

# Consent Form (Kentucky)

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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 2023.1** print format. Formats are selected in [Eval Types](#).

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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	>

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## Consent Header

The Consent Header editor includes the dates associated with the 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
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**ARC Date \***

**Evaluation Type \***

**Date of Consent for Initial Evaluation**

**Date of Consent for Reevaluation**

**Date of Revocation of Consent for Evaluation**

**Reason for Revocation of Consent for Evaluation**

Consent Header Editor

[Click here to expand...](#)

Field	Description	Validation
<b>ARC Date</b> <i>Required</i>	The date the Admissions and Release Committee met.	N/A
<b>Evaluation Type</b> <i>Required</i>	The type of evaluation. Options include: <ul style="list-style-type: none"> <li>Initial Evaluation</li> <li>Reevaluation</li> </ul>	These options are hard-coded.
<b>Date of Consent for Initial Evaluation</b> <i>*Required</i>	The date the parent/guardian gave consent for an initial evaluation.	*This field is required when the Evaluation Type is Initial to mark the editor as Complete.
<b>Date of Consent for Reevaluation</b> <i>*Required</i>	The date the parent/guardian gave consent for a reevaluation.	*This field is required when the Evaluation Type is Reevaluation to mark the editor as Complete.
<b>Date of Revocation of Consent for Evaluation</b>	The date the parent/guardian revoked consent for an evaluation.	N/A
<b>Reason for Revocation of Consent for Evaluation</b>	The reason the parent/guardian revoked consent.	N/A

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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
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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**

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**District Information**

**District Number**  **District Name**

**District Address**  **District Phone**

**District SPED Address**  **District SPED Phone**

Enrollment Information Editor

[Click here to expand...](#)

Field	Description	Database Location (when Refresh is clicked)	Validation
<b>Primary Disability, if currently identified</b>	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.
<b>Grade</b>	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.

Field	Description	Database Location (when Refresh is clicked)	Validation
<b>School Name</b>	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.
<b>School Phone</b>	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.
<b>District Information</b>			
<b>District Number</b>	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.
<b>District Name</b>	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.
<b>District Address</b>	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.
<b>District Phone</b>	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.
<b>District SPED Address</b>	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.
<b>District SPED Phone</b>	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 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.

<b>Last Name</b> [Redacted]	<b>First Name</b> Nam	<b>Middle Name</b> Le	<b>Suffix</b>
<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> LOUISVILLE, KY 40206		
	<b>Student Number</b> [Redacted]	<b>State ID</b> [Redacted]	

**Case Manager Information**

<b>Name</b>	<b>Title</b>
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*Student Information Editor*

[Click here to expand...](#)

Field	Description	Database/UI Location (when Refresh is clicked)
<b>Last Name</b>	The student's last name.	Census > People > Demographics > Last Name  identity.lastName
<b>First Name</b>	The student's first name.	Census > People > Demographics > First Name  identity.firstName
<b>Middle Name</b>	The student's middle name.	Census > People > Demographics > Middle Name  identity.middleName
<b>Suffix</b>	The student's suffix.	Census > People > Demographics > Suffix Name  identity.suffix

Field	Description	Database/UI Location (when Refresh is clicked)
<b>Gender</b>	The student's gender.	Census > People > Demographics > Gender  identity.gender
<b>Birthdate</b>	The student's birthdate.	Census > People > Demographics > Birth Date  identity.birthDate
<b>Race, Ethnicity</b>	The student's race/ethnicity.	Census > People > Demographics > Race/Ethnicity  identity.raceEthnicity
<b>Primary Mode of Communication of Student</b>	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
<b>Address</b>	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
<b>Student Number</b>	The student's identification number.	Census > People > Demographics > Student Number
<b>State ID</b>	The student's state identification number.	Census > People > Demographics > State ID
<b>Case Manager Information</b> <i>These fields are read-only.</i>		
<b>Name</b>	The first and last name of the team member.	Student Information > Special Ed > General > Team Members > Case Manager Name
<b>Title</b>	The role of the team member.	Student Information > Special Ed > General > Team Members > Case Manager Title

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

Address:

Home Phone:  Work Phone:  Cell Phone:

E-mail:

**, Thomas - Father, step**

Print Sequence:  Delete

*Parent/Guardian Information Editor*

[Click here to expand...](#)

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
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Field	Description	Database/UI Location (when Refresh is clicked)	Validation
<b>Last Name</b>	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.
<b>First Name</b>	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.
<b>Middle Name</b>	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.
<b>Suffix</b>	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.
<b>Relationship</b>	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.
<b>Print Sequence</b>	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
<b>Address</b>	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.
<b>Home Phone</b>	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
<b>Work Phone</b>	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
<b>Cell Phone</b>	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.
<b>E-mail</b>	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.

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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.

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**Consent to Evaluate/Reevaluate** IN PROGRESS

**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**

<b>X</b>	<b>E</b>		<b>X</b>	<b>E</b>
<input type="checkbox"/>	<input type="checkbox"/>	Medical / Health Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Functional Vision / Learning Media Assessment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Skills / Skills Assessment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Health	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vision Exam	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Orientation and Mobility	<input type="checkbox"/>	<input type="checkbox"/>

Consent to Evaluate/Reevaluate Editor

[Click here to expand...](#)

Field	Description	Validation
<b>Consent to Evaluate/Reevaluate</b>		
<b>Suspected Disability</b>	The potential disability of the student. Options include: <ul style="list-style-type: none"> <li>Autism</li> <li>Deaf-Blindness</li> <li>Developmental Delay</li> <li>Emotional-Behavioral Disability</li> <li>Functional Mental Disability</li> <li>Hearing Impairment</li> <li>Mild Mental Disability</li> <li>Multiple Disabilities</li> <li>Orthopedic Impairment</li> <li>Other Health Impairment</li> <li>Specific Learning Disability</li> <li>Speech or Language Impairment</li> <li>Traumatic Brain Injury</li> <li>Visual Impairment</li> <li>No Disability Suspected</li> </ul>	Multiple options can be selected. Options available are found in a locked Attribute Dictionary, Evaluation > Suspected Disability.

