NEW Cycle 4 Reporting Requirement for Early Childhood

Beginning December 1, 2019, the Cycle 4 Early Childhood data will include the following information for each student record. The data elements were added so resident local education agencies (LEAs) can verify the early childhood student lives within the reported (Resident LEA) school district. The information will be used by the Division of Elementary and Secondary Education's Fiscal and Administrative Services for state and federal funding allocations.

The information has been added to the 2019-20 SIS Manual which can be downloaded at https://adedata.arkansas.gov/sis/Home/sishandbooks

	Parent (Guardian) – Parent/Guardian address information is used for verification of physical address by resident district for early childhood special education allocations
SZ0260	**First Name** – *The parent or guardian's first name.*
SZ0265	**Middle Name** – *The parent or guardian's middle name*
SZ0270	**Last Name** – *The parent or guardian's last name*
	Address, Physical – The street name and building number where the parent or legal guardian of the student resides.
SZ0275	**Address** – *Parent or guardian's physical address*
SZ0280	**City** – *Parent or guardian's physical address city*
SZ0285	**State** – *Parent or guardian's physical address state*
SZ0290	**Zip** – *Parent or guardian's physical address zip code*

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Cycle 4 Review Process For Resident LEA

During Cycle 4 Review (January 2-31, 2020) in MySped Resource each district will have a new Error/Verification Report which will provide a list of early childhood students whose Resident LEA was reported as living within their district's boundaries. The report will include the following fields

- Resident LEA
- Resident LEA Name
- Reporting LEA
- Reporting LEA Name
- Student Name
- Parent/Guardian Name
- Physical Address, City, State, Zip
- Superintendent Certification Form

Cycle 4 Review Process For Resident LEA (cont.)

During the review period, the resident district must

- verify that the Resident LEA reported is correct;
- coordinate with the Early Childhood program (ie. Educational Cooperatives) to correct any errors;
- have the superintendent sign the certification form; and
- submit the certification form the first week of February, but no later than February 7, 2020 via sped.finance@arkansas.gov. Failure to submit the signed certification form by close of business on February 7, 2020 may result in a flag for failing to report timely and accurately.

ALL districts need to review the report. A district with zero early childhood records reported as a resident LEA initially could see a change in the report later in the review period, as early childhood programs review and finalize their child count data. Therefore, we would encourage the districts (the Resident LEA) to review the information **early** and **late** in the review period.

IMPORTANT: PLEASE READ

In accordance with IDEA, yearly States shall collect a count of children with disabilities each fall between October 1st and December 1st. Arkansas collects the child count based on December 1; therefore, all eligible children must have had **eligibility determined and an IEP in place on or before December 1st.**

- Any student with an entry date after December 1, 2019 in the School Age, or Early Childhood Modules will be excluded.

- Any student marked as being **temporarily placed** will be excluded from the count for eligibility has not been determined.

Please plan accordingly and remain cognizant of the LEAs responsibilities to meet all time lines even during holiday closures.

The required data should be entered and submitted to the Division of Elementary and Secondary Education no later than 11:59:59 pm on December 15, 2019.

Commissioner Memo — Special Education Programs: Guidance on Reporting December 1 Child Count and Personnel

All school districts, educational cooperatives, open-enrollment charter schools, and state-operated educational programs are reminded of the importance of the upcoming Arkansas Public School Computer Network (APSCN) Cycle 4 data submission requirements for special education child count and special education personnel.

APSCN Cycle 4 closes on December 15th. The Arkansas Department of Education, Special Education Unit must report the data to the U.S. Department of Education, Office of Special Education Programs (OSEP) by April 1, 2020.

To assist special education programs in reporting the December 1 child count and personnel data accurately, a series of Web conferences, as outlined in this newsletter, will be held.

A Web conference workshop on special education reporting via eSchool and MySped Resource for Cycle 4 fiscal year 2019-2020 will be conducted in repeated sessions.

Webinar Schedule for Cycle 4

School Age Sessions:
- Tuesday, November 12: 10:00 a.m. & 2:00 p.m.
- Friday, November 15: 10:00 a.m. & 2:00 p.m.

State Agencies with Special Education Programs (CHDC and ADC):
- Wednesday, November 13: 2:00 p.m.

Early Childhood (Educational Cooperatives and Districts) Sessions:
- Thursday, November 14: 10:00 a.m. & 2:00 p.m.

These Webinars will be using ZOOM web conferencing system. You will receive a ZOOM meeting invitation the day before your registered session.

What You Need To Get Started
- An internet connected computer or device
- Your meeting ID #
- A headset, ear buds, or speakers (if you're participating with audio from computer, laptop or device)
- A phone (if you're unable to receive audio via your computer or device)

When you're invited to participate in a Zoom meeting, you'll receive instructions how to join. You can either click on the link provided, or go to the Zoom web site at https://www.zoom.us/meeting and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number.

Audio is integrated in the meeting. However, you have the option to participate via audio-only if a web connected device is not available.

Please note the dates and times in this newsletter. Each session will last approximately one hour and pre-registration is required.

