



Newsletter

Volume 15, Issue 2

May 2021

Reporting of Referral Data for Cycle 7 June 2021

Referral Tracking is just one data set required to be reported during Cycle 7 each school year.

- **ALL REFERRALS** with a referral date in the current school year are to be entered into eSchool whether the student was found eligible or not eligible and whether the process is completed or not at the time of submission.
- The data set include the following fields
- **SMS Demographic/Personal Screens**
 - Social Security Number
 - Grade Level
 - Name (First, Middle, Last)
 - Birthdate
 - Gender
 - ELL Status
 - Federal Race
 - Building Code





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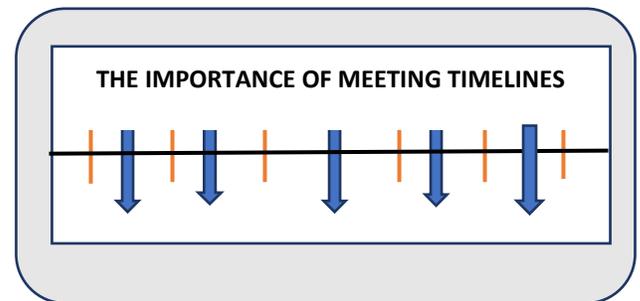
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Reporting of Referral Data for Cycle 7 June 2021

Referral Tracking Module

- Resident LEA
- Private School (yes/no)
- Name of Private School
- Part C to Part B Transition
- Part C to Part B Concurrent
- Referral Date (required for all referrals)
- Parental Consent for Evaluation Date
- Evaluation Date (last evaluation component)
- Evaluation Reason for missing the 60 day timeline
- Evaluation Other Reason
- Eligibility Determination Date (EDD)
- EDD Reason for missing the 30 day timeline
- EDD Other Reason





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Referral Tracking Module

- Reason EDD exceeded 3rd Birthday (Early Childhood Only)
- 3rd EDD Other Reason (Early Childhood Only)
- Served by Temporary IEP (Part C to Part B Only)
- Special Education Placement (yes/no?)
- Parent Consent to Place Date
- Coordinated Early Intervening Services (yes/no?)
- Reason Referral is complete
- Referral Completion Other
- Referral Complete (yes/no?)

ALL referrals submitted in Cycle 7 that are not complete, must be completed by September 30, 2021 and updated in **MySped Resource**.



You cannot update prior year referrals in eSchool. Once rollover to new fiscal year occurs, all referrals are locked and no changes can be made in eSchool. Updates must occur in MySped Resource once Cycle 7 is submitted.



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Reason's for missing the 60 day timeline

- AT—Additional testing determined by IEP Team
- IL—Child or family illness/death delayed evaluations
- TR—Transferred from another program during the due process
- EV—Evaluations not completed in accordance with timelines due to Referral Team error (includes evaluators)
- FM—Family moved making the child unavailable
- HV—Failed hearing/visual screening (i.e. waiting for glasses)
- PR—Parent Refused Initial consent
- EC—Family cancelled evaluations requiring it to be rescheduled
- PW—Parent withdrew consent
- OT—Other - please clearly specify other reason timeline was not met



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COVID is **NOT** a **BLANKET REASON** for **MISSING** the **60 DAY TIMELINE**

IDEA has no waivers regarding timelines. Please **USE** the appropriate reasons for missing timelines for example...

- If a student was quarantined or ill, **DO NOT** use Other – COVID; LEAs should use
 - IL – Child or family illness/death delayed evaluations
- If a parent does not make the child available for evaluations, LEAs should use
 - EC – Family cancelled evaluations requiring it to be rescheduled
- If staff was ill or quarantined, the LEA can use other with an appropriate reason provided.
 - Since no waivers apply to the timeline, LEAs may have to provide documentation as to why another evaluator could not complete the evaluation process.

Note: An LEA may be contacted if Other: COVID is provided as a reason for missing the 60 day or 30 day timeline for clarification.



