



SPECIAL EDUCATION  
DATA  
INFINITE CAMPUS (IC)  
UPDATE



# Most Recent IC Update

IC 1601.3 release on  
February 10, 2016



# KY Evaluation

- The “Required for Lock” validations have been removed except for the Evaluation Header, Student Demographics and Eligibility Determination.
- All “Save and Continue” buttons have been removed from the tool bar and information is printed only if it is “Saved.”

# KY Evaluation

- The document print header now includes DOB, ARC Plan Date and ARC Eval Date on each page in addition to the Student Name and SSID.
- In the Basis of ARC Decisions & Parent Input other data text field, the character limit has been expanded to allow 250 characters.

# KY Evaluation

- In the reevaluation, summary assessment area, Functional Hearing, Listening and Communication Assessment have been added as a menu choice. Print logic has been applied accordingly in this area.

# KY Conference Summary Report

- All “Do Not Print” check boxes have been removed.
- The system logic to pull the “Eligibility Determination Date” to the corresponding “Eligibility Determination Date” field on the print copy has been fixed.

# KY Conference Summary Report

- The system logic to populate “Disability” when a “Disability” is saved within a KY Eval on the print copy has been fixed. If no KY Eval exists, the “Disability” will be pulled from the most recent Conference Summary Report with the Primary Disability Field information.
- The definitions page is included in print after the “Other Factors” section.

# KY Conference Summary Report

- For Admissions and Release Committee Members, the logic has been fixed to print all information when more than one team meeting is saved.
- All “Save and Continue” buttons have been removed from the tool bar and information is printed only if it is “Saved.”



# KY IEP

- In Special Factors, logic has been added for validation in relation to student need for braille support.
- All “Save and Continue” buttons have been removed from the tool bar.

# KY IEP

- In Accommodations Determination (General Conditions), the check box and language for student initiated accommodation option has been removed.
- A bug has been fixed in relation to the amend tool and “Goals and Objectives” editor.

# Simple Forms

- The following new forms now appear in “Simple Forms”: Medicaid Annual Parent Notification (English and Spanish) and the KY Manifestation Determination form.
- The Medicaid form has recently been updated and is now in IC.
- Use the new form.

# SPED System Redesign



# Upcoming SPED System Redesign

- SEAGIC has provided suggested redesign requirements to KDE and these have been submitted to IC for development.
- IC has created a development site with all new requirements and this will be available on April 18.

# Upcoming SPED System Redesign

- KDE is facilitating a session with SEAGIC to review and test the development site April 18-29.
- Modifications and change requests will be sent to IC during the two week window and all changes must be submitted by May 20.

# Upcoming SPED System Redesign

- A test site release will be available to KDE in June with a planned production release to school districts in mid-July.
- Training resources will be available in coordination with the July release in preparation for back to school planning and implementation.

## Highlighting a Few Features of the New System

- The editors in IC will be organized to align with the special education program meeting process required (this is more similar to past form process followed).
- A separate form will be available for the KY Conference Summary, KY Evaluation and KY IEP.



## Highlighting a Few Features of the New System

- The KY Conference Summary will be used as the record keeping/notes area capturing information from meetings when necessary (this will keep all meeting support notes in one consistent area).

## Highlighting a Few Features of the New System

- The KY Evaluation will include “3 create new document” types:
  - *KY Referral*
  - *KY Consent*
  - *KY Evaluation*
- Intervention data entry required has been condensed.

## Highlighting a Few Features of the New System

- Print logic has been fixed to reduce the number of pages in the IEP.
- Progress reporting data entry is being improved.
- The bold logic is being worked on.

# SEAGIC Membership Process

- The current SEAGIC group members need to remain through this school year (SY2015-16) and next school year (SY2016-17) to ensure we have consistent implementation through the re-design period (this is critical for system stability).
- KDE must always ensure each co-op is represented by a member from each region.

# SEAGIC Membership Process

- KDE will send a communication through co-ops at the mid-term of the school year asking each co-op to provide a nominated member.
- Each Co-op will have the DoSEs vote or nominate a member from their region.
- The Director of DLS/KDE will review nominations and make final decisions on membership.

