Arkansas Public School Computer Network

SPECIAL EDUCATION
SCHOOL AGE
Training Guide

Revision: July , 2010

School Age - Special Education Training Guide

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School Age - Special Education Training Guide

This multiple screen maintenance program will allow the user to maintain all School Age Special Education data related to a student. Each student has seven screens available for Special Education data. Three of these screens appear during the ADD process. The remaining four screens are not created during the ADD process, but can be added later.

Prerequisites

- Each Special Education user must have a login set up in order to access the module.

- Each user must have building access and the security set up in the APSCN Plus by the district's system administrator. Code 9970 gives full access to the Special Ed module and 9969 gives query or view privileges only. **DO NOT ASSIGN BOTH CODES**.

- Student must be school age (K - 12) in Special Ed or under evaluation.

- Student must be in the APSCN Plus Registration program (Student Management side of APSCN.

- The Educational Needs Appendix (Table) must be created. See page 8 for instructions.

- Add Teachers to the TEACHER APPENDIX table. If you want a teacher's list of students, you must enter the teacher in the Teacher Appendix table. This table is accessed when using the SPECIAL ED TEACHER field or the THERAPIST (Speech/Other) field.

- Refer to the School Age Data Dictionary for data used in federal reporting requirements and for definitions of codes.

Navigating through APSCN, Special Education Modules

- Your computer mouse will not work in the APSCN special education menu. Use your arrow keys to navigate through the Ring Menu options at the top of the screen.

- You may also move to a Ring Menu option by pressing the first letter of that option.

- The Arrow and Tab keys are used to progress to the next data field in a screen.

- You may use your back arrow key to move back to a field for corrections.

- In general, no special characteristics such as dashes or spaces are needed with the exception of using a colon { **:** } when asked the 'Pay Period Range' in the Employee Program and Approval Module.

- If you make a mistake entering data, use the backspace or use the arrow key to move the curser to the mistake and type over the mistake. Use the spacebar to delete each character contained in the field.

- To cancel an action (and not save changes) **and** move out of the current screen to the previous screen press <Control + P>.

- Once you complete a data screen, press <ESC> key to update and save the entries.

- Press <Control + T> to get options for particular codes from the drop-down menu.

- Press <Control + G> to select the particular code. It will automatically enter the code in the field.

- Check for messages at the bottom of the screen to assist you in entering the field correctly.

- If you go in through APSCN GUI, press <ALT + Enter> to enlarge the APSCN screen. Press <ALT + Enter> again to reduce the screen back to original size.

APSCN Log In and Special Ed Menu

1. Click on APSCN Icon

    Username and Login Password:
    Contact DIS/APSCN Help Desk – 501-682-HELP (4357) or 1-800-435-
    7989

2. From the APSCN MAIN Menu, select:
     # **4** - SPECIAL EDUCATION

    The SPECIAL EDUCATION menu appears (see below).

```
SPECIAL EDUCATION:   1 2 3 4 5 6 EXIT


-------------------------------------------------------------------------------
---
YOUR CITY SCHOOL DISTRICT                               SPECIAL EDUCATION
                                                          MM/DD/YYYY
-------------------------------------------------------------------------------
---

                         SPECIAL EDUCATION MENU
                         -------------------------
                              1. SCHOOL AGE
                              2. EARLY CHILDHOOD
                              3. SPED EMPLOYEE
                              4. REFERRAL TRACKING
                              5. INTERVENING SERVICES
                              6. PRINTER SETUP

```

School Age Menu

3. From the SPECIAL EDUCATION Menu, select:
     # **1** - SCHOOL AGE

 The SCHOOL AGE menu appears (see below).

```
 SCHOOL AGE:   1  2  3  4  5  6  EXIT


 --------------------------------------------------------------------------
 ---
 YOUR CITY SCHOOL DISTRICT                               SPECIAL EDUCATION
                                                            MM/DD/YYYY
 --------------------------------------------------------------------------
 ---


                         SCHOOL AGE MENU
                         -------------------------
                    1.   QUERY/UPDATE/DELETE A STUDENT RECORD
                    2.   ADD A STUDENT RECORD
                    3.   APPENDIX MAINTENANCE
                    4.   REEVALUATION REPORT(sped_reeval.rpt)
                    5.   STUDENT LISTING REPORTS(sped_lst.rpt)
                    6.   UPDATE EDUCATIONAL PLACEMENT LAST YEAR INFO



```

A brief description of each School Age menu item follows.

1. **QUERY/UPDATE/DELETE** option is used to update and change records after they have been added to the School Age Special Ed database.

2. **ADD A STUDENT** is used to add a student to the Special Ed database. The student **MUST** be in APSCN Plus Student Registration first.

3. **APPENDIX MAINTENANCE** - This option is used to add or view tables. Most tables are view only. However, the EDUCATIONAL NEEDS appendix and the TEACHER appendix should be added before entering students.

4. **REEVALUATION REPORT** - This report lists students who are due an evaluation.

5. **STUDENT LISTING REPORTS** - This option contains many Special Education reports that are helpful in reviewing data for your students.

6. **UPDATE EDUCATIONAL PLACEMENT LAST YEAR INFO** - This option is run at the beginning of the next year or at rollover to update the **EDUCATIONAL PLACEMENT** field. It copies last year into current year. If the placement has changed, that must be done on an individual basis and keyed in. This option should not be run until the last SIS Cycle has been submitted.

Appendix Maintenance

This option allows you to View/Add information in the tables used in the School Age Module.

From the APSCN MAIN Menu, select:

5 - SPECIAL EDUCATION
   # **1 -** SCHOOL AGE
      # **3 -** APPENDIX MAINTENANCE

```
APPENDIX MAINTENANCE MENU:   1  2  3  4  5  6 7  EXIT


-------------------------------------------------------------------------------
---
YOUR TOWN SCHOOL DISTRICT                                      SPECIAL
EDUCATION

MM/DD/YYYY
-------------------------------------------------------------------------------
---

                          APPENDIX MAINTENANCE MENU
                          -------------------------

                  1.   ANTICIPATED SERVICE APPENDIX
                  2.   EDUCATIONAL NEEDS APPENDIX
                  3.   EVALUATION APPENDIX
                  4.   RELATED SERVICE APPENDIX
                  5.   TIME UNIT APPENDIX
                  6.   EXIT STATUS APPENDIX
                  7.   TEACHER APPENDIX
```

Procedures to Query in Appendix Maintenance Menu

1. Select any table you would like to query by entering the corresponding number from the menu.

2. Select QUERY. Enter a specific code for your query OR press **<ESC>** to query on ALL codes in the table. When cursor returns to ring menu, select "Next" to view additional codes in the selected table.