To register for a Web teleconference click here

Cycle 4 Reporting

Cycle 4 Reporting Highlights for Co-ops, School Districts, and State Agency Programs

Cycle 4 data are based on December 1, 2019 and includes:
- All students found eligible and have an active IEP (IPP) in place on or before December 1
- All employees (district and contract) who provide special education and related services

Data is entered in:
- eSchool (Educational Cooperatives, School Districts, Charters Schools, and Division of Youth Services)
- MySped Resource under Students and the Personnel section for State Agency's (ADC, CHDC) reporting of school age children.

The required data should be entered and submitted to the DESE no later than **11:59:59 pm on December 15. 2019.**
- If December 1 was the last day of services, the exit date should be December 2.
- If November 30 was the last day of services, the exit date should be November 30.

The data submitted through December 15th, will be uploaded to MySped Resource for review **during the month of January.** Consequently, any changes made in eSchool after the Cycle 4 submission will not be reflected in the data being reviewed in MySped Resource in January.

Any changes made in MySped Resource during the review period in January, MUST also be updated in eSchool.

Cycle 4 Review in MySped Resource

MySped Review Period: **January 2 - 31, 2020**

Resources:
Refer to the Early Childhood, School Age Data Dictionaries, and the Employee Data Dictionary for Cycle 4 reporting fields, codes, and definitions.

Correcting Your Data
- Review Error Reports and student level data for Cycle 4 located under Students Tab in MySped Resource.
- Review and correct Special Education Employee data under the Personnel tab.
  - Once you have completed the review process using MySped Resource, you will need to make any necessary corrections.

Please be sure to recheck your error reports. You may have created more errors!!

Make corrections and updates in three places:
- **Update MySped Resource Review application** to report accurate data ('Save' before Exiting);
- **Update eSchool** to maintain accurate data;
- **Update your own files** for record keeping and backup. We strongly recommend you use the export to Excel function to save your own Excel file. This allows you to refer to your data at anytime and serves as a backup file in the event of technical difficulties.

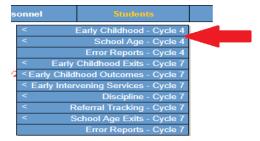**SAVE all finalized data sets by using the EXPORT to Excel function.**

- Create and save a new FINAL Excel worksheet to a secure location once all changes are made to serve as a LEA backup.

Why is it critical you review and make changes to your data?
- **Updates** are needed to reconcile between the reporting period ended and submission deadlines
- Data entry **typos** when keying
- Inaccurate **coding** when keying
- Formulas or glitches in the **programming**
- Data **not transferring** correctly from DDS application, eSchool or APSCN to MySped Resource for review
- **Blank fields** may exist that should be completed
- Problems may occur with reports not generating the accurate count. For example, if age is invalid, the program for the report will not include it in the count.
- **Federal reports** are generated based on the student and employee data in MySped Resources.
- *Not* correcting data may result in poor performance on your **Annual Performance Report.**

Failure to correct the LEA's data will result in a failure to meet State Indicator: Timely and Accurate Reporting and could be escalated upward to monitoring for a non-compliance citation.

Location of MySped Review for December 1 child count data in MySped Resource:

Location of MySped Review for employee data in MySped Resource:

IDEA Data & Research Office
(501) 683-7219

If you need training in APSCN applications, please contact Khala Quarles at the number above or email her at kpquarles@ualr.edu to request a spot on the training waiting list. Once we have enough individuals on the list, we will then schedule a training at APSCN in Little Rock. Make sure to give us the names of the individuals to be placed on the list, email and mailing addresses, phone numbers, and LEA name and number.

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
http://www.arkansased.gov/divisions/learning-services/special-education

Important links from the Special Education home page:
The IDEA Data & Research web page is where you can find links to the Data Dictionaries, User Guides, Training Opportunities, the recorded webinars, and more. Please visit regularly as we are always adding new information.

ARKSPED Portal
A secured web portal where LEAs can access MySped Resource, ASTIS, Family Outcomes Survey, and other online applications.
Click here to visit the ARKSPED Portal

Your Just for Fun Monthly Recipe

Chicken Tostadas

Ingredients
  8 corn tortillas or tostada shells
  3 medium tomatoes, diced
  4 medium avocados, diced
  3 tbsp red onion, finely chopped
  1/4 cup cilantro, finely chopped
  1 tsp cumin
  1 tsp chili powder
  3/4 tsp salt
  Lime, juice of
  15 oz can black beans, drained & rinsed
  3 cups shredded chicken
  1/2 cup feta or Cotija cheese
  Cooking spray

Instructions
- To make tostada shells, line large baking sheet with silicone mat and arrange tortillas in a single layer. Spray with cooking spray and sprinkle with salt on both sides. Bake at 400 degrees for 6 minutes per each side.
- While tostadas are baking, make easy guacamole salsa by combining tomato, avocado, red onion, cilantro, cumin, chili powder, salt and lime juice. Get other ingredients ready.
- To assemble tostadas, top each shell with guacamole, beans, chicken and cheese.

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