



Newsletter

Volume 15, Issue 3

November 2021

The Importance of Reporting the Correct Data

As we move into this years child count and personnel collection as well as those year-long data collections, it is important to use the correct codes in eSchool. Using the correct codes will resolve many Cycle submission errors.

You should always have the [data dictionaries](#) and the current [SIS manual](#) handy when preparing for a cycle submission.

Do you know what these codes represent?

In eSchool the drop down menus for the special education modules have these three abbreviations provided behind the code description you may be selecting. These three abbreviations indicate which special education programs for which the code is valid.

- SA—School Age
- EC—Early Childhood
- CEIS—Comprehensive/Coordinated Early Itnervening



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Let's look at the program withdrawal codes. At the end of each withdrawal code description inside parenthesis are the valid programs which this exit/withdrawal code and be used.

Code	Description
CD	CEIS discontinued; Student IEP services continue (CEIS)
DI	Deceased (CEIS, SA, EC)
DO	Dropped Out of School (CEIS, SA)
DP	Services discontinued at Parent's Request (CEIS)
GC	Graduated with a certificate (SA)
GD	Graduated with Regular Diploma (SA, CEIS)
KE	Kindergarten Eligible (EC)
MA	Student reached maximum age (SA 20-21 on December 1 or EC 6yrs) (EC, SA)
MK	Student Moved (CEIS, EC, SA)
NP	Not Placed (EC, SA)
NS	No longer requires special education services (EC)
PR	Parent Refused Services (EC)
RC	Student returned to the regular classroom (SA)
RP	Reached Program Eligibility (CEIS)
SN	Services no longer needed (CEIS)
SP	Placed into Special Education (CEIS)
US	Unknown status (EC)



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Why is the Correct Code Important?

- If the wrong codes are used the LEA could be cited for not reporting accurately. This could effect the LEAs
 - Special Education’s Annual Performance Report
 - Results driven accountability (RDA) determination
 - Risk score for monitoring
- The data will not represent what is actually occurring in the LEA.
 - For example, an early childhood program uses DP to withdrawal students from EC services. However, the DP code is for CCEIS/CEIS only and is not a revocation of IDEA services.

Further, the business rules will not capture the outcomes because the exit/withdrawal code is not one of the four valid codes. The following codes in **bold** are valid for EC Outcomes reporting.

- Valid exit/withdrawal codes for early childhood are:
 - DI—Deceased
 - **KE— Kindergarten Eligible**
 - **MA—Maximum Age (turned 6 during the school year)**
 - **PR—Parent Refused Services (requires revocation)**
 - **NS—No Longer Need EC Services**
 - MK—Student Moved
 - US—Unknown Status
 - NP—Not Placed (was on a temporary IEP and found not eligible)



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Why is the Correct Code Important?

Early childhood is not the only program miss using codes. Often school age programs will use the **US** (unknown status) code when a student should be coded as a dropout. There is not an unknown status for school age. The proper code would be **DO** or dropout. The **US** code is only valid for early childhood.

Any student K-12 can be a dropout, but the dropout rate is calculated for grades 7-12 under ESSA and ages 14-21 under the special education exiting data.

All codes have a meaning. For early childhood when a parent revokes their rights, discontinuing IDEA services, the code is **PR** or the parent refused services.

However, for school age, when a parent revokes their rights, discontinuing IDEA services, the code is **RC** or returned to the regular classroom.

The codes an LEA selects to enters in eSchool or MySped Resource has an impact across various analyses. Including the Annual Performance Report (APR), significant disproportionality, and monitoring.



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Data Verification Prior to Submission

In preparation for the submission of the child count and personnel data please double check that everything being submitted is accurate.

- Proper educational environment/placement code.
- Proper disability code.
- Resident LEA is a valid LEA. In the past we have received the LEA number for districts who had been consolidated years prior.
 - This has implications for early childhood funding and disproportionality.
- Don't forget to verify race/ethnicity.
- Remember to update all lead teacher and speech pathologist information for each student in the EC and SA modules.
 - This information is used by monitoring.
- Personnel full-time equivalency is accurate for each district employee listed and contract service providers.
 - Remember that contract service providers may be in more than one LEA; therefore, the FTE you provide should only reflect the time they are in your LEA.
 - Remember to **Delete** former sped employee records from the District Defined Sped Employee screen. Having person inactive in staff information does not remove them from Sped Employee.



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REQUESTING FAMILY SURVEYS

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
 - EC English and/or Spanish
4. Number surveys requesting
5. Name of the requestor
6. Contact Number of the requestor
7. Mailing Address

Return all Scantron Survey's by June 30th to:

IDEA Data & Research Office
ATTN: Family Survey
UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204

If you have any questions please call (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**.

Meatball Boats

Ingredients:

1 lb. ground beef
1 large egg
1/3 C breadcrumbs
1/4 C Parmesan cheese
1 tbsp. Minced garlic
1 Tbsp fresh chopped parsley
Salt and pepper to taste
1 Tbsp olive oil
2 C marinara sauce
8 mini hoagie rolls
12 slices asiago cheese



Instructions:

Meatballs:

- 1) Preheat oven to 350 degrees.
- 2) Prep baking pan with parchment paper
- 3) Add ground beef, egg, breadcrumbs, garlic, parmesan, garlic, and parsley to bowl. With your hands work ingredients together. Add salt and pepper. Form meatballs and set aside.
- 4) Add oil to skillet heat to medium. Add meatballs to skillet.
- 5) Cook 5 minutes or until they are seared on all sides.
- 6) Place meatballs on baking pan. Cook for 12 minutes.
- 7) Remove from oven and set aside.

Boats:

- 1) Cut an oval on top of roll leaving 1/2" on ends and sides.
- 2) Scoop but do not cut through to bottom half of roll. Use a knife to hollow out top of roll. Place roll on baking pan. Lay 1 slice of cheese in hollowed-out area.
- 3) Return to the oven and cook for 8 minutes.

Complete:

- 1) Add 2 tbsp. of marinara on top of cheese. Place 3 meatballs on top of marinara, add more marinara on top of meatballs and place grated parmesan cheese on top of marinara.
- 2) Return to oven and bake for 6-8 minutes.

Enjoy!