NOTE that the Educational Needs Appendix and Teacher Appendix are the only tables that allow the user to add entries to the table. The following tables are query only:

• ANTICIPATED SERVICE APPENDIX   • EVALUATION APPENDIX

• RELATED SERVICE APPENDIX   • TIME UNIT APPENDIX

• EXIT STATUS APPENDIX

Procedures to Add Educational Needs Appendix

1. To create Educational Needs Codes for your district, select the following from the Appendix Maintenance menu:

   # **2** - EDUCATIONAL NEEDS APPENDIX

```
Educational Needs Appendix :   Query  Next  Previous  Add  Update  ...
Add new educational need.
================================================================================
CONTROL P TO CANCEL


                            EDUCATIONAL NEEDS


================================================================================
=                                                                              =
==                                                                            ==
===                  Educational Needs Code:  [   ]                          ===
====                                                                        ====
=====              Description:  [                          ]              =====
======                                                                    ======
=======                                                                  =======
========                                                                ========
=========                                                              =========
================================================================================
```

2. Select ADD from the Ring Menu.

3. The cursor enters the EDUCATIONAL NEEDS CODE field.

4. Enter an appropriate 2 character code and description that you would like to add to the table. The 2 character code and description can be unique to your district.

5. Press <**ESC**> and your entry will be added to the table.

6. Select EXIT from the Ring Menu to return to the Appendix Maintenance Menu.

Procedures to Add Teacher Appendix

From the APPENDIX MAINTENANCE Menu, select:
   # **7** - TEACHER APPENDIX

```
Teacher Appendix :   Query    Next    Previous    Add    Update    Delete    Exit
Query for specific teacher
================================================================================


                                    TEACHER

================================================================================

=                    Teacher Code:    [     [                                  =
==                                                                            ==
===                  Teacher SSN      [              ]                        ===
====                                                                        ====
=====                Teacher Name     [                              ]  =====
======                                                                    ======
=======                                                                  =======
```

1. Select ADD from the Ring Menu.

2. Enter a teach code. This code can be up to three characters (alpha/numeric)
   and will be used to identify the Special Ed Teacher and the Speech Teacher
   on the Miscellaneous screen.

3. Enter the teacher's SSN number and Teacher Name. Teacher name can be
   entered with the format you choose: (lastname, firstname, or firstname
   lastname). We suggest that you are consistent with the format you choose.

4. Press <ESC> or <ENTER> when complete, Press <CTRL/P> to cancel.

5. Exit.

Procedures to Query/Update or Delete in Teacher Appendix

1. Select QUERY from the Ring Menu. Press <ESC> or enter the criteria needed
   for the teacher to be updated. Press <ESC> to display each teacher in the
   appendix.

2. Select NEXT to move through the list of teachers.

3. Select UPDATE to enter the screen and make any changes.

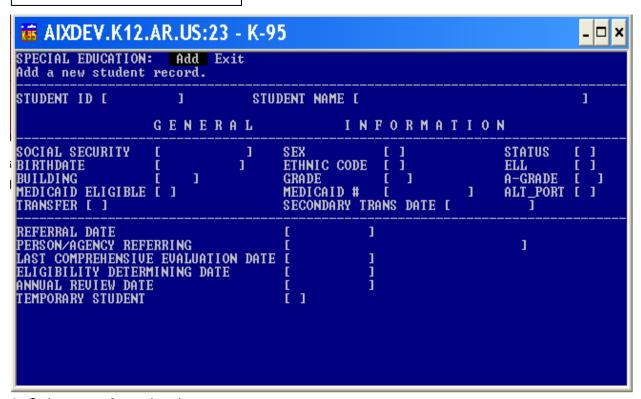4. Press <ESC> when changes have been made.

Adding a Student Record

You must create a record for every student in the Special Education Program to insure the student will be included in state reporting. Students MUST be entered using the APSCN Plus Student ID number. Seven screens are available for information. Three screens are required to add a student record initially – the General Information Screen, the Miscellaneous Screen, and the Entry/Withdrawal Screen. If the Add is canceled by using <CTRL/P>, the record will not be saved. The remaining screens can be added later using the Query, Update, Delete menu option.

1. From the SCHOOL AGE MENU, select:
     # **2** - ADD A STUDENT RECORD

General Information Screen


```
AIXDEV.K12.AR.US:23 - K-95                                       - □ ×
SPECIAL EDUCATION:   Add  Exit
Add a new student record.
--------------------------------------------------------------------
STUDENT ID [         ]          STUDENT NAME [                        ]

               G E N E R A L          I N F O R M A T I O N
--------------------------------------------------------------------
SOCIAL SECURITY    [         ]   SEX          [ ]        STATUS    [ ]
BIRTHDATE          [         ]   ETHNIC CODE  [ ]        ELL       [ ]
BUILDING           [    ]        GRADE        [  ]       A-GRADE   [  ]
MEDICAID ELIGIBLE [ ]            MEDICAID #   [        ] ALT_PORT [ ]
TRANSFER [ ]                     SECONDARY TRANS DATE [       ]
--------------------------------------------------------------------
REFERRAL DATE                      [        ]
PERSON/AGENCY REFERRING            [                    ]
LAST COMPREHENSIVE EVALUATION DATE [       ]
ELIGIBILITY DETERMINING DATE       [       ]
ANNUAL REVIEW DATE                 [       ]
TEMPORARY STUDENT                  [ ]
```

2. Select ADD from the ring menu.

3. Enter the student's ID number as it appears in the APSCN Plus Student Registration. The STUDENT NAME, SSN, BIRTH DATE**,** BUILDING, SEX, ETHNIC CODE, GRADE, STATUS, and ELL fields will be displayed. The cursor stops in the A-GRADE field.
   L **The student's registration Information MUST be entered first in the APSCN Plus Student Management side.**

4. Continue entering all necessary information on the General Information screen.

     L **The cursor moves from left to right. If the field holds 3 characters and you enter 3 characters, then the cursor will automatically move to the next field. If you do not fill all the spaces in a field, press <Tab > to move. Field descriptions are in the next section.**

<u>Field Descriptions to enter in General Information Screen:</u>

- **A-Grade**- Enter Grade level at which student is being tested.

- **MEDICAID ELIGIBLE** - Enter "Y" if student is Medicaid eligible or "N" if student does not qualify for Medicaid assistance.

- **MEDICAID #** - Enter Medicaid case number for student if Medicaid Eligible.

- **ALT_PORT** - Enter "Y" if student has been assessed with an Alternate Portfolio or "N" if student has not.

- **TRANSFER** - This field indicates that a student transferred from another Special Education program. Additionally, when marked "Y" (Yes), the field will relax many of the date fields for each entry due to missing IEP records.

- **SECONDARY TRANS DATE** – This field indicates the date the student had a transition plan included as part of his/her IEP in your district. Enter date in format: MMDDYYYY.

- **REFERRAL DATE** - This field holds the date the student was referred to the Special Education program. This date should remain constant. Enter date in format: MMDDYYYY.

- **PERSON/AGENCY REFERRING** - This field holds the name of the person who made the original referral for the student. If agency referral, enter organization or agency name. <u>An example</u> would be "Advocacy Services" (up to 29 characters long).

- **LAST COMPREHENSIVE EVALUATION DATE** - This field holds the date of the last comprehensive evaluation *or the date it was reviewed and determined a comprehensive evaluation was not needed.* Enter date in format: MMDDYYYY. This field is also used when running the Reevaluation Report.

