

Private School Service Plan (Kentucky)

Last Modified on 10/21/2024 8:21 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 Private School Service Plan is used to capture student special education plan information and match the required documentation provided by the state of Kentucky. This document describes each editor, a description of each field on the editor, and any special considerations and instructions.

The current format of this document is the **KY PSP 2023**. Plan formats are selected in the [Special Ed Plan Types](#) tool.

Editor Home - Private School Service Plan ⓘ			
NAME	STATUS	MODIFIED BY	COMPLETED BY
Service Plan	IN PROGRESS	System Administrator 4/19/23 10:25 AM	>
Student Information	IN PROGRESS	System Administrator 4/19/23 10:27 AM	>
Parent/Guardian Information	IN PROGRESS	System Administrator 4/19/23 10:29 AM	>
Enrollment Information	IN PROGRESS	System Administrator 4/19/23 10:30 AM	>
Goals and Objectives	IN PROGRESS	System Administrator 4/19/23 10:33 AM	>
Services	IN PROGRESS	System Administrator 4/19/23 10:34 AM	>
Team Meeting	IN PROGRESS	System Administrator 4/19/23 10:37 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.
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 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 certain state-specific documents:</p> <ul style="list-style-type: none"> 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. 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 is 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.
Refresh	<p>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 Save after clicking Refresh to capture changes.</p> <p>A side panel displays a listing of all the student's applicable enrollment records. See the Enrollments tool documentation for additional information.</p>
Cancel	Navigates the user to the Editor Home screen or the List Screen for List editors.
Status	<p>Changes the status of the editor.</p> <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. The user must click In Progress to further edit after an editor is marked Complete. • 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. • 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 or Delaware Special Ed Plan eSignature Process articles 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 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.

Template Bank Side Panel

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

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.

Example Template Bank Selections in the Document

Text Editors

Images should not be inserted into text fields.

Editors

[Service Plan](#) | [Student Information](#) | [Parent/Guardian Information](#) | [Enrollment Information](#) | [Goals and Objectives](#) | [Services](#) | [Team Meeting](#)

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

Service Plan

The Service Plan editor includes the various dates associated with the plan, why the meeting was held, and how student progress is reported.

This editor must be saved before entering data into other editors. This editor cannot be placed in a "Not Needed" status.

Service Plan Editor

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

Field	Description	Ad Hoc	Validation
Meeting Date <i>Required</i>	The day the meeting took place.	N/A	N/A
Start Date <i>Required</i>	The day on which the plan begins for the student.	Learner Planning > Learning Plans > planStartDate	This field auto-populates as the same date as the Meeting Date, but can be modified. This date must be after the Meeting Date.

Field	Description	Ad Hoc	Validation
End Date <i>Required</i>	The day on which the plan ends for the student.	Learner Planning > Learning Plans > planEndDate	This auto-populates to be one year minus one day from the Start Date, but can be modified. This field cannot be longer than one year minus one day from the Start Date.
Date of Eligibility Determination	The date the student was deemed eligible to receive special education services.	N/A	This field auto-populates from the most recent, locked Evaluation. When a new Evaluation is locked after a Plan is created, the new Evaluation date is pulled into the Plan and the following message displays, "The Date of Eligibility Determination has changed since this Plan was last saved. Save this editor to ensure the updated information displays on the printed document."
Proposed Action <i>Required</i>	The proposed action. Options include: <ul style="list-style-type: none"> Continue Services Plan Discontinue Services Plan Develop New Services Plan 	N/A	N/A

[^ 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.

This editor cannot be placed in a "Not Needed" status.

