

Conference Summary (Kentucky)

Last Modified on 03/11/2024 8:47 am CDT

[Editor Home](#) | [General Information](#) | [Editor Types](#) | [Editor Lock Out and Release Logic](#) | [Template Banks](#) | [Text Editors](#) | [Editors](#)

Tool Search: Special Ed Documents

The Conference Summary is used to document the meeting(s) of the ARC for Kentucky.

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

Editor Home - KY Conference Summary ?			
NAME	STATUS	MODIFIED BY	COMPLETED BY
ARC Header	IN PROGRESS	System Administrator 4/17/23 10:59 AM	>
Student Information	IN PROGRESS	System Administrator 4/17/23 11:01 AM	>
Enrollment Information	IN PROGRESS	System Administrator 4/17/23 11:01 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 4/17/23 11:02 AM	>
Basis for ARC Decisions	NOT STARTED		>
Disciplinary Review	IN PROGRESS	System Administrator 4/17/23 11:08 AM	>
IEP Developed/Reviewed/Revised	IN PROGRESS	System Administrator 4/17/23 11:08 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.

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

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

[ARC Header](#) | [Student Information](#) | [Enrollment Information](#) | [Parent/Guardian Information](#) | [Basis for ARC Decisions](#) | [Disciplinary Review](#) | [IEP Developed/Reviewed/Revised](#) | [Placement Options and Decisions](#) | [Notice of Graduation or Aging Out](#) | [Medicaid](#) | [Other Factors Relevant to the Action](#) | [Initial Eval/Reevaluation Plan](#) | [Admissions and Release Committee Members](#) | [Summary Notes and Parent Input](#)

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

ARC Header

The ARC 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.

ARC Header IN PROGRESS
Editor 1 of 14

ARC Date *

Purpose of the Meeting *

- To discuss a referral for an individual evaluation
- To discuss results of an individual evaluation and develop an IEP if eligible
- To develop, review, and/or revise the student's IEP and make placement decisions
- To discuss post-secondary transition needs and/or services
- To determine reevaluation needs
- To discuss disciplinary action
- At your request to discuss:

Specify Request to Discuss

Other:

Specify Other

ARC Header Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

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 2 of 14

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 (state) 3: Asian			
Address		Student Number	State ID
LOUISVILLE, KY 40206			

Case Manager Information

Name	Title
------	-------

Student Information Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

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 3 of 14

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

Grade 10	School Name	School Phone
-------------	-------------	--------------

District Information

District Number	District Name PUBLIC SCHOOLS	District Phone
District Address		District SPED Phone
Louisville, KY 40218		

Enrollment Information Editor

▶ [Click here to expand...](#)

[^ Back to Top](#)

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 14

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...](#)

^ [Back to Top](#)

Basis for ARC Decisions

The Basis for ARC Decisions editor is used to document all the evidence the ARC used to make its decision.

Basis for ARC Decisions NOT STARTED
Editor 5 of 14

Description of each evaluation procedure, test, record, or report used as basis for the ARC decisions.
The following items were considered.

Written Assessment Report

 Student Progress in Achieving IEP Goals

 Functional Vision/Learning Media Assessment
 Orientation and Mobility Assessment
 Vision Evaluation
 Braille Skills Inventory

 Intervention Data
 Developmental History
 Vision Screening
 Health Screening
 Academic Performance Screening
 Social/Emotional Competence Screening

 Voice Evaluation

Date of Written Report

 Referral
 Educational History
 Hearing Screening
 Communication Screening
 Cognitive Screening
 Motor Screening

 Augmentative Communication Assessment

Basis for ARC Decisions Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

Disciplinary Review

The Disciplinary Review editor is used to document the use of a Manifestation Determination Form.

Disciplinary Review NOT STARTED
Editor 6 of 14

Is a Manifestation Determination Form applicable?
 ▼

Manifestation Determination Review

Step 1:
The ARC reviews all relevant information including the IEP, current data, teacher observations, teacher-collected data, any relevant information provided by the parents to answer the following questions:

1. Was the conduct in question caused by or have a direct and substantial relationship to the student's disability?
 ▼

2. Was the conduct in question the direct result of the failure to implement the IEP?
 ▼

Disciplinary Action: Behavior is NOT a Manifestation of the Disability
If the ARC determines the student's behavior is not a manifestation of the disability, the ARC determines appropriate educational services the student will receive in the disciplinary setting.

Step 2: Behavior is a Manifestation of the Disability

1. Has a functional behavior assessment (FBA) been conducted?
 ▼

Date of FBA

Disciplinary Review Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

IEP Developed/Reviewed/Revised

The IEP Developed/Reviewed/Revised editor is used to indicate options and actions considered and the reason for the ARC decision.

IEP Developed/Reviewed/Revised Editor 7 of 14

Options/Actions Considered and Reasons for the Decisions:

Individual Education Program developed/reviewed/revised
 A new IEP must be developed at least annually for continued eligibility

An Individual Education Program has been developed, reviewed, or revised.
 An Individual Education Program has been reviewed and remains appropriate until Annual Review.
 An Individual Education Program has NOT been developed, reviewed, or revised.