- **ELIGIBILITY DETERMINING DATE** - This field holds the date the student is determined to be eligible to receive Special Education Services. Enter date in format: MMDDYYYY.
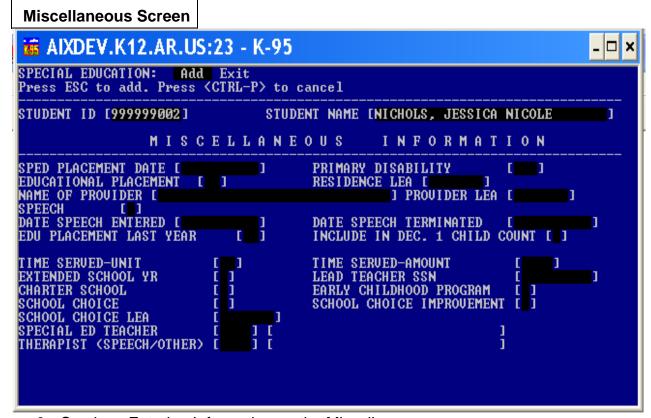
- **ANNUAL REVIEW DATE** - This field holds the date for the students annual IEP (Individual Education Plan) review. Enter date in format: MMDDYYYY.

- **TEMPORARY STUDENT** - This field indicates if the student is being temporary placed in the Special Education program until the student is determined eligible or the evaluation is completed. Enter "Y" if student is temporary or "N" if student is not temporary.

  NOTE: Update as needed. A student may only be identified as temporary for 60 days from the original entry date into the Special Education program.
  NOTE: A temporary student will be pulled for state reporting.

5. When you have completed entering information on this screen, press <ESC>. The program will ask you to verify that the information is correct.

```
ENTER Y IF ALL FIELDS ARE CORRECT OR N TO
                  REENTER [Y]
```

Press <ENTER> to accept the default of 'Y' yes when the data is complete. Then you are taken to the next screen: **MISCELLANEOUS INFORMATION SCREEN**.

Miscellaneous Screen

6. Continue Entering Information on the Miscellaneous screen.

Field Descriptions in Miscellaneous Screen:

- **SPED PLACEMENT DATE** - This field is the date the student was placed into the program, which is the date the parent consented. Enter in the format: MMDDYYYY.

- **PRIMARY DISABILITY** - This field holds the code for the students Primary Disability. Type information into the field or use **<CTRL T>** to select a valid code from the Disability Table. Highlight the appropriate code and press **<CTRL G>** to insert the information into the field. If the student has more than one disability, the code MD (Multiple Disabilities) should be used. (Required)

```
  Code          Description
  ----          ------------------------------------
  AU            AUTISM
  DB            DEAF - BLINDNESS
  ED            EMOTIONAL DISTURBANCE
  HI            HEARING IMPAIRED
  MD            MULTIPLE DISABILITIES
  MR            MENTAL RETARDATION
  OHI           OTHER HEALTH IMPAIRMENTS
  OI            ORTHOPEDIC IMPAIRMENTS
  SI            SPEECH/LANGUAGE IMPAIRMENTS
  SLD           SPECIFIC LEARNING DISABILITIES
  TBI           TRAUMATIC BRAIN INJURY
  VI            VISUAL IMPAIRMENTS
  ------------------------------------------------------
  <CTRL-G>   Get                 <CTRL-P>   Cancel
  <CTRL-F>   Next Page           <CTRL-B>   Previous Page
```

- **EDUCATIONAL PLACEMENT -** This field holds the Education Placement Code. Enter the appropriate code or use **<CTRL T>** to select a valid code from the Educational Placement Table. Highlight the appropriate code and press **<CTRL G>** to insert the information into the field. (Required)

DB	DAY SCHOOL-PUB	RI	RESIDENTIAL-PRI
DI	DAY SCHOOL-PRI	RR	RESOURCE ROOM (40% to 79% RG CLS)
HH	HOSPITAL/HOMEBD	SC	SELF-CONTAINED (40% or less RG CLS)
RB	RESIDENTIAL-PUB	RG	RG CLS W/SPED (80% or more)
CF	CORRECTIONAL FACILITY	PP	PARENTALLY PLACED IN PRIVATE SCHOOL

- **RESIDENT LEA** - Enter the 7-digit LEA number of the district where the student lives, *if the student is a private school student (Educational*

Placement field = PP). (Use the four digit district number plus 3 zeros '000'. The field is table-verified.

- **NAME OF PROVIDER -** The code entered in the EDUCATIONAL PLACEMENT field determines the information entered in this field. Only enter the Name of Provider if the student has one of the following Educational Placement codes:

DI = Private Day School	DB = Public Day School
RI = Residential	HH = Hospital/Homebound

L **If the code is "HH" and the services are provided by a teacher from your district, then enter that teacher's name.**

- **PROVIDER LEA** – Enter the private provider LEA number of the sending district from which the student came.

- **SPEECH** - This field indicates "Y" or "N" if student is receiving speech services. The default is "N".

- **DATE SPEECH ENTERED** - Enter date student began receiving speech services. Enter date in format: MMDDYYYY.

- **DATE SPEECH TERMINATED** - Enter date student ceases to receive speech service. Enter in the format: MMDDYYYY.

- **EDU PLACEMENT LAST YEAR** - This field holds the Educational Placement Code of the student according to federal guidelines at the end of school last year. Type information into the field or use **<CTRL T>** to select a valid code from the Educational Placement Table. Highlight the appropriate code and press **<CTRL G>** to insert the information into the field. (Required)

L **Prior to the Year-End Rollover, the Educational Placement for the school year just ending should be moved to this field if the student is remaining in the district.**

- **INCLUDE IN DEC 1 CHILD COUNT -** This field may be entered as "Y" if student was enrolled in Special Ed on Dec. 1. Districts may use this for tracking purposes, but will need to update the field each new year.

- **TIME SERVED-UNIT** - Indicates the format of time that is being maintained <u>in your district</u>. Enter one of the following codes:

PD = Periods Per Day	MW = Minutes Per Week

14

- **TIME SERVED-AMOUNT** - The TIME SERVED-UNIT field determines the information entered in this field. It indicates the amount of time the student is being served based on the unit of time entered. If your district has selected "PD" for periods per day and the student is being served 3 periods per day, enter "3" in this field. "MW" for minutes per week would be 300 if the student was in the program 5 days a week for 60 minutes a day.

- **EXTENDED SCHOOL YR** - This field indicates if the student will attend summer school (summer school following the current school year.) Enter "Y" if student will be attending summer school or "N" if student is not attending summer school.

- **LEAD TEACHER SSN** - Enter the Social Security Number of the lead teacher who is primarily responsible for any special education students in the class. If the teacher is listed in the Teacher Catalog in Student Registration the name will print on the "By Lead Teacher" report.

- **CHARTER SCHOOL** - Indicate "Y" for yes if the student is enrolled in a charter school. (Required field)

- **EARLY CHILDHOOD** - This field indicates whether or not the child was in the Early Childhood Special Ed program before entering the School Age Special Ed.

- **SCHOOL CHOICE –** The student resides in another district but is enrolled in your district under school choice general.

- **SCHOOL CHOICE IMPROVEMENT** – The student is attending the district because their resident district is under improvement due to AYP (Annual Yearly Performance).