Student Information IN PROGRESS
Editor 2 of 7

When a Plan 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	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Birthdate	Age	
M	<input type="text"/>	16	
Race, Ethnicity	Home Primary Language		
3: Asian	1560: Vietnamese		
Address	Student Number	State ID	
<input type="text"/> LOUISVILLE, KY 40206	<input type="text"/>	<input type="text"/>	

Case Manager Information

Name	Title
Phone	

Student Information Editor

[▶ Click here to expand...](#)

Field	Description	Database/UI Location (when Refresh is clicked)
Last Name	The student's last name.	Census > People > Demographics > Last Name identity.lastName
First Name	The student's first name.	Census > People > Demographics > First Name identity.firstName
Middle Name	The student's middle name.	Census > People > Demographics > Middle Name identity.middleName
Suffix	The student's suffix.	Census > People > Demographics > Suffix Name identity.suffix
Gender	The student's gender.	Census > People > Demographics > Gender identity.gender
Birthdate	The student's birthdate.	Census > People > Demographics > Birth Date identity.birthDate
Age	The student's age.	Census > People > Demographics > Age
Race, Ethnicity	The student's race/ethnicity.	Census > People > Demographics > Race/Ethnicity identity.raceEthnicity
Home Primary Language	The student's language they speak at home.	Census > People > Demographics > Home Primary Language identity.homePrimaryLanguage
Address	The student's address. This field becomes a dropdown when more than one address exists for the student. The primary household displays by default.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip
Student Number	The student's identification number.	Census > People > Demographics > Student Number
State ID	The student's state identification number.	Census > People > Demographics > State ID
Case Manager Information <i>These fields are read-only.</i>		
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

[^ 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 plan.

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.

This editor cannot be placed in a "Not Needed" status.

Parent/Guardian Information Editor 3 of 7

When a Plan 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 Delete

Address: LOUISVILLE, KY 40206

Home Phone: Work Phone: Cell Phone:

E-mail:

Thomas - Father, step

Print Sequence: 2 Delete

Parent/Guardian Information Editor

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

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Last Name	The last name of the parent/guardian.	Census > People > Demographics > Last Name identity.lastName	This field populates from Census. This is part of the header for the parent/guardian.
First Name	The first name of the parent/guardian.	Census > People > Demographics > First Name identity.firstName	This field populates from Census. This is part of the header for the parent/guardian.
Middle Name	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Suffix	The suffix of the parent/guardian.	Census > People > Demographics > Suffix Name identity.suffix	This field populates from Census. This is part of the header for the parent/guardian.
Relationship	The relation of the parent/guardian to the student.	Census > People > Relationships	This field populates from Census. This is part of the header for the parent/guardian.

Field	Description	Database/UI Location (when Refresh is clicked)	Validation
Print Sequence	The print order of the parent/guardian(s) on the plan.	N/A	When no Sequence is selected, parent/guardian(s) print in the order displayed in the UI. When any Sequences are selected, only parent/guardian(s) with a sequence number prints in the order defined.
Address	The parent/guardians' address.	Census > Households > Address Info address.number; address.street; address.tag; address.prefix; address.dir; address.apt; address.city; address.state; address.zip	This field populates from Census. When there are multiple addresses for a person, a drop down with an option to select which address displays. When there is only one address, the drop down has one option. The populated address is the one marked Primary.
Home Phone	The home phone number of the parent/guardian.	Census > People > Demographics > Household Phone	This field populates from Census.
Work Phone	The work phone of the parent/guardian.	Census > People > Demographics > Work Phone	This field populates from Census.
Cell Phone	The cell phone of the parent/guardian.	Census > People > Demographics > Cell Phone	This field populates from Census.
E-mail	The primary email address for the parent/guardian.	Census > People > Demographics > Email	This field populates from Census.

[^ 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. This editor cannot be placed in a "Not Needed" status.

See the [General Information](#) section for additional information.

Enrollment Information IN PROGRESS
Editor 4 of 7

Click Refresh to retrieve a new copy of data from a selected Enrollment record. Information entered into this editor will modify the student's current Enrollment record when the plan is locked.

Primary Disability

Special Ed Status

A: Active

Special Ed Setting

6J: (K-14) Parentally Placed in Private Schools

Grade

10

School Year

22-23

District of Residence

Private School Placement

District of Placement Information

District Number

District Name

PUBLIC SCHOOLS

District Address

District Phone

Enrollment Information Editor

▶ [Click here to expand...](#)