IEP Developed/Reviewed/Revised Editor

Field	Description	Validation
Individual Education Program developed/reviewed/revised Required	Indicates the IEP has been developed, reviewed, or revised. Options include: <ul style="list-style-type: none"> An Individual Education Program has been developed, reviewed, or revised. An Individual Education Program has been reviewed and remains appropriate until Annual Review. An Individual Education Program has NOT been developed, reviewed, or revised. 	N/A

[^ Back to Top](#)

Placement Options and Decisions

The Placement Options and Decisions editor is used to document the placement options discussed by the ARC.

Placement Options and Decisions Editor 8 of 14

Placement Options and Decisions: Based on the review of assessment data and the completed IEP, the ARC discussed the following placement option(s):

Placement Option Considered

Full time general education environment
 Participation only in the regular education environment, including classes with co-teaching

Accepted ▼

Reason Accepted/Rejected *
 Example

Part-time general education and Part-time special education environment
 Participation in regular education, which may include co-teaching, and special education environments; any time the student is removed from regular education, regardless of the amount of time

▼

Reason Accepted/Rejected
▼

Full-time special education environment
 Participation only in a special education environment, no participation with non-disabled peers for any part of school day

▼

Placement Options and Decisions Editor

[▶ Click here to expand...](#)

Notice of Graduation or Aging Out

The Notice of Graduation or Aging Out editor is used to document the student graduation date or date the student will age out.

Notice of Graduation or Aging Out NOT STARTED
Editor 9 of 14

Notice of Graduation or Aging Out
for students beginning at age 16 or younger if appropriate

The ARC anticipates the student will NOT require longer than 4 years of high school to graduate.
 The ARC anticipates the student will require longer than 4 years of high school to graduate.

Check all that apply:

The ARC anticipates that the student will graduate within the next twelve (12) months.
 The student has been provided with a summary of academic and functional performance including recommendations on how to assist the student in meeting his or her post secondary goal(s).
 Based on the student's birth date, the student will age-out and no longer be eligible for services on:

Date of Age-Out

Notes

Notice of Graduation or Aging Out Editor

▶ [Click here to expand...](#)

Medicaid

The Medicaid editor is used to document the student's eligibility to receive Medicaid reimbursement.

Medicaid IN PROGRESS
Editor 10 of 14

Medicaid

Annual written notice was provided to the parent in order to submit claims for Medicaid Reimbursement.
 In addition to covered services on the student's IEP and/or covered evaluations outlined through evaluation planning, collateral services will be provided by qualified providers as needed.
 Student is not eligible for Medicaid.

Notes

Medicaid Editor

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

Field	Description	Validation
Medicaid	Several checkboxes concerning the student's eligibility for Medicaid. Options include: <ul style="list-style-type: none"> Annual written notice was provided to the parent in order to submit claims for Medicaid Reimbursement. In addition to covered services on the student's IEP and/or covered evaluations outlined through evaluation planning, collateral services will be provided by qualified providers as needed. Student is not eligible for Medicaid. 	Multiple options can be selected.
Notes	Any additional notes concerning the student's eligibility for Medicaid.	N/A

[^ Back to Top](#)

Other Factors Relevant to the Action

The Other Factors Relevant to the Action is used to document any factors related to the proposed action.

Other Factors Relevant to the Action IN PROGRESS Editor 11 of 14

Identified factors relevant to the action as follows (if any) specified below.

None identified

Identified factors relevant to the action as follows:

Specify identified factors:

Other Factors Relevant to the Action Editor

Field	Document	Validation
Identified factors relevant to the action as follows (if any specified below)	Options include: <ul style="list-style-type: none"> None identified Identified factors relevant to the action as follows: 	Only one option can be selected.
Specify identified factors <i>*Required</i>	A description of the identified factors relevant to the action.	*This field is available and required when Identified factors is selected above.

[^ Back to Top](#)

Initial Eval/Reevaluation Plan

The Initial Eval/Reevaluation Plan editor is used to document the type of Evaluation and the student's suspected disability/disabilities.

Initial Eval/Reevaluation Plan IN PROGRESS
Editor 12 of 14

Indicate type of Evaluation plan *

Initial Evaluation ▼

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':

Not Applicable

Select disability area(s) for 'Specific Learning Disability':

Not Applicable

Select disability area(s) for 'Speech or Language Impairment':

Not Applicable

Description of Action(s):

An evaluation will be conducted (See Consent to Evaluate/Reevaluate).

An evaluation will not be conducted.

Additional interventions will be implemented in the area(s) of:

Initial Eval/Reevaluation Plan Editor

▶ [Click here to expand...](#)

^ [Back to Top](#)

Admissions and Release Committee Members

The Admissions and Release Committee Members editor is used to document the team meeting and discussions for the student.

▶ [Click here to expand...](#)

^ [Back to Top](#)

Summary Notes and Parent Input

The Summary of Note and Parent Input editor is used to document and concerns brought up by the student's parent/guardian.

Summary Notes and Parent Input IN PROGRESS
Editor 14 of 14

Document Parent Concerns and Input *

Example

Notes

Summary Notes and Parent Input Editor

Field	Description	Validation
Document Parent Concerns and Input <i>Required</i>	A descriptions of any concerns brought up by the parent/guardian.	N/A
Notes	Any additional notes.	N/A

[^ Back to Top](#)