- **SCHOOL CHOICE LEA -** Indicates the resident LEA of the student who is enrolled in your district under school choice general or school improvement outside the district.

- **SPECIAL ED TEACHER** - This is the Special Ed teacher who provides educational services to the student. This field can be used to produce a student "By Teacher Code" report (Table verified). The Teacher Appendix table must be set up before you can use this field.

- **THERAPIST (SPEECH/OTHER)** - This is the speech or other therapist who provides related services to the student. This field can be used when generating a student listing "By Therapist Code" report (Table verified). The Teacher Appendix table must be set up before you can use this field.

7. Press <ESC> after all necessary fields have been completed.

8. Verify that the information is correct by pressing "Y" at the validation prompt.

9. The last screen that displays during an ADD is the **ENTRY/WITHDRAWAL Screen**.

Entry/Withdrawal Screen

```
SPECIAL EDUCATION:   Add   Exit
Press ESC to add. Press <CTRL-P> to cancel
--------------------------------------------------------------------------
-----
STUDENT ID    [          ]    STUDENT NAME    [
]

   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    --- ENTRY ---         --- WITHDRAWAL ---
 YEAR     ENTRY DATE             WITHDRAWAL DATE    EXIT STATUS
--------------------------------------------------------------------------
-----
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
[    ]    [          ]           [          ]       [   ]
```

10. Enter the calendar school **YEAR** and the **ENTRY** date the student entered the Special Education program.

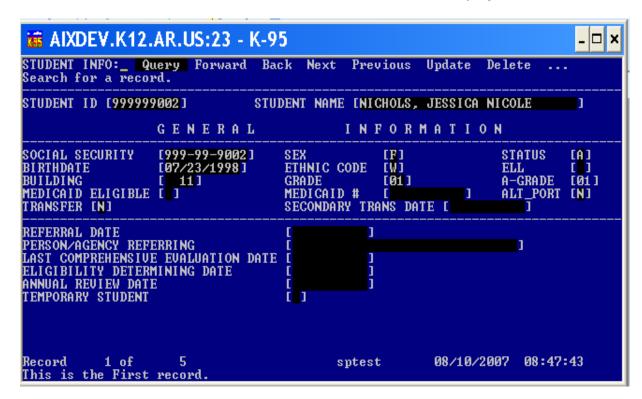   Example: If the student enters the program on 10/15/2007, then the calendar school year is 2008.

11. When you complete the Entry/Withdrawal screen press <ESC> and you will receive the message **"Record Added".** You have completed adding one student record to the Special Education Module. All students who participate in Special Education must be entered in the same manner.

   NOTE: If you wish to cancel the ADD procedure, press <CTRL-P>. This will return you to the School Age General Information main screen to add another student.
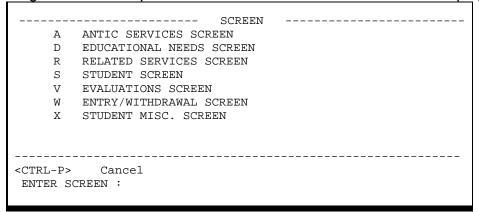
Additional Student Screens

1 From the School Age Menu, choose:
   # **1 -** QUERY/UPDATE/DELETE A STUDENT RECORD

2. Select QUERY from the ring menu.

3. Enter ID or Name. Press <ESC>. The student's record will display.

```
┌──────────────────────────────────────────────────────────────────┐
│ K95  AIXDEV.K12.AR.US:23 - K-95                        [ - ][ □ ][ × ]│
├──────────────────────────────────────────────────────────────────┤
│STUDENT INFO:_  Query  Forward  Back  Next  Previous  Update  Delete  ...│
│Search for a record.                                                │
│────────────────────────────────────────────────────────────────── │
│STUDENT ID [999999002]          STUDENT NAME [NICHOLS, JESSICA NICOLE    ]│
│                                                                    │
│             G E N E R A L            I N F O R M A T I O N          │
│────────────────────────────────────────────────────────────────── │
│SOCIAL SECURITY    [999-99-9002]    SEX         [F]       STATUS   [A]│
│BIRTHDATE          [07/23/1998]     ETHNIC CODE [W]       ELL      [ ]│
│BUILDING           [  11]           GRADE       [01]      A-GRADE  [01]│
│MEDICAID ELIGIBLE  [ ]              MEDICAID #   [        ]  ALT_PORT [N]│
│TRANSFER [N]                        SECONDARY TRANS DATE [        ]   │
│────────────────────────────────────────────────────────────────── │
│REFERRAL DATE                       [        ]                       │
│PERSON/AGENCY REFERRING             [                        ]       │
│LAST COMPREHENSIVE EVALUATION DATE  [        ]                       │
│ELIGIBILITY DETERMINING DATE        [        ]                       │
│ANNUAL REVIEW DATE                  [        ]                       │
│TEMPORARY STUDENT                   [ ]                              │
│                                                                    │
│                                                                    │
│                                                                    │
│Record     1 of      5                sptest       08/10/2007  08:47:43│
│This is the First record.                                           │
└──────────────────────────────────────────────────────────────────┘
```

4. Select SCREEN from the ring menu. Choose the screen you wish to add by entering the letter and press <ENTER>. The selected screen will display.

```
------------------------     SCREEN    ------------------------
      A    ANTIC SERVICES SCREEN
      D    EDUCATIONAL NEEDS SCREEN
      R    RELATED SERVICES SCREEN
      S    STUDENT SCREEN
      V    EVALUATIONS SCREEN
      W    ENTRY/WITHDRAWAL SCREEN
      X    STUDENT MISC. SCREEN


--------------------------------------------------------------
<CTRL-P>    Cancel
 ENTER SCREEN :
```

5. Select ADD from the ring menu. Add the codes, dates, or other information on the screen as needed. Press <ESC> to save and return to the ring menu.
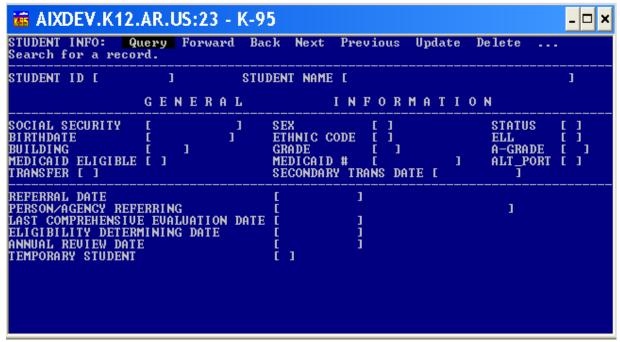

Maintenance for Student Records

The QUERY/UPDATE/DELETE a Student Record menu option is used to maintain student records or add additional screens to a student's record. Before you can update, delete, or add additional screens to a record, you **MUST** first locate and display the student record by using the QUERY option. You may query or search from this screen or choose another SCREEN in the Special

