

## **Consent Form (Kentucky)**

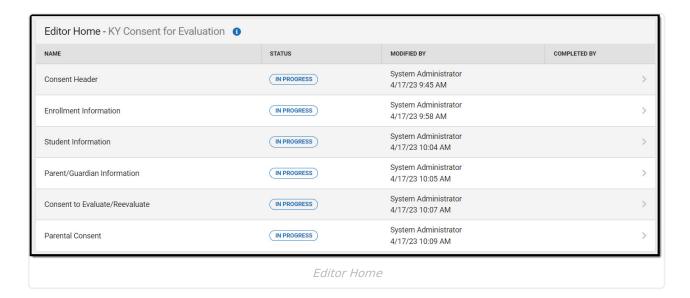
Last Modified on 10/21/2024 8:20 am CDT

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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.

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



### **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	<ul> <li>In Progress indicates a user has entered and saved data in that editor.</li> <li>Not Started is the default status for all editors.</li> <li>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 finished.</li> <li>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.</li> <li>The following statuses are only available for certain state-specific documents:</li> <li>ESign indicates that the editor has functionality related to the eSignature process. See the Nevada Individual Education Plan eSignature Process or Delaware Special Ed Plan eSignature Process articles for additional information.</li> <li>Complete Pending eSignature indicates the plan has been entered and sent via the Campus Parent portal to the student's guardian for eSignature.</li> </ul>
Modified By	The date and the user by whom the editor was last edited.
Completed By	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
Save	<ul> <li>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.</li> <li>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.</li> <li>Save &amp; Stay captures progress and keeps the user on the current editor. This save button is the default save option and is usually found within the detail screen or list editors, such as Goals and Objectives.</li> <li>Save &amp; Next captures progress and navigates the user to the next editor.</li> <li>Save &amp; 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.</li> </ul>



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 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 a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<ul> <li>Changes the status of the editor.</li> <li>Complete indicates the editor is finished. This makes the editor read-only. However, this does not lock the editor from further editing. The user must click In Progress to further edit after an editor is marked Complete.</li> <li>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. Click the In Progress button to further edit after an editor is marked Not Needed.</li> <li>In Progress only displays when the editor is in the Complete or Not Needed status and allows additional edits to be made.</li> <li>The following status is only available for the Nevada IEP:</li> <li>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 or Delaware Special Ed Plan eSignature Process articles for additional information.</li> </ul>
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 <b>Close</b> 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 is displayed. 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.

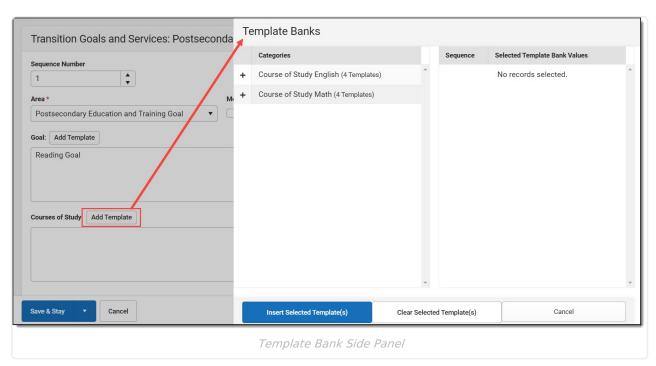
To release an editor, the user must:

- navigate to the next editor by clicking Save and Next or 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.

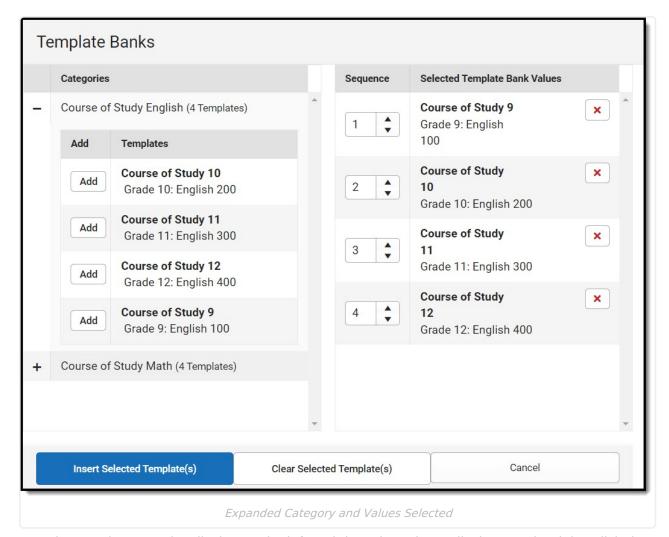
## **Template Banks**

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.



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





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.





## **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.



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



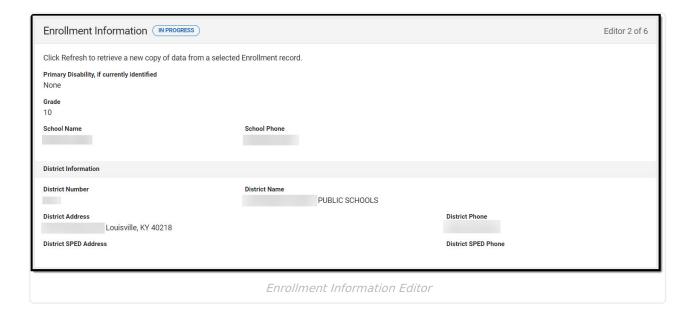
Field	Description	Validation
Date of Consent for Reevaluation	The date the parent/guardian gave consent for an reevaluation.	N/A
Date of Revocation of Consent for Evaluation	The date the parent/guardian revoked consent for an evaluation.	N/A
Reason for Revocation of Consent for Evaluation	The reason 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.