Field	Description	Validation
<b>Select disability area(s) for 'Developmental Delay'</b>	The disability areas associated with the student's developmental delay, when applicable. Options include: <ul style="list-style-type: none"> <li>• Cognition</li> <li>• Motor development</li> <li>• Self-help/adaptive behavior</li> <li>• Communication</li> <li>• Social-emotional development</li> </ul>	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.
<b>Select disability area(s) for 'Specific Learning Disability'</b>	The disability areas associated with the student's specific learning disability, when applicable. Options include: <ul style="list-style-type: none"> <li>• Oral Expression</li> <li>• Written Expression</li> <li>• Reading Fluency Skills</li> <li>• Mathematics Calculation</li> <li>• Listening Comprehension</li> <li>• Basic Reading Skills</li> <li>• Reading Comprehension</li> <li>• Mathematics Reasoning</li> </ul>	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.
<b>Select disability area(s) for 'Speech or Language Impairment'</b>	The disability areas associated with the student's speech or language impairment, when applicable. Options include: <ul style="list-style-type: none"> <li>• Speech Sound Production and Use</li> <li>• Language</li> <li>• Fluency</li> <li>• Voice</li> </ul>	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.
<p><b>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.</b></p>		
<p><b>Health, Vision, Hearing, and Motor Abilities</b></p>		

Field	Description	Validation
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Medical / Health Evaluation</li> <li>• Vision Exam</li> <li>• Functional Vision / Learning Media Assessment</li> <li>• Orientation and Mobility</li> <li>• Braille Skills Inventory</li> <li>• Hearing</li> <li>• Fine Motor</li> <li>• Gross Motor</li> <li>• Occupational Therapy</li> <li>• Physical Therapy</li> <li>• Behavior Observation</li> <li>• Assistive Technology</li> <li>• Other.</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	The other Health, Vision, Hearing, and Motor Abilities assessment component.	*This field is available and required when Other is selected above.
<b>Academic Performance</b>		
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Basic Reading</li> <li>• Reading Comprehension</li> <li>• Reading Fluency</li> <li>• Math Calculation</li> <li>• Math Reasoning</li> <li>• Oral Expression</li> <li>• Listening Comprehension</li> <li>• Written Expression</li> <li>• Performance Based Tests</li> <li>• Criterion Referenced Tests</li> <li>• Curriculum Based Tests</li> <li>• Norm-Referenced Tests</li> <li>• Behavior Observation</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Behavior Observation Areas</b> <i>*Required</i>	The specific Behavior Observation Area assessment component.	*This field is available and required when Behavior Observation is selected above.

Field	Description	Validation
<b>Specify Other</b> <i>*Required</i>	The specific Academic Performance assessment component.	*This field is available and required when Other is selected above.
<b>General Intelligence</b>		
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Cognitive / Intellectual Assessment (aptitude and mental processing)</li> <li>• Behavior Observation</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	The specific General Intelligence assessment component.	*This field is available and required when Other is selected above.
<b>Social and Emotional Status</b>		
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Adaptive Behavior / Self-Help</li> <li>• Behavior Observation</li> <li>• Behavior Rating Scale</li> <li>• Functional Behavioral Assessment</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	The specific Social and Emotional Status assessment component.	*This field is available and required when Other is selected above.
<b>Communication Status</b>		

Field	Description	Validation
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Receptive Language</li> <li>• Expressive Language</li> <li>• Speech Sound Production</li> <li>• Voice</li> <li>• Fluency</li> <li>• Oral Mechanism</li> <li>• Hearing</li> <li>• Behavior Observation</li> <li>• Augmentative Communication</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	The specific Communication Status assessment component.	*This field is available and required when Other is selected above.
<b>Vocational Evaluation/Transition Needs</b>		
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Vocational Aptitude</li> <li>• Interest Inventory</li> <li>• Learning Style</li> <li>• Behavior Observations</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	The specific Vocational Evaluation/Transition Needs assessment component.	*This field is available and required when Other is selected above.
<b>Other</b>		
<b>X and E</b> checkboxes	X and E checkboxes display for each of the following options: <ul style="list-style-type: none"> <li>• Social and Developmental History</li> <li>• IEP Progress Data</li> <li>• RTI Data</li> <li>• State Assessment Data</li> <li>• Developmental Assessment</li> <li>• Other</li> </ul>	Both values can be selected per option.
<b>Specify Other</b> <i>*Required</i>	Any other assessment component.	*This field is available and required when Other is selected above.

Field	Description	Validation
<b>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.</b>	A description of the recommendations for the student's needs.	N/A
<b>List existing reports/assessment data, which will be used as part of the multi-disciplinary assessment.</b>	A description of existing data used as part of the assessment.	N/A

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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.

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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
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Field	Description	Validation
<p><b>The parent agrees for evaluation in each of the ARC selected area(s) for assessment indicated on the Consent to Evaluate/Reevaluate editor.</b></p>	<p>Options include:</p> <ul style="list-style-type: none"> <li>• <b>Yes</b>, I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above.</li> <li>• <b>For Reevaluation purposes</b>, 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.</li> <li>• <b>No</b>, I understand the above information <b>and do not</b> give my consent.</li> </ul>	<p>Only one selection can be selected.</p>

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