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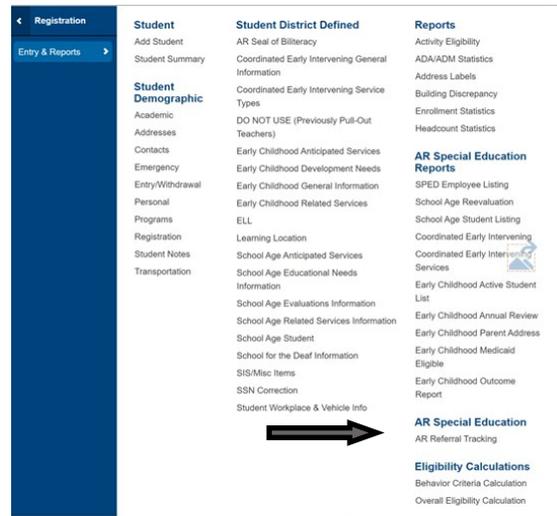
HOW TO UNLOCK A CLOSED REFERRAL IN eSCHOOL

To unlock a closed referral in eSchool you need the following information:
Student ID and Referral ID

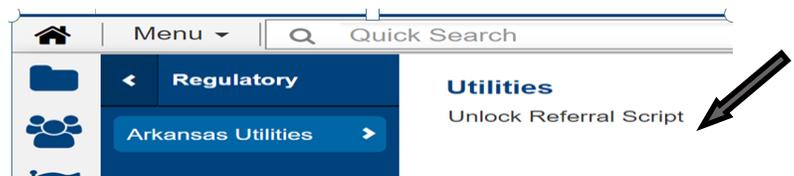
- Locate the student in eSchool and make a note the student's ID
- Then click on registration screen and click on Referral Tracking to get the Referral ID

Special Education Referral List

Referral ID	Referral Date	School Year
3113	02/19/2021	2021



- The Unlock Referral Script is under the Regulatory tab and Utilities .
- Enter the Student ID and Referral ID and click Run.
- The referral is now unlocked to be edited and saved.



Prompts

Student Name

Referral

- If you do not have access to the regulatory screen ask your eSchool Administrator for access rights. This is the only utility under regulations and it only applies to special education referral tracking

Requesting Scantron Survey Forms

To **request Scantron forms** email:

Nancy Rea at nerea@ualr.edu.

Please include the following in your email:

1. District LEA Names
2. District LEA Numbers
3. Type of Survey being requested:
School Age and/or Early Childhood
(for EC English and/or Spanish)
4. Number surveys requesting
5. Name of the requestor
6. Contact Number of the requestor
7. Mailing Address

IMPORTANT NOTICE

**We moved to another building and
have a new phone number.**

IDEA Data & Research Office
UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
(501) 916-3219

TRAINING OPPORTUNITIES

- Data Entry Training for eSchool and MySped Resource is being offered virtually at this time.
- Face-to-face is available upon request but will be limited to 6 participants in the Computer Lab.
- Face-to-face is held at:

ASPCN Computer Lab

101 East Capitol,

Little Rock, AR 72201

Please refer to ASTIS for dates and times. ASTIS is located on the [ARKSPED Portal](#) page.

*Watch for Commissioner's Memo for
Cycle reporting details.*

*Questions about training
opportunities?*

Contact Khala Quarles at:

kpquarles@ualr.edu

(501) 916-3219

Important Resources

IDEA Data & Research Office

UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
(501) 916-3219

DIS/APSCN

(501) 682-HELP (4357) Option 3
1-800-435-7989 Option 3
DIS.CallCenter@arkansas.gov (24 hour email)

Special Education Home Page

<https://dese.ade.arkansas.gov/offices/special-education>

Important links from the Special Education home page:

The IDEA Data & Research web page is where you can find

- Data Dictionaries,
- User Guides,
- Training Opportunities,
- the LEA Annual Performance Report,
- links to recorded webinars, and more.

Please visit regularly as we are always adding new information.

ARKSPED Portal

A secured web portal where LEAs review and submit data to the ADE via MySped Resource.

There is also a link to the **School Age and Early Childhood Family Outcomes Survey**.

Just for Fun Recipe

One-Pot Ten-Minute Beef and Broccoli

- ⇒ Prep 10 MIN
- ⇒ Total 10 MIN
- ⇒ Ingredients 5
- ⇒ Servings 5



Ingredients

- ⇒ 1 lb lean (at least 80%) ground beef
- ⇒ 1 bag (12 oz) frozen chopped broccoli
- ⇒ 1 bunch chopped green onions, greens and whites separated
- ⇒ 3 cups cold cooked white rice
- ⇒ 1 cup thick teriyaki marinade and sauce

STEPS

- ⇒ In nonstick 5-quart Dutch oven, cook beef with salt to taste over medium-high heat, stirring frequently, until brown. Do not drain. Meanwhile, make broccoli as directed on bag.
- ⇒ Add whites of green onions to pan with beef, and cook 1 minute.
- ⇒ Stir in rice and teriyaki sauce. Cook and stir about 2 minutes or until rice is heated through.
- ⇒ Stir in broccoli. Top with green onion tops.