

**School Age**  
**APSCN Cycle 4 Outline for Data Reporting**  
**December 1 Child Count**  
**November, 2008**

**Cycle 4 Overview**

- 1. APSCN Child Count**
- 2. APSCN Employee Program**
- 3. MySped Review in January**

**Cycle 4 December 1 Child Count reports** all students being served on December 1, 2008. Data is entered in APSCN and reviewed in January in MySped Resource Application. This is the count that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted February 1, 2010. (The letters you receive stating whether you ‘met requirements’ or ‘needed assistance’ using this count will be sent to you spring, 2010).

1. **Deadline for APSCN:** Data should be entered no later than December 15<sup>th</sup>, 2008 for all Special Education students being served on December 1, 2008. However, your district may have an earlier deadline as to when they submit Cycle 4 data.
2. Include all students who have an IEP and all temporary students as of December 1<sup>st</sup>, 2008.
3. The data you enter *up to the date of submission* is the data that is pulled into MySped Resources. Consequently, any changes you make in APSCN *after the date of submission* will not be reflected in the data you review in MySped Resources in January. When making necessary changes in MySped in January, you have to update it in APSCN also.
4. The Student NAME, SSN, BIRTHDATE, BUILDING, SEX, ETHNIC CODE, GRADE, STATUS AND ELL fields come from APSCN Plus Student Registration. If changes need to be made to that information, work with the Student Management side of APSCN.
5. Districts that have residential treatment centers, please remember to code the student in student registration as “Resident: X” in Student Management and notify the districts the students came from so they can withdraw the student.
6. Districts that students have left and gone into JDC need to withdraw the student the day they leave your district. Districts with JDC’s in their boundaries would code the student as “Resident: X.” in Student Management.
7. **MySped Review Period:** January 5<sup>th</sup> - 19<sup>th</sup>

**More Information**

**Data and Research Web Page:** <http://arksped.k12.ar.us/sections/dataandresearch.html> under “Supporting Documents”

1. This outline: *School Age APSCN Cycle 4 Outline*
2. *Employee/Program Approval APSCN Cycle 4 Outline*
3. **New Manual:** *School Age MySped Review Procedures Cycle 4*
4. School Age APSCN Data Form updated 11-08
5. APSCN Training Guides and Data Dictionaries: School Age and Employee Program
6. School Year Reporting Requirements for 2008-2009
7. Overview of Training Opportunities for School Age and Early Childhood
8. E-Newsletter: Contact Ashley Funderburg - [afunderburg@ualr.edu](mailto:afunderburg@ualr.edu)

**2009 Data Summit:**

**July 30-31, 2009**  
**UALR Campus**

### Screen: APSCN General Information Screen:

**AIXDEV.K12.AR.US:23 - K-95**

STUDENT INFO: Query Forward Back Next Previous Update Delete ...  
 Search for a record.

STUDENT ID [429433056] STUDENT NAME [YOUNG, BRITNEY T.]

GENERAL		INFORMATION	
SOCIAL SECURITY	[429-43-3056]	SEX	[F]
BIRTHDATE	[06/19/1979]	ETHNIC CODE	[W]
BUILDING	[ 999]	GRADE	[GG]
MEDICAID ELIGIBLE	[N]	MEDICAID #	[ ]
TRANSFER	[N]	SECONDARY TRANS DATE	[01/02/2008]
REFERRAL DATE	[01/03/2008]		
PERSON/AGENCY REFERRING	[ ]		
LAST COMPREHENSIVE EVALUATION DATE	[ ]		
ELIGIBILITY DETERMINING DATE	[ ]		
ANNUAL REVIEW DATE	[ ]		
TEMPORARY STUDENT	[ ]		

Record 1 of 1  
 This is the First record.