Education School Age Application.
 From the APSCN Main Menu, select :
   5 - SPECIAL EDUCATION
      # **1** - SCHOOL AGE
         # **1** - QUERY/UPDATE/DELETE A STUDENT RECORD

```
AIXDEV.K12.AR.US:23 - K-95                                        - □ ×
STUDENT INFO:  Query  Forward  Back  Next  Previous  Update  Delete  ...
Search for a record.
-------------------------------------------------------------------------
STUDENT ID [          ]         STUDENT NAME [                          ]

          G E N E R A L          I N F O R M A T I O N
-------------------------------------------------------------------------
SOCIAL SECURITY   [        ]    SEX          [ ]      STATUS    [ ]
BIRTHDATE         [        ]    ETHNIC CODE  [ ]      ELL       [ ]
BUILDING          [   ]         GRADE        [  ]     A-GRADE   [  ]
MEDICAID ELIGIBLE [ ]           MEDICAID #   [        ]  ALT_PORT [ ]
TRANSFER [ ]                    SECONDARY TRANS DATE [        ]
-------------------------------------------------------------------------
REFERRAL DATE                   [        ]
PERSON/AGENCY REFERRING         [                    ]
LAST COMPREHENSIVE EVALUATION DATE [        ]
ELIGIBILITY DETERMINING DATE    [        ]
ANNUAL REVIEW DATE              [        ]
TEMPORARY STUDENT               [ ]
```

 Ring Menu Options

   L **Use arrow keys to select options at the top of the screen or type
   the first letter of the option to go directly to the function.**

- **QUERY** - Allows the user to query on a student or a group of students. Each
  screen functions separately when performing a Query.

   L **Each screen functions independently when performing a query.**

  - **FORWARD / BACK** - Allows you to move for the same student forward one
    screen or back one screen between the (S) Student Screen or the (X)
    Student Misc. Screen.

  - **NEXT -** Allows you to move to the next student's record from the specified
    criteria in your query.

   L **You must query before using this option.**

  - **PREVIOUS** - Allows you to move to the previous student's record from the
    specified criteria in your query.

   L **You must query before using this option.**

- **ADD** - Allows you to add to an existing record. Add can be accessed on the following screens only:

  A ANTIC SERVICES SCREEN
  D EDUCATIONAL NEEDS SCREEN
  R RELATED SERVICES SCREEN
  V EVALUATIONS SCREEN
  W ENTRY/WITHDRAWAL SCREEN

- **UPDATE** - Allows you to alter existing entries within the current screen. If you need to add information, select ADD from the ring menu.

- **DELETE** - Allows you to delete Special Education data for a selected student. In order to delete an entire student record, **you must withdraw the student first, then delete each screen and/or entry line.**

  (S) - Student Screen - entire screen will be removed
  (X) - Student Misc Screen - entire screen will be removed
  The remaining screens will allow you to be selective by line item. See the section on "Procedures to Delete".

- **SCREEN** - Allows you to move to another screen of data for the selected student.

```
------------------------------  SCREEN  -------------------------------
    A                      ANTIC SERVICES SCREEN
    D                      EDUCATIONAL NEEDS SCREEN
    R                      RELATED SERVICES SCREEN
    S                      STUDENT SCREEN
    V                      EVALUATIONS SCREEN
    W                      ENTRY/WITHDRAWAL SCREEN
    X                      STUDENT MISC. SCREEN



----------------------------------------------------------------------
<CTRL-P>    Cancel
   ENTER SCREEN :
```
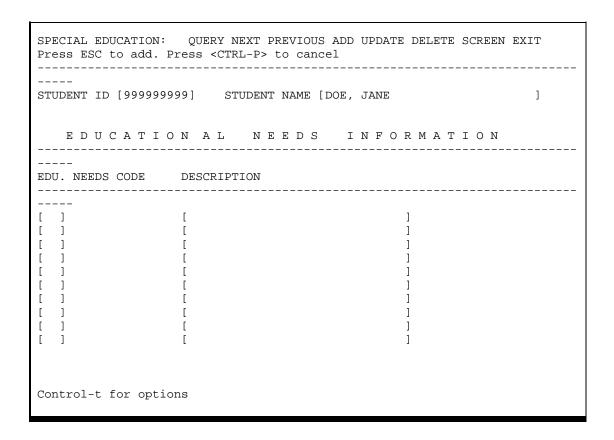
- **EXIT -** This option returns you to the Special Education Main Menu.

UPDATE Procedures

1 From the Special Education School Age menu, select:
   #**1** - QUERY/UPDATE/DELETE A STUDENT RECORD

2. Select QUERY from the ring menu, enter the STUDENT NAME or ID NUMBER and any other data that you want to be selective on.

   If you are using the Student Name, you must enter the name exactly as it is in the Student's Registration record or a portion of the name using an ***** as a wild card. For example: if you know the last name begins with WIL, you could enter WIL***** in the name field and press <ESC>. The system will retrieve ALL students' records whose last name begins with the letters WIL.

3. Press <ESC>. The record(s) will be retrieved. You may use NEXT/PREVIOUS to scroll through the student records.

4. When you locate the correct student, select SCREEN from the ring menu. The following screen displays.

```
------------------------   SCREEN   -------------------------
     A   ANTIC SERVICES SCREEN
     D   EDUCATIONAL NEEDS SCREEN
     R   RELATED SERVICES SCREEN
     S   STUDENT SCREEN
     V   EVALUATIONS SCREEN
     W   ENTRY/WITHDRAWAL SCREEN
     X   STUDENT MISC. SCREEN



-------------------------------------------------------------
<CTRL-P>    Cancel
 ENTER SCREEN :
```

5. Select the screen by choosing the appropriate letter. <ENTER>. The screen displays.

6. Select UPDATE from the ring menu and make any necessary changes to the record. <ESC>.

   L **You can only update <u>existing</u> information. If you need to add additional data to the screen, use the ADD option from the ring menu after you Query and select the appropriate screen.**

7. Verify that the changes are correct <Y/N>.

Educational Needs Appendix

L **The Educational Needs Appendix (Table) must be created by your district before data can be entered on this screen. See page 8 for instructions to add information to this table.**

```
SPECIAL EDUCATION:   QUERY NEXT PREVIOUS ADD UPDATE DELETE SCREEN EXIT
Press ESC to add. Press <CTRL-P> to cancel
-----------------------------------------------------------------------
-----
STUDENT ID [999999999]    STUDENT NAME [DOE, JANE                      ]


    E D U C A T I O N A L   N E E D S   I N F O R M A T I O N
-----------------------------------------------------------------------
-----
EDU. NEEDS CODE     DESCRIPTION
-----------------------------------------------------------------------
-----
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]
[   ]                   [                                             ]



Control-t for options
```

Field Descriptions

- **EDU. NEEDS CODE** - Enter the appropriate code or press **<CTRL T>** to select a valid code from the Educational Needs Table. Highlight the appropriate code and press **<CTRL G>** to insert the information into the field. The code description will default once the code is selected. Press **<ESC>** or **<ENTER>** to complete the screen and return cursor to the top of the screen. Select ADD again to enter additional codes as needed.

NOTE: If **UPDATE** is selected from the ring menu, you can only update or change codes that have already been added to this screen.