Field	Description	Database /UI Location (when Refresh is clicked)	Validation
Primary Disability	The student's primary disability.	Student Information > General > Enrollment > Primary Disability Enrollment.disability1	This field is read only and is pulled from the most recent, locked evaluation. When there is no locked evaluation, the value is pulled from the student's Enrollment record.
Special Ed Status	The student's special ed status. Options include: <ul style="list-style-type: none"> Active AR: Active/Referred ER: Eligible - Parents refused I: Inactive N: Not Eligible PR: Pre-Referral Z: Referred 	Student Information > General > Enrollment > Special Ed Status Enrollment.specialEdStatus	This field is pulled from the Enrollment record.
Special Ed Setting	The student's special ed setting. Options include: 6J: (K-14) Parentally Place in Private Schools.	Student Information > General > Enrollment > Special Ed Setting Enrollment.specialEdSetting	This field is pulled from the Enrollment record. When the value is NOT 6J: (K-14) Parentally Place in Private Schools, this field is not pulled in.
Grade	The student's current grade.	Student Information > General > Enrollment > Grade enrollment.grade	This field is pulled from the Enrollment record.
School Year	The year associated with the student's Enrollment record.	Student Information > General > Enrollment > School Year	This field is pulled from the Enrollment record.
District of Residence	The student's district of residence.	Student Information > General > Enrollment > Resident District	This field is pulled from the Enrollment record.
Private School Placement	The student's school of attendance.	N/A	N/A
District of Placement Information			
District Number	The district number associated with the Enrolled school.	System Administration > Resources > District Information > State District Number	This field is pulled from the Enrollment record.

Field	Description	Database /UI Location (when Refresh is clicked)	Validation
District Name	The district name associated with the Enrolled school.	System Administration > Resources > District Information > Name	This field is pulled from the Enrollment record.
District Address	The district address associated with the Enrolled school.	System Administration > Resources > District Information > Address	This field is pulled from the Enrollment record.
District Phone	The district phone number associated with the Enrolled school.	System Administration > Resources > District Information > Phone	This field is pulled from the Enrollment record.

[^ Back to Top](#)

Goals and Objectives

The Goals and Objectives editor lists goals designed to measure the student's progress in general education curriculum. Each goal includes how the goal is measured and how success is determined.

This editor cannot be placed in a "Not Needed" status. At least one record must be created in order to place this editor in a "Complete" status.

[▶ Click here to expand...](#)

Goals and Objectives List Screen

Click the plus (+) icon to view any objectives associated with the goal from the list screen, when applicable.

Goals and Objectives List Screen

Column Name	Description
Padlock Icon	The user currently editing the Goal and Objective record.
Sequence	The sequence number of the goal.
Annual Goal	The name of the goal.

Goal Detail Screen

Select an existing record or click **New** to view the Goal detail screen.

Goals and Objectives

Sequence *
 ▲ ▼

Goal Name *

Annual Goal

Goal Detail Screen

Field Name	Description	Validation
Sequence <i>Required</i>	The sequence number of the goal.	This field cannot automatically p available numb numbers are nc
Goal Name <i>Required</i>	The description of the student's goal.	N/A
Annual Goal	A description of the annual goal.	N/A

Objective Detail Screen

Select the plus (+) icon or click **Add** to view the Objectives detail screen.

Objectives

Objective 1: Example Objective -

Sequence * Delete
 ▲ ▼

Objective: *

Add

Objectives Detail Screen

Field Name	Description	Validation
Sequence <i>Required</i>	The sequence number for the objective.	This field cannot be zero. Duplicate numbers are not allowed.
Objective <i>Required</i>	A description of the student's objective.	N/A

[^ Back to Top](#)

Services

The Services editor lists services provided to the student in a Special Education setting based on the needs of the student.

This editor cannot be placed in a "Not Needed" status. At least one record must be created in order to place this editor in a "Complete" status.

[▶ Click here to expand...](#)

Services List Screen

Services IN PROGRESS			
Editor 6 of 7			
Service Provided	Frequency	Start Date	End Date
Special Education	30 minute(s) / 1 x Week	01/09/23	01/08/24

1 - 1 of 1 items

Services List Screen

Column Name	Description
Padlock Icon	The user currently editing the Services record.
Service Provided	The name of the service.
Frequency	The frequency of service.
Start Date	The first day of service.
End Date	The last day of service.

Services Detail Screen

Select an existing record or **New** to view the detail screen.

