

Consent Form (Kentucky)

Last Modified on 03/11/2024 8:45 am CDT

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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.

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

| Editor Home - KY Consent for Evaluation ? | | | |
|--|---|--|--------------|
| NAME | STATUS | MODIFIED BY | COMPLETED BY |
| Consent Header | IN PROGRESS | System Administrator 4/17/23 9:45 AM | > |
| Enrollment Information | IN PROGRESS | System Administrator 4/17/23 9:58 AM | > |
| Student Information | IN PROGRESS | System Administrator 4/17/23 10:04 AM | > |
| Parent/Guardian Information | IN PROGRESS | System Administrator 4/17/23 10:05 AM | > |
| Consent to Evaluate/Reevaluate | IN PROGRESS | System Administrator 4/17/23 10:07 AM | > |
| Parental Consent | IN PROGRESS | System Administrator 4/17/23 10:09 AM | > |

Editor Home

Editor Home

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

| Header | Description |
|-------------|-------------------------|
| Name | The name of the editor. |

| Header | Description |
|---------------------|--|
| Status | <p>The state of the editor. Statuses can be:</p> <ul style="list-style-type: none"> • In Progress indicates a user has entered and saved data in that editor. • Not Started is the default status for all editors. • Complete indicates a user has clicked the Complete 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. • Not Needed indicates a user has clicked the Not Needed button on the editor. This is usually done for editors that do not apply to the student. <p>The following statuses are only available for the Nevada IEP:</p> <ul style="list-style-type: none"> • ESign indicates that editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process for additional information. • Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature. |
| Modified By | The date and the user by whom the editor was last edited. |
| Completed By | The date and the user who clicked the Complete 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 |
|-------------|---|
| Save | <p>Different editors have different save options. Click the arrow next to the Save & Stay button to view all saving options for any given editor.</p> <ul style="list-style-type: none"> • Save captures progress and navigates the user to the Editor Home or to the List Screen for List editors. See the Editor Types section for additional information. • Save & Stay 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. • Save & Next captures progress and navigates the user to the next editor. • Save & New 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 Editor Type section for additional information. |

| Button | Description |
|-----------------|---|
| Refresh | 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 Save after clicking Refresh to capture changes. A side panel displays listing all applicable Enrollment records for the student. See the Enrollments tool documentation for additional information. |
| Cancel | Navigates the user to the Editor Home screen or to the List Screen for List editors. |
| Status | Changes the status of the editor. <ul style="list-style-type: none"> • Complete 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 In Progress. • Not Needed 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 In Progress button. • In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made. <p>The following status is only available for the Nevada IEP:</p> <ul style="list-style-type: none"> • Complete Pending eSignature 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 Nevada Individual Education Plan eSignature Process for additional information. |
| Print | Prints the entire document. |
| Editors | 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 Close to collapse the side panel. |
| Previous | Navigates the user to the previous editor. |
| Next | 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.

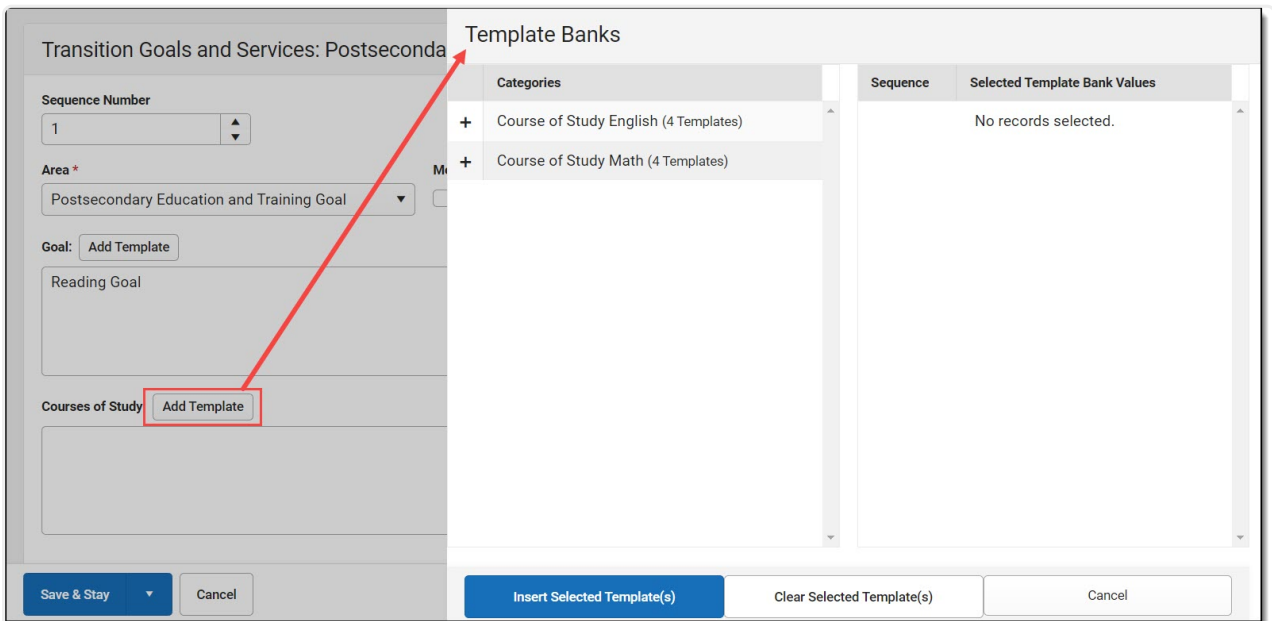
In order to release an editor, the user must:

