessment (aptitude and mental processing) • Behavior Observation • Other	Both values can be selected per option.
Specify Other *Required*	The specific General Intelligence assessment component.	*This field is available and required when Other is selected above.
Social and Emotional Status		
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Adaptive Behavior / Self-Help • Behavior Observation • Behavior Rating Scale • Functional Behavioral Assessment • Other	Both values can be selected per option.
Specify Other *Required*	The specific Social and Emotional Status assessment component.	*This field is available and required when Other is selected above.
Communication Status		

Field	Description	Validation
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Receptive Language • Expressive Language • Speech Sound Production • Voice • Fluency • Oral Mechanism • Hearing • Behavior Observation • Augmentative Communication • Other	Both values can be selected per option.
Specify Other *Required*	The specific Communication Status assessment component.	*This field is available and required when Other is selected above.
Vocational Evaluation/Transition Needs		
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Vocational Aptitude • Interest Inventory • Learning Style • Behavior Observations • Other	Both values can be selected per option.
Specify Other *Required*	The specific Vocational Evaluation/Transition Needs assessment component.	*This field is available and required when Other is selected above.
Other		
X and **E** checkboxes	X and E checkboxes display for each of the following options: • Social and Developmental History • IEP Progress Data • RTI Data • State Assessment Data • Developmental Assessment • Other	Both values can be selected per option.
Specify Other *Required*	Any other assessment component.	*This field is available and required when Other is selected above.

Field	Description	Validation
List the recommendations for student needs (e.g., glasses, hearing aids), any modifications/adaptations of evaluation instruments, procedures, or settings to be used for the evaluation.	A description of the recommendations for the student's needs.	N/A
List existing reports/assessment data, which will be used as part of the multi-disciplinary assessment.	A description of existing data used as part of the assessment.	N/A

Parental Consent

The Parental Consent editor includes the individual providing consent to evaluation, whether consent was given, and the areas to be evaluated.

Parental Consent Editor

Field	Description	Validation

Field	Description	Validation
The parent agrees for evaluation in each of the ARC selected area(s) for assessment indicated on the Consent to Evaluate/Reevaluate editor.	Options include: • **Yes,** I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above. • **For Reevaluation purposes**, I acknowledge that there is no additional data needed to determine that my child/student continues to be a child/student with an educational disability. I have been informed of the reasons no additional data is needed. I understand that I may request further assessment should I feel it is needed. • **No,** I understand the above information **and do not** give my consent.	Only one selection can be selected.

^ Back to Top

Previous Versions

Consent Form (Kentucky) [.2315 and previous]