Services		
Service *	Service Position	
Special Education	Special Ed Teacher	
Location		
In school		
Duration and Frequency		
Start Date *	End Date *	
01/09/2023	01/08/2024	
Minutes per Service Frequency *	Service Frequency *	Service Period *
30	1	Week

Services Detail Screen

Field	Description	Validation
Service <i>Required</i>	The name of the service.	The options available are those services marked as Normal set up at System Administration > Special Ed > Services. The value of Special Education always displays in this dropdown.

Field	Description	Validation
Service Position	The role of the person providing the service. Options include: <ul style="list-style-type: none"> • Bus Driver • Early Childhood Educator (IECE) • Hearing Impaired Teacher • Occupational Therapist • Orientation & Mobility Specialist • Physical Therapist • School Counselor • School Psychologist • Special Ed Teacher • Speech Language Pathologist • Visual Impairment Teacher 	The values listed are in a locked attribute provided by the State. Districts can provide their own values under System Administration > Special Ed > Service Position, but those values display at the bottom of this list.
Location	The location of the service.	N/A
Duration and Frequency		
Start Date <i>Required</i>	The first day of service.	This field auto-populates to the Start Date of the plan.
End Date <i>Required</i>	The last day of service.	This field auto-populates to the End Date of the plan.
Minutes per Service Frequency <i>Required</i>	The number of minutes per service frequency.	Limited to 4 characters. Only whole numbers allowed.
Service Frequency <i>Required</i>	The frequency amount.	Limited to 4 characters. Only whole numbers allowed.
Service Period <i>Required</i>	The service period. Options include: <ul style="list-style-type: none"> • Year • Month • Week • Day 	

[^ Back to Top](#)

Team Meeting

The Team Meeting editor is used to document the meeting(s) held by the student's special ed team.

This editor cannot be placed in a "Not Needed" status. At least one record must be created in order to place this editor in a "Complete" status.

[▶ Click here to expand...](#)

Team Meeting List Screen

Team Meeting IN PROGRESS
Editor 7 of 7

Meeting Date ↑	Meeting Location	Print In Plan
01/04/2023	School, Room 150	<input checked="" type="checkbox"/>

⏪ < 1 > ⏩
1 - 1 of 1 items

Team Meeting List Screen

Column Name	Description
Padlock Icon	The user currently editing the Team Meeting record.
Meeting Date	The date of the meeting.
Meeting Location	The location of the meeting.
Print in Plan	Indicates this record prints on the plan.

Team Meeting Detail Screen

Click on an existing record or **New** to view the detail screen.

Team Meeting: 1/4/2023

Print in Plan

Meeting Date *

Meeting Time

Meeting Location

Invite Date

Comments

Attendance ⓘ

First Name *	Last Name *	Role *	Parent/Guardian
<input type="text" value="Cam"/>	<input type="text" value=""/>	<input type="text" value="Parent"/>	<input checked="" type="checkbox"/> ✕
<input type="text" value="Nam"/>	<input type="text" value=""/>	<input type="text" value="Student"/>	<input type="checkbox"/> ✕

Add
Refresh

Team Meeting Detail Screen

Field	Description	Validation
Team Meeting <date>		
Print in Plan	Indicates this record prints on the plan.	This defaults to marked.
Meeting Date <i>Required</i>	The day of the meeting	N/A
Meeting Time	The time of the meeting.	N/A
Meeting Location	The location of the meeting.	N/A

Field	Description	Validation
Invite Date	The day the team members were invited to the meeting.	N/A
Comments	Any comments regarding the meeting.	N/A
Attendance		
First Name <i>Required</i>	The first name of the team member.	This field is read-only and pulls from the student's Special Ed Team Members tool. Additional team members can be added as well.
Last Name <i>Required</i>	The last name of the team member.	This field is read-only and pulls from the student's Special Ed Team Members tool. Additional team members can be added as well.
Role <i>Required</i>	The role of the team member.	This field is read-only and pulls from the student's Special Ed Team Members tool. Additional team members can be added as well.
Parent/Guardian		When marked, the team member displays as Parent/Guardian on the printed document.

[^ Back to Top](#)