sptest 02/22/2008 14:07:10

### Required Federal Fields (Fields 1-9 are from APSCN Plus – Student Registration):

1. Name (Last, First Middle)
2. SSN
3. Sex
4. Status
5. Birth date
6. Ethnic code
7. ELL
8. Building
9. Grade
  - **EE, SM, and SS require a change in A-Grade field to Assigned grade to be tested at**
10. **A-Grade:** Assigned Grade level – defaults to grade from registration unless EE, SM and SS
11. **Alt\_Port:** Alternate Portfolio – Defaults to No (See note below)
12. **Secondary Transition:** (For July, Cycle 7 reporting) may want to enter now if you have the date the child's transition plan was finalized.
13. **Temporary Student:** Enter Yes if student is being temporarily placed in the Special Ed program while eligibility and/or the evaluation is in progress. Temporary students are included in the December 1 Child Count. (Exit temporary students in Entry/Withdrawal screen if student is determined not eligible and use Exit Status of "Not Placed.")

**Note:** Mark "Yes" if the student has the following two courses:

**973900** 9<sup>th</sup> Grade Math Portfolio Mathematics/Career Focus (9-12)

**973910** 10<sup>th</sup> Grade Science Portfolio Science/Career Focus (9-12)

*There is NO alternate portfolio assessment for students enrolled in the general curriculum core courses of 9<sup>th</sup> grade algebra, 10<sup>th</sup> grade geometry, or 10<sup>th</sup> grade biology. These students take the regular end of course assessments.*

## Miscellaneous Screen

**AIXDEV.K12.AR.US:23 - K-95**

SPECIAL EDUCATION: Add Exit  
 Press ESC to add. Press <CTRL-P> to cancel

STUDENT ID [999999018] STUDENT NAME [AGUIRRE, ERICK ISSAC]

M I S C E L L A N E O U S I N F O R M A T I O N

SPED PLACEMENT DATE [ ] PRIMARY DISABILITY [ ]  
 EDUCATIONAL PLACEMENT [ ] RESIDENCE LEA [ ]  
 NAME OF PROVIDER [ ] PROVIDER LEA [ ]  
 SPEECH [ ]  
 DATE SPEECH ENTERED [ ] DATE SPEECH TERMINATED [ ]  
 EDU PLACEMENT LAST YEAR [ ] INCLUDE IN DEC. 1 CHILD COUNT [ ]

TIME SERVED-UNIT [ ] TIME SERVED-AMOUNT [ ]  
 EXTENDED SCHOOL YR [ ] LEAD TEACHER SSN [ ]  
 CHARTER SCHOOL [ ] EARLY CHILDHOOD PROGRAM [ ]  
 SCHOOL CHOICE [ ] SCHOOL CHOICE IMPROVEMENT [ ]  
 SCHOOL CHOICE LEA [ ]  
 SPECIAL ED TEACHER [ ]  
 THERAPIST <SPEECH/OTHER> [ ]

## Reporting Fields:

- Primary Disability:** Drop-down menu (Press<Control T>) (<Control G> to get.) Also see School Age Data Dictionary for definitions.
- Education Placement:** Drop-down menu (Press<Control T>)(<Control G> to get)  
 (See Attachment “Calculating LRE for codes RG, RR, SC”)

Code	Description
CF	CORRECTION FACILITY
DB	DAY SCHOOL-PUB
DI	DAY SCHOOL-PRI
HH	HOSPITAL/HOMEBD
PP	PRIVATE SCHOOLS
RB	RESIDENTIAL-PUB
RG	RG CLS W/SPED<80% OR MORE IN R
RI	RESIDENTIAL-PRI
RR	RESOURCE ROOM<40% TO 79% IN RE
SC	SELF-CONTAINED<40% OR LESS REG

<CTRL-G> Get                      <CTRL-P> Cancel  
 <CTRL-F> Next Page              <CTRL-B> Previous Page  
 NO NEXT PAGE

- Charter School:** Y/N
- School Choice General:** Y/N
- School Choice Improvement Outside the District:** Y/N
- School Choice Resident LEA:** District number the child lives in
- Entry Date**

**AIXDEV.K12.AR.US:23 - K-95**

ENTRY/WITHDRAWAL INFO: Query Next Previous Add Update Delete ..  
 Press ESC to add. Press <CTRL-P> to cancel

STUDENT ID [ 429433056 ] STUDENT NAME [YOUNG, BRITNEY T.]