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.
identified			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	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
		enrollment.residentSchool	
School Phone	The student's school of attendance phone number.	Learner Planning > Learning Plans > School > Phone	This field is read-only and is pulled from the student's Enrollment record upon Refresh.
		School.phone	
District Info	ormation		
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.

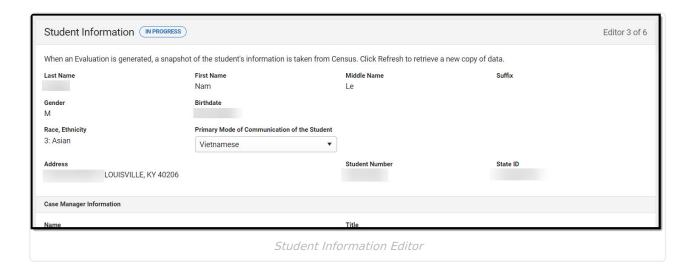


Field	Description	Database Location (when Refresh is clicked)	Validation
District SPED Address	The district special education address associated with the Enrolled school.	System Administration > Resources > District Information > SPED Address	This field is read-only and is pulled from the student's Enrollment 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.



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



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
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



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

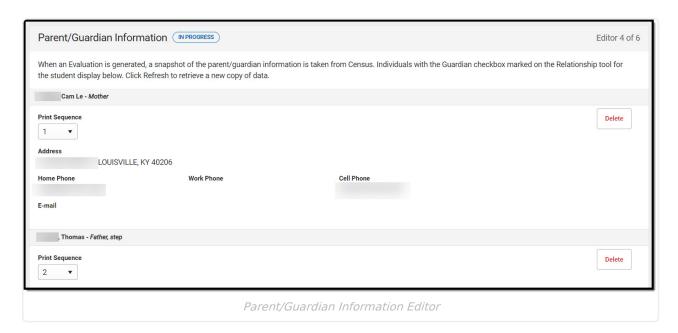
## **Parent/Guardian Information**

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 quardian.

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.





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.
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.



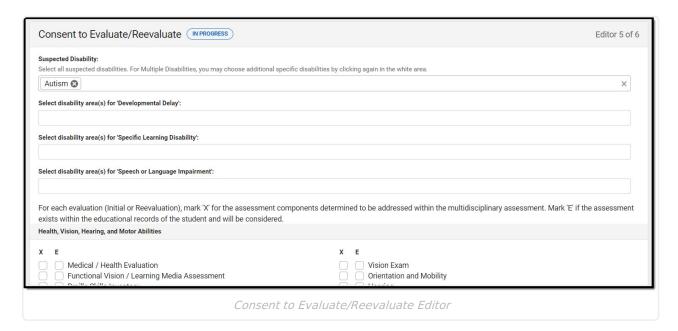
Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.
Print Sequence	The print order of the parent/guardian(s) 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. Unsequenced parent/guardians display at the bottom.
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.



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



Field	Description	Validation
Consent to Evaluate/Reevaluate		



Field	Description	Validation
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.
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.



Field	Description	Validation	
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, an	d Motor Abilities		
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			



Field	Description	Validation
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.
Specify Other *Required	The specific Academic Performance assessment component.	*This field is available and required when Other is selected above.
General Intelligence		
<b>X</b> and <b>E</b> 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		



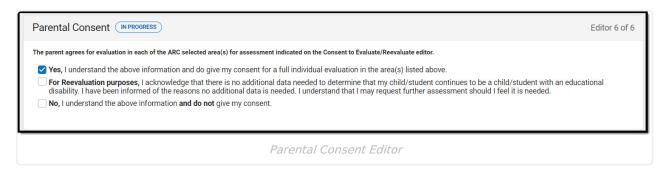
Field	Description	Validation	
<b>X</b> and <b>E</b> checkboxes	X and E checkboxes display for each of the following options:  • Adaptive Behavior / Self-Help  • Behavior Observation  • Behavior Rating Scale  • Functional Behavioral  Assessment  • Other	Both values can be selected per option.	
Specify Other *Required	The specific Social and Emotional Status assessment component.	*This field is available and required when Other is selected above.	
<b>Communication Status</b>			
<b>X</b> and <b>E</b> 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			
<b>X</b> and <b>E</b> 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.	



Field	Description	Validation	
Other			
<b>X</b> and <b>E</b> 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.	
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.





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.	<ul> <li>Yes, I understand the above information and do give my consent for a full individual evaluation in the area(s) listed above.</li> <li>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.</li> <li>No, I understand the above information and do not give my consent.</li> </ul>	Only one selection can be selected.

### **Previous Versions**

Consent Form (Kentucky) [.2315 and previous]