Related Services Screen

```
SPECIAL EDUCATION:   QUERY  NEXT  PREVIOUS  ADD  UPDATE  DELETE  SCREEN  EXIT
Press ESC to add. Press <CTRL-P> to cancel
-----------------------------------------------------------------------------
---
STUDENT ID [999999999]    STUDENT NAME [DOE, JANE                         ]


    R E L A T E D    S E R V I C E S    I N F O R M A T I O N
-----------------------------------------------------------------------------
---
RELATED SERVICES CODE     DESCRIPTION
-----------------------------------------------------------------------------
---
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]
[   ]                     [                                    ]

Control-t for options
```

Field Descriptions

- **RELATED SERVICES CODE** - This field holds a code representing the related services the student receives. Select ADD from the ring menu. Enter the appropriate code or press **<CTRL T>** to select a valid code from the Related Services Table. Highlight the appropriate code and press
  <CTRL G> to insert the information into the field. You may enter up to 10 Related Services on this screen. Press <ESC> to save the information.

AS	ASSISTIVE TECHNICAL SERVICES	PT	PHYSICAL THERAPY
CL	CLEAN INTERMIT CATHETER	RC	REHAB COUNSELING SERVICES
CS	COUNSELING	RE	RECREATION
MS	MED SERV-DIAGN/EVAL	RT	THERAPEUTIC RECREATION
OM	ORIENTATION & MOBILITY	SH	SCHOOL HEALTH SERVICE
OT	OCCUPATIONAL THERAPY	SW	IN-SCHOOL SOCIAL WORK
PC	PARENT COUNSELING	TD	ASSISTIVE TECHNOLOGY DEVICE
PR	PARENT TRAINING	TR	TRANSPORTATION SERVICE
PS	PSYCHOLOGICAL SERVICES		

NOTE: On Ring Menu, UPDATE will change an existing code. DELETE will remove a code by placing "X" beside code and pressing **<ESC>**.

Evaluation Screen

This screen holds information regarding evaluations done between the three year comprehensive evaluations. You may enter up to ten additional evaluation dates.

```
SPECIAL EDUCATION:   QUERY  NEXT  PREVIOUS  ADD  UPDATE  DELETE  SCREEN  EXIT
Press ESC to add. Press <CTRL-P> to cancel
-------------------------------------------------------------------------------
---
STUDENT ID [999999999]    STUDENT NAME [DOE, JANE                   ]


          E V A L U A T I O N S    I N F O R M A T I O N
-------------------------------------------------------------------------------
---
EVAL CODE   DESCRIPTION                          EVAL DATE
-------------------------------------------------------------------------------
---
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]
[   ]        [                                 ]   [           ]

Control-t for options
```

Field Descriptions

- **EVAL CODE** - This field holds an Evaluation Code for additional evaluations done between the three year comprehensive evaluations.

AB	ADAPTIVE BEHAVIOR	II	INDIV INTELLIGENCE/COGNITION
VS	VISUAL SCREENING	MD	FINE/GROSS MOTOR DEVLPMNT
IA	INDIVIDUAL ACHIEVEMENT	OA	OTHER ASSESSMENTS
CO	CLASSROOM OBSERVATION	OT	OCCUPATIONAL THERAPY
CS	COMM ABILITY SPCH/LNGE	PT	PHYSICAL THERAPY
CU	CURRICULUM BASED ASSESSMENT	SE	SOCIAL/EMOTIONAL
DM	DEVLP/MEDCL HISTORY	VI	VO INTEREST/APTITUDE
HS	HEARING SCREENING	PS	PSYCH EVALUTION

- **DESCRIPTION -** Description of Evaluation Code will default when code is entered.

- **EVAL DATE -** This field holds the date of the evaluation. You may enter the date in any standard format. The system display is MM/DD/YYYY, <u>for example</u>, 09/18/2001.

Entry/Withdrawal Screen

This screen holds information regarding the student's movement into and out of the Special Education Program.

```
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       [ 999999002]    STUDENT NAME    [NICHOLS, JESSICA NICOLE      ]

     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       --- ENTRY ---        --- WITHDRAWAL ---
 YEAR      ENTRY DATE           WITHDRAWAL DATE      EXIT STATUS

[2008]    [08/01/2007]          [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
[    ]    [           ]         [           ]        [   ]
Record    1 of      5 ( 1.. 1 of  1)     sptest       08/10/2007  09:35:24
```

Field Descriptions

- **CALENDAR YEAR -** This field holds the four digit calendar school year that the student entered into the Special Education Program. <u>For example</u>, if the student enters the program 09/18/2007, the calendar year should be 2008.

- **ENTRY DATE** - This field holds the date the student enters the Special Education Program. You may enter the date in any standard format. The system display is MM/DD/YYYY, <u>for example</u>, 09/18/2007.

- **WITHDRAWAL DATE -** This field holds the date the student leaves the Special Education Program. You may enter the date in any standard format. The system display is MM/DD/YYYY, <u>for example</u>, 09/18/2007. Enter

a date in this field if the student left the Special Education Program during the school year entered in the CALENDAR YEAR field.

- **EXIT STATUS** - This field holds the Exit Status Code. Enter the appropriate code or press **<CTRL T>** to select a valid code from the Exit Status Table. Highlight the appropriate code and press **<CTRL G>** to insert the information into the field. Press escape and answer the validation prompt by pressing "Y" if all information is correct. The message "Record Added" will confirm you have completed the withdrawal for one student in the Special Education Module.

```
  Code            Description
  ----------      ----------------------------------------------
  DI              DECEASED
  DO              DROPPED OUT
  GC              GRADUATED-CERT(HIGH SCHOOL)
  GD              GRADUATED-DIPLOMA(HIGH SCHOOL)
  HS              HOMESCHOOL(AGE 5-21)
  MA              REACHED MAXIMUM AGE
  MK              MOVED, KNOWN CONTINUING
  NP              REFRD/EVALTD-NOT PLACED
  RC              RETURNED-REGULAR CLASS


  ------------------------------------------------------------------
<CTRL-G>  Get                      <CTRL-P>  Cancel
<CTRL-F>  Next Page                <CTRL-B>  Previous Page
```


Anticipated Services Screen

This optional screen holds information regarding services you anticipate a student might use when he/she leaves the Special Ed program.

```
ANTICIPATED SERVICES INFO:   Query  Next  Previous  Add  Update  Delete  ...
Search for a record.
-------------------------------------------------------------------------------
---
STUDENT ID    [            ]    STUDENT NAME    [
]

    A N T I C I P A T E D   S E R V I C E S   I N F O R M A T I O N
-------------------------------------------------------------------------------
---
CODE   DESCRIPTION                   CALENDAR YEAR  WITHDRAWAL DATE
-------------------------------------------------------------------------------
---
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
[   ]   [                           ]   [     ]        [            ]
```

Field Descriptions

- **CODE** - This field holds the Anticipated Services code when the student leaves the program.