E N T R Y / W I T H D R A W I N F O R M A T I O N

SCHOOL YEAR	ENTRY DATE	WITHDRAWAL DATE	EXIT STATUS
[2008]	[01/03/2008]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]

### **School Age: Calculating Educational Environment/Placement:**

Note: Typically, every child's time is based on total minutes of instruction per week as determined by your school district.

#### **Calculations**

**Step 1: Percent of instruction time *not* spent with non-disabled peers** = (minutes per week spent outside of regular classroom divided by total minutes of instruction per week) times 100.

**Step 2: Percent of instruction time spent *with* non-disabled peers** = 100% minus percent of instruction time not spent with non-disabled peers

#### **Example 1**

A child receives speech for 30 minutes two times a week **outside** the regular class. The child's district has determined that there are 1800 total minutes of instruction per week<sup>1</sup>.

30 minutes two times a week = 60 minutes per week spent outside of regular classroom.

Step 1: (60 minutes divided by 1800) times 100 = 3.6%;

Step 2: 100% – 3.6% = 96.4%

Therefore **96.4%** of the child's day is spent ***with*** their non-disabled peers.

**Code: RG**, >80% in regular school program with non-disabled peers.

If the % of time in the regular school program is 80% or greater then the new placement code is **RG**.

If the % of time in regular school program is between 40 to 79.99% the new placement code is **RR**.

If the % in regular school program is less than 40% the new placement code is **SC**.

**RG** = >80% in regular school program with non-disabled peers

**RR** = 40% to 79.99% in the regular school program with non-disabled peers

**SC** = <40% in the regular preschool program with non-disabled peers

#### **Example 2**

If a child receives speech for 30 minutes two times a week **and** is in resource math 5 times a week outside the regular class.

Speech services = 60 minutes (30 x 2)

Resource Math = 250 minutes (50 x 5)

Total = 310 minutes per week

**Step 1:** (310 minutes divided by 1800) times 100 = 13.89%

13.89% of the child's day is ***not*** spent with their non-disabled peers

**Step 2:** 100% - 13.89% = 86.1%

86.1% of the child's day is spent ***with*** their non-disabled peers.

**Code: RG** >80% in regular school program

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<sup>1</sup>1800 is an example of the number of minutes of instruction a week. Your district may have a different number of minutes per week.

## 2008 December 1 Cycle 4 **MySped Resource Data Review: January 5-19** Student Child Count Personnel Program

### Why review data if it was entered and submitted to APSCN in December?

You want to be able to ensure the data for your district was submitted properly and that it accurately reflects the reporting requirements of all students served December 1, 2008.

### Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission
2. Data entry **typos** when keying in APSCN Special Education Module
3. Inaccurate **coding** when keying in APSCN Special Education Module
4. Formulas or glitches in the **programming**
5. Data **not transferring** correctly from APSCN to MySped
6. **Blank fields** may exist that should be completed
7. 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.

### Reminders:

1. **MySped Review Period:** January 5<sup>th</sup> - 19<sup>th</sup>
2. **Print out new manual:** *School Age Cycle 4 MySped Review Procedures*. It is posted on Data and Research web page: <http://arksped.k12.ar.us/sections/dataandresearch.html>
3. **Correcting the Data**  
Once you have completed the review process using MySped Resource, you will need to make any necessary corrections. Make corrections and updates in three possible places:
  - **Update MySped** to report accurate data (**'Save' before Exiting**);
  - **Update APSCN** to maintain accurate data;
  - **Update your own personal file** for record keeping and backup. We 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. *Remember, when you are reviewing, corrections will need to be made in the individual student or employee application in MySped for federal reporting;*
  - **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup; and,
  - Make changes to update APSCN.

### Need More Detailed Information?

Refer to the updated **APSCN Training Guides and Data Dictionaries** located on the Special Education website: <http://arksped.k12.ar.us> . Click on **Data and Research** under '**Supporting Documents**' or call our office: 683-7219