# SEAGIC Membership Process

- School district student population size needs to be addressed by including at least one member from a small, medium and large-sized school district (this is very beneficial in order to help with scale size comparisons).

# SEAGIC Membership Process

- Members will serve a 3-4 year term on a rotational basis to ensure full coverage.
- SEAGIC new member terms would begin serving in SY2017-18.

ANY  
QUESTIONS  
?



# Reporting

- Indicator 11 & 13
- Exit Report
- Discipline Reports
  - *Expulsions*
  - *Removals*
  - *IAES*



# Indicator 11 & 13

- Indicator 11 data is pulled from Infinite Campus
- Once report is completed, select every third student to input on the spreadsheet. If this does not equal at least 10 students, then input more students from the report.

# Indicator 11 & 13

- Information regarding Indicator 13

requirements can be found at

<http://education.ky.gov/specialed/excep/documents/indicator%2013%20kentucky%20transition%20requirements.docx>.

# Exit Report

- Pulled from Infinite Campus
- Scenarios
- Grade 14 no shows

# Exit Report

## ■ Reminders

- If a student is not there on the first day of school, he is a “No Show” and should be exited.*
- Please try to make a note when another district requests records for a student who has left your district.*

## ■ Youth One Year Out – contact information for exiting students

# Discipline: Expulsions, Removals, and IAES

- 2 reports in Infinite Campus
  - *Removals*
  - *Expulsions*
- If no removals or expulsions, submit a sheet with text “No removals” or “No expulsions”

# Discipline: Expulsions, Removals, and IAES

- IAES – Interim Alternative Educational Setting
  - *2 Parts*
    - Removals by School Personnel
    - Removals by a Hearing Officer
  - *IAES menu sheet - verification of all discipline data*



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**PROGRAM TEACHER  
ASSIGNMENT  
CLASS SIZE/CASE LOAD  
GRADE RANGE  
WAIVERS  
SHORTENED SCHOOL  
DAY/WEEK  
NOTICES FOR THE  
2016-2017 SCHOOL YEAR**

Presented by

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# 2016-2017 LOCAL EDUCATOR ASSIGNMENT DATA (LEAD)

- ⦿ The LEAD Report is a semi-annual report done by local school districts to ensure there is a properly certified educator in every position.
- ⦿ KDE/DLS receives waivers and notices; KDE/DLS approves class size/class load waivers and shortened school day notices
- ⦿ Educational Professional Standards Board (EPSB approves program teacher assignment waivers.

# DATES ASSOCIATED WITH LEAD

- ◉ Fall LEAD Opens September 6, 2016
- ◉ Fall LEAD Closes October 28, 2016
- ◉ Have all Waiver and Notice Forms to KDE/Robin Linton by October 28, 2016
- ◉ Spring LEAD Opens January 16, 2017
- ◉ Spring LEAD Closes February 24, 2017



# PROGRAM TEACHER ASSIGNMENT

## 16 KAR 4:020

- ◉ Waivers must be requested when there are special education assignments for a teacher who is not certified in the area of their assignment.
- ◉ While these waiver requests will be submitted to KDE/DLS, approval of these assignments will come from EPSB.



# SUMMARY OF CERTIFICATION FOR EACH DISABILITY AREA

| Certification for Learning Behavior Disorders: IQ no more than two standard deviations below the mean | Certification for Moderate and Severe Disabilities: IQ is three standard deviations below the mean. |
|---|---|
| Specific Learning Disability  | Functional Mental Disability  |
| Mild Mental Disability  |   |
| Emotional Behavioral Disability   |   |
| Orthopedic Impairment/Physical Disability   |   |
| Certification for Teaching Hearing Impaired   | Certification for Teaching Visually Impaired  |
| Hearing Impaired  | Vision Impaired   |
|   |   |