AE	ALTERNATIVE EDUC SERVICES	MM	MEDICALLY RELATED SVCS
CM	CASE MANAGEMENT SERVICES	NS	NO SPECIAL SERVICES
CS	COMMUNICATION SERVICES	RL	RESIDENTIAL LIVING SVCS
ER	ONGOING EMPL-REL SERVICES	SP	SVC-SUPPORT POST-SEC EDUC
FS	FAMILY SERVICES	SS	SOCIAL SKILLS TRAINING
IL	INDEPENDENT LIVING SVCS	TA	TECH AIDS/ADAP EQUIP SVCS
LR	RECREATION/LEISURE SVCS	TS	SPECIALIZED TRANSP SVCS
MB	MOBILITY SVCS (EXCL ST)	VT	VOC TRAIN/JOB PLACE SVCS
MH	MENTAL HEALTH SEVICES		

- **CALENDAR YEAR** - This field holds the current school year from the Entry/Withdrawal screen.

- **WITHDRAWAL DATE** - This field holds the date the student terminated from Special Ed Services.

DELETE Procedures

L **In order to delete a student's entire record, you must first withdraw the student, then delete the line item in the Entry/Withdrawal screen, exit completely out of the module, go back, query the student, and delete the student information screen.**

NOTE: If delete is selected from the main student screen "S" and the dates on the entry withdrawal screen haven't been deleted you will get the following message:

```
Please confirm you need to delete this record. A student
record should only be deleted if they were inappropriately
identified for services.  If this is not the case, make the
student inactive on the ENTRY/WITHD screen.  Selecting
YES to delete the record removes the entire history from Module

Are You Sure You Want To Delete This Record (Y/N) u_
```

L **The STUDENT SCREEN and the STUDENT MISC. SCREEN can be deleted entirely, but to delete the remaining screens, they must be deleted by line item**.

Deleting other screens by line item

1. Select SCREEN from the ring menu. The following screen displays.

```
------------------------    SCREEN   ------------------------
    A    ANTIC SERVICES SCREEN
    D    EDUCATIONAL NEEDS SCREEN
    R    RELATED SERVICES SCREEN
    S    STUDENT SCREEN
    V    EVALUATIONS SCREEN
    W    ENTRY/WITHDRAWAL SCREEN
    X    STUDENT MISC. SCREEN


-------------------------------------------------------------
<CTRL-P>    Cancel
 ENTER SCREEN :
```

2. Select the screen by choosing the appropriate letter. <ENTER>. The screen displays.

3. Select **QUERY** from the ring menu, enter the STUDENT NAME or ID NUMBER and any other data that you want to be selective on.

 NOTE: If you are using the Student Name, you must enter the name exactly as it is in the Student's Registration record or a portion of the name using an ***** as a wild card. <u>For example</u>: if you know the last name begins with WIL, you could enter WIL***** in the name field and press <ESC>. The system will retrieve ALL students' records whose last name begins with the letters WIL.

4. Press <ESC>. The record(s) will be retrieved.

   NOTE: If the student has no information on the screen selected, the message "**NO RECORD FOUND**" will display.

5. Select **DELETE** from the ring menu. A field will display titled DEL. If you want to delete the line item, place an X in the field and press <ESC>.

   Sample screen using DELETE option:

```
EDUCATIONAL NEEDS INFO:   Query  Next  Previous  Add  Update  Delete  ...
Delete an existing record.
------------------------------------------------------------------------
STUDENT ID [ 100000001]    STUDENT NAME [ADAMS, THOMAS K                ]

 E D U C A T I O NA L    N E E D S    I N F O R M A T I O N
------------------------------------------------------------------------
   DEL     EDU. NEEDS CODE   DESCRIPTION
------------------------------------------------------------------------
   [X]     [15]               [TEST 1                            ]
   [  ]         [   ]              [                                   ]


Please Mark each edu needs record you want to delete with X (ESC to end).
```

6. You will be prompted 'ARE YOU SURE'? No   Yes. Make your selection. The line item marked with an 'x' will be deleted.

NOTE: If you select DELETE from the 'S' STUDENT SCREEN, only the Student screen and Student Misc. Screen are deleted. The other screens remain and must be deleted screen by screen and line item by line item.

SPECIAL EDUCATION REPORTS

REEVALUATION REPORT

This report (*sped_reeval.rpt*) will produce a list of students due for reevaluation.

The date will determine students who are overdue, exactly due, or will be due within ninety days of the date entered. The date entered is compared with the last comprehensive evaluation date to produce a list of students.

NOTE: For a student to print on this report, the following criteria must be met:

 1. Student must be active in Registration record in the Pentamation software.

   2. Student must have information in the Special Education Entry/Withdrawal Screen and the withdrawal date must be blank (indicates student is still active in program).

 3. Student's last Evaluation Date must be *less than or equal* to the date entered.

---

1. From the APSCN MAIN Menu, select:
>   # **5** - SPECIAL EDUCATION
>   # **1 -** SCHOOL AGE
>   # **4 -** REEVALUATION REPORT

 The following prompt displays:

```
Enter the date for reevaluation
CTRL-C to cancel and return to main menu
```

2. Enter a date in standard format and press <ENTER>. The system display
   is MM/DD/YYYY,(**for example**, 09/18/2001).

The following prompt displays:

```
Sort by (D)ays due or (S)tudent name (D or S):
```

3. Enter one of the following choices:

   D = Sort by number of days due for reevaluation.
   S = Sort by student name.

4. The following screen displays:

```
Enter S, D, P or E to Exit
CTRL-C to cancel and return to main menu
- Where do you want the output?
- S - Display to (S)creen
- D - Write to (D)isk
- P - (P)rint
- E - (E)xit this report
```

5. Selecting "S" will display a report on the terminal in the following format:

```
LEA: 6802000                    RE-EVALUATION REPORT                    PAGE:
1
COUNTY: YOURCOUNTY     Date for Re-Evaluation: 02/03/2001
DISTRICT: Yourtown School District                       RUN:
MM/DD/YYYY:15:18
:07


                                              Primary Days due
     Student ID  Name                Last Eval  Disblty (Overdue)
-------------------------------------------------------------------------------
----
         99    DOE-DOE, JON                 02/02/1998   MD        (  1)
        999    DOE,JOHN                     02/03/1998   HI
    99999999   DOE, JANE                    02/05/1998                 2
   999999999   DOE, JANET                   02/13/1998                10


-------------------------------------------------------------------------------
----
4 Records printed.
Press RETURN or ENTER to continue ...
```

L **Days overdue are enclosed by parentheses.**

6. The screen shows 4 records printed. Press **<ENTER>** to return to School Age Menu.

7. If option "D" is selected the file called "sped_reeval.rpt" is created in the users .rpt directory. This file can only be retrieved using the <CTRL-G> option in the Pentamation software. Any screen where the <CTRL-G> option is available at the bottom, will allow you to print or view and scroll through the report file. Select "Printer" and then "Report" and scroll through report files until you locate "sped_reeval.rpt." (See the Print Files section in the Standard Procedures training guide.) Press <CTRL-G> to select the report.

8. If you select option "P" your report will be sent directly to the default printer.

<div style="border:1px solid">

STUDENT LISTING REPORTS

</div>

The Report options below will produce a list of Special Ed students. The name of the report indicates the sort. They can also be sorted alphabetically by student name or ID number. Each report, when sent to Disk is saved to a file name specific to that report. The file can be retrieved using the <CTRL>G option within Pentamation software.