- 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.



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>Course of Study 10 Grade 10: English 200</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 11 Grade 11: English 300</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 12 Grade 12: English 400</td> </tr> <tr> <td><input type="button" value="Add"/></td> <td>Course of Study 9 Grade 9: English 100</td> </tr> </tbody> </table> | Add | Templates | <input type="button" value="Add"/> | Course of Study 10 Grade 10: English 200 | <input type="button" value="Add"/> | Course of Study 11 Grade 11: English 300 | <input type="button" value="Add"/> | Course of Study 12 Grade 12: English 400 | <input type="button" value="Add"/> | Course of Study 9 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="▼"/> | Course of Study 9 <input type="button" value="X"/> Grade 9: English 100 Course of Study 10 <input type="button" value="X"/> Grade 10: English 200 Course of Study 11 <input type="button" value="X"/> Grade 11: English 300 Course of Study 12 <input type="button" value="X"/> Grade 12: English 400 |
| Add | Templates | | | | | | | | | | | |
| <input type="button" value="Add"/> | Course of Study 10 Grade 10: English 200 | | | | | | | | | | | |
| <input type="button" value="Add"/> | Course of Study 11 Grade 11: English 300 | | | | | | | | | | | |
| <input type="button" value="Add"/> | Course of Study 12 Grade 12: English 400 | | | | | | | | | | | |
| <input type="button" value="Add"/> | Course of Study 9 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

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

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

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
IN PROGRESS
Editor 1 of 6

| | |
|--|--|
| <p>ARC Date *</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="02/06/2023"/> | <p>Evaluation Type *</p> <div style="border: 1px solid #ccc; padding: 2px;">Initial Evaluation</div> |
| <p>Date of Consent for Initial Evaluation</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="02/01/2023"/> | <p>Date of Consent for Reevaluation</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="month/day/year"/> |
| <p>Date of Revocation of Consent for Evaluation</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="month/day/year"/> | |
| <p>Reason for Revocation of Consent for Evaluation</p> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> | |

Consent Header Editor

▶ [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 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...](#)

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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 6

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 6

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

Address
LOUISVILLE, KY 40206

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

E-mail

Delete

Thomas - Father, step

Print Sequence
2

Delete

Parent/Guardian Information Editor

▶ [Click here to expand...](#)

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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 IN PROGRESS
Editor 5 of 6

Suspected Disability:
 Select all suspected disabilities. For Multiple Disabilities, you may choose additional specific disabilities by clicking again 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':

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

| X | E | | X | E | |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Medical / Health Evaluation | <input type="checkbox"/> | <input type="checkbox"/> | Vision Exam |
| <input type="checkbox"/> | <input type="checkbox"/> | Functional Vision / Learning Media Assessment | <input type="checkbox"/> | <input type="checkbox"/> | Orientation and Mobility |
| <input type="checkbox"/> | <input type="checkbox"/> | Speech / Language Impairment | <input type="checkbox"/> | <input type="checkbox"/> | Hearing |

Consent to Evaluate/Reevaluate Editor

▶ [Click here to expand...](#)

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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 IN PROGRESS
Editor 6 of 6

The parent agrees for evaluation in each of the ARC selected area(s) for assessment indicated on the Consent to Evaluate/Reevaluate editor.

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.

Parental Consent Editor

| Field | Description | Validation |
|-------|-------------|------------|
|-------|-------------|------------|

| Field | Description | Validation |
|---|--|--|
| <p>The parent agrees for evaluation in each of the ARC selected area(s) for assessment indicated on the Consent to Evaluate/Reevaluate editor.</p> | <p>Options include:</p> <ul style="list-style-type: none"> • 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. | <p>Only one selection can be selected.</p> |

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Previous Versions

[Consent Form \(Kentucky\) \[.2315 and previous\]](#)