Private School Service Plan (Kentucky)

Last Modified on 12/14/2025 8:45 pm CST

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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. 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 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

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 IN PROGRESS			Editor 1 of 7
Meeting Date * 01/09/2023	**Start Date** * 01/09/2023	**End Date** * 01/08/2024	**Date of Eligibility Determination** N/A
Proposed Action * Continue Services Plan			

Service Plan Editor

▶ Click here to expand...

Field	Description	Ad Hoc	Validation
Meeting Date *Required*	The day the meeting took place.	N/A	N/A

Field	Description	Ad Hoc	Validation
Start Date *Required*	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.
End Date *Required*	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 *Required*	The proposed action. Options include: • Continue Services Plan • Discontinue Services Plan • Develop New Services Plan	N/A	N/A

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 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

Field	Description	Database/UI Location (when Refresh is clicked)
Case Manager Information *These fields are read-only.*		
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 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

▶ 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.

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

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 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: • 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.

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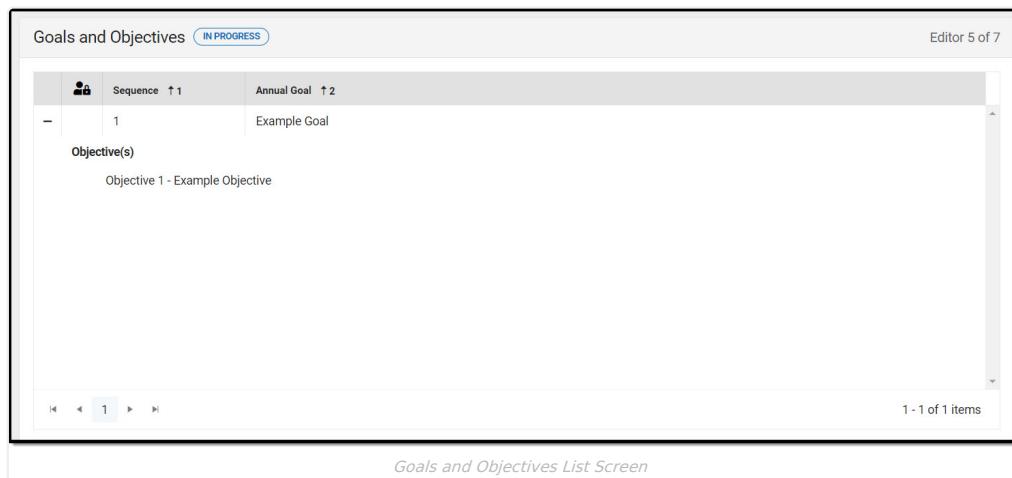
Column Name	Description
Padlock Icon	The user currently editing the Goal and Objective record.
Sequence	The sequence number of the goal.
Annual Goal	The name of the goal.

Goal Detail Screen

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

Goal Detail Screen

Field Name	Description	Validation
Sequence *Required*	The sequence number of the goal.	This field canno automatically p available numb numbers are no
Goal Name *Required*	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 Detail Screen

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

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

	Service Provided ↑	Frequency	Start Date	End Date
	Special Education	30 minute(s) / 1 x Week	01/09/23	01/08/24

⊩ ◂ **1** ▸ ⊪   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 *Required*	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: • 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 *Required*	The first day of service.	This field auto-populates to the Start Date of the plan.
End Date *Required*	The last day of service.	This field auto-populates to the End Date of the plan.
Minutes per Service Frequency *Required*	The number of minutes per service frequency.	Limited to 4 characters. Only whole numbers allowed.
Service Frequency *Required*	The frequency amount.	Limited to 4 characters. Only whole numbers allowed.
Service Period *Required*	The service period. Options include: • Year • Month • Week • Day	

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 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 Detail Screen

Field	Description	Validation
Team Meeting <date>		
Print in Plan	Indicates this record prints on the plan.	This defaults to marked.
Meeting Date *Required*	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 *Required*	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 *Required*	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 *Required*	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.