# TEACHER ASSIGNMENT BASED ON COGNITIVE FUNCTIONING LEVEL

- ◉ Developmental Delay
- ◉ Other Health Impaired
- ◉ Multiple Disabilities
- ◉ Autism
- ◉ Traumatic Brain Injury
- ◉ Deaf-Blindness



# GUIDELINES FOR PROGRAM TEACHER ASSIGNMENT WAIVER

- ◉ Submit waiver as soon as possible after 9/6/2016.
- ◉ Last day to submit waiver for Fall Semester is 10/28/2016
- ◉ Submit waiver request for through DOSE's secure file transfer system.
- ◉ Submit Waiver as a Word Document
- ◉ Complete All Blanks on form: Teacher's Certificate Number, District Code and Class Plan Code
- ◉ Submit teacher schedule and conference summaries through DOSE's secure file transfer system as PDF file.

# CONFIDENTIALITY OF PTA

- ⦿ Do not use the name of the student on the form. You may use he, she or student.
- ⦿ Do not use parent name or doctor's name on the form.
- ⦿ Do not use date of birth of the student on the form.

Program Teacher Assignment Only!!!



# CLASS SIZE/CASE LOAD WAIVERS

- ⦿ A waiver must be requested within 30 days that a class size or case load has been exceeded.
- ⦿ Request must be submitted throughout the school year as needed.
- ⦿ Submit to KDE/DLS the waiver request form and the teacher schedule.

# GRADE RANGE WAIVERS

- ◉ KARS no longer specifies age ranges either per period or for overall caseload.
- ◉ Age-range issues are now viewed as Grade Range issues and are based on teacher certification, location of the class, and the level of the non-disabled students on campus.
- ◉ Special education students must be located on the same campus as their same age/grade peers.
- ◉ When special education students are not housed on an age or grade range appropriate campus, then the district must submit a request for a Grade Range Waiver.

# GRADE RANGE WAIVERS

- A waiver must be requested within 30 days that a student is out of grade range.
- Request must be submitted throughout the school year as needed.
- Submit to KDE/DLS the waiver request form, the teacher's schedule and conference summary.

# SHORTENED SCHOOL DAY NOTICE

- ⦿ Shortened School Day is a Notice and not a Request.
- ⦿ All documentation maintained locally to support attendance audit if one occurs.
- ⦿ The “Full Funding” box is checked in Infinite Campus on child’s current enrollment through June 30 even if child returns to regular/full school day during the year.

# DOCUMENTATION NECESSARY FOR SHORTENED SCHOOL DAY NOTICE

- ⦿ Medical Statement signed by a physician.
- ⦿ Documented determination by student's ARC that shortened school day is needed.
- ⦿ An IEP that prescribes the length of the shortened school day
- ⦿ An approval by the district's Board of Education that maintains the student's confidentiality.

# INFORMATION NEEDED ON SHORTENED SCHOOL DAY NOTICE

- ◉ Student's Name
- ◉ Disability
- ◉ School/School District
- ◉ Teacher
- ◉ Length of Day/Week
- ◉ Building Principal
- ◉ Board Approval
- ◉ Confirmation there is a signed Medical Statement, ARC determined need, IEP reflects shortened school day and Board of Education approval for specified student.
- ◉ Conference Summary

# SUGGESTED

## FILE NAME OF UPLOADED INFO

- SSD-Teacher's Last Name-#1-File Names should be numbered sequentially, do not use student's name in file name ie.: 1, 2, 3 if more than one. SSD-Smith-#1
- SSD-Teacher's Last Name-#2-SSD Smith #2
- PTA-Teacher's Last Name-LBD-(Teacher's Certification)Do not use student's name in file name PTA-Smith-LBD
- CLS-Teacher's Last Name-#1-CLS Smith #1
- CLD-Teacher's Last Name-MSD-(Teacher's Certification)Do not use student's name in file name-CLD Smith-MSD
- CONF SUM SSD Teacher Last Name #2-Should match information for SSD #2-Conf Sum SSD Smith #2

# CONTACT INFORMATION

- Questions or concerns regarding waivers or notices during the school year contact:

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