*** NOTICE ***

\# Each report gives the option to print active and inactive students.
\# Each report gives an option to sort students by ID or Name.
\# TERMINATION DATE REPORT lists students with termination dates that fall within a span of dates provided by the user.
\# The ACTIVE STUDENTS REPORT lists students with no termination date, or with a termination date greater than an "active as of date" provided by the user.

NOTE: The reports can be printed in standard (80-column) format or wide (132 column) format.

Procedures for Printing a Report

From the APSCN MAIN Menu, select:
    # **5** - SPECIAL EDUCATION
        # **1** - SCHOOL AGE
            # **5** - STUDENT LISTING REPORTS

After selecting the report menu option, a message will display to select the report format (standard or wide).

```
                    ***PRINT OPTION***

Will this report be printed to a
STANDARD 8.5x11 printer (80 characters per line) or a
WIDE-carriage printer (132 characters per line)     ?

If you print to screen, the report can only appear
in STANDARD length (80 characters per line)

(S) tandard   or   (W) ide:












    Getting records.....
```

SPECIAL EDUCATION

SPECIAL EDUCATION SCHOOL AGE DATA DICTIONARY:
School Year 2010/11

The purpose of this handbook is to provide guidance to school district special education staff on coding and entering special education student data into APSCN for the purpose of federal reporting. The special education school age data are collected through APSCN and are a component of the special education module. In the guide we attempt to be as inclusive as possible as it relates to Federal reporting requirements; however, not all situations will be covered here. If there are questions about how to code a student after consulting this data dictionary, please contact the Arkansas IDEA Data & Research Office at 501-683-7219.

DATA FIELDS REQUIRED FOR FEDERAL REPORTING

General Information Screen (with Federal reporting cycles)

> **NOTE:** The STUDENT NAME, SSN, BIRTH DATE, BUILDING, SEX, RACE CODE, GRADE, STATUS, and ELL fields will be displayed from APSCN Plus Student Registration.

FIELD: Social Security (Reporting Cycles 4, 7)
The nine-digit Social Security number of the student. If a student's SSN cannot be obtained, then use the ADE assigned number as required by Arkansas Code Ann. 6-18-208. This number should remain the same throughout the student's school career.

FIELD: First Name (Reporting Cycles 4, 7)
The student's legal first name, as printed on the student's birth certificate, social security card, or other legally binding document.

FIELD: Middle Name (Reporting Cycles 4, 7)
The student's legal middle name, as printed on the student's birth certificate, social security card, or other legally binding document.

FIELD: Last Name (Reporting Cycles 4, 7)
The student's legal last name, as printed on the student's birth certificate, social security card, or other legally binding document.

FIELD: Race Code (Reporting Cycles 4, 7)

1 = H   Hispanic or Latino
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

2 = N   American Indian or Alaskan Native
A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

3 = A   Asian
A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

4 = B   Black or African American
A person having origins in any of the black racial groups of Africa.

5 = W   White
A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6 = P   Native Hawaiian/Pacific Islander
A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.

7 = T   Two or More

FIELD: Sex (Reporting Cycles 4, 7)
M   Male
F   Female

FIELD: Birth date (Reporting Cycles 4, 7)
The student's date of birth.

* Please make sure that the student's birth date is accurate. Some common errors include using the current year as the student's year of birth and entering years such as '2093' or '0993' instead of '1993.'

FIELD: Grade (4, 7)
K   Kindergarten
01   1st Grade
02   2nd Grade
03   3rd Grade
04   4th Grade
05   5th Grade
06   6th Grade
07   7th Grade
08   8th Grade
09   9th Grade
10   10th Grade
11   11th Grade
12   12th Grade
EE   Non-Graded Elementary
This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment. An A-Grade (Assigned Grade level) will need to be entered. See ahead for details.

SM   Non-Graded Middle/Jr.
This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment. An A-Grade (Assigned Grade level) will need to be entered. See ahead for details.

SS   Non-Graded Secondary
This category should only be used in extreme situations in which the student's grade cannot be appropriately determined. Where possible, use the grade that will be used for purposes of assessment. An A-Grade (Assigned Grade level) will need to be entered. See ahead for details.

FIELD: A-GRADE Assigned Grade level (Reporting Cycle 4)
Any non-graded student (EE, SM, SS) must be assigned a grade level for standardized testing purposes. If the grade level to be assigned is unclear then take the child's age as of September 15th and subtract 5. For example: a non-graded student who was 10 years old on September 15th would be in grade 5 for testing purposes.

FIELD: Alt_Port (Reporting Cycle 4)
Y   Yes – if student has been assessed with an Alternate portfolio as outlined in the IEP.
N   No

FIELD: Secondary Transition Date (Reporting Cycle 7)
Date the initial secondary transition plan section of the IEP was finalized in your district.

FIELD: Building Code (Reporting Cycles 4, 7)
The building code, which the student is assigned.

FIELD: English Language Learner (Reporting Cycles 4, 7)
Y   Yes – if the student has limited English proficiency, or English is not the student's first language or the language spoken at home.
N   No

FIELD: Temporary Student (Reporting Cycle 4)
Y   Yes – Indicates if student is being temporarily placed in the Special Education program until the student is determined eligible or the evaluation is completed.
N   No

Miscellaneous Screen (with Federal reporting cycles)

FIELD: Charter School (Reporting Cycles 4, 7)
      Y   Yes – if student is receiving special education services in a charter school
      N   No

FIELD: School Choice General (Reporting Cycle 4)
      Y   Yes – if the student resides in another district, but is enrolled in your
      district under school choice general
      N   No

FIELD: School Choice Improvement Outside the District (Reporting Cycle 4)
      Y   Yes – if the student resides in another district, but is enrolled in your
      district under school choice school improvement from outside the district.
      N   No

FIELD: School Choice Resident LEA (Reporting Cycle 4)

Indicate the resident LEA of the student who is enrolled in your district under school choice general or school improvement outside the district. Add 3 zero's '000' after the four digit district number.

FIELD: Primary Disability (Reporting Cycles 4, 7)

    AU Autism
". . . a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age 3, that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disturbance, as defined in paragraph (b)(4) of this section." [taken from 34 Code of Federal Regulations §300.7(c)(1)(i)]

    DB Deaf-Blindness
". . . concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational needs that they cannot be accommodated in special education programs solely for children with deafness or children with blindness." [taken from 34 Code of Federal Regulations §300.7(c)(2)]

ED Emotional Disturbance

"(i) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to a marked degree that adversely affects a child's educational performance:

   (A) An inability to learn that cannot be explained by intellectual, sensory, or health factors.
   (B) An inability to build or maintain satisfactory interpersonal relationships with peers and teachers.
   (C) Inappropriate types of behavior or feelings under normal circumstances.
   (D) A general pervasive mood of unhappiness or depression.
   (E) A tendency to develop physical symptoms or fears associated with personal or school problems.

(ii) The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disturbance." [taken from 34 Code of Federal Regulations §300.7(c)(4)]

HI Deaf/Hearing Impairment

Deafness: ". . . a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing, with or without amplification that adversely affects a child's educational performance." [34 Code of Federal Regulations §300.7(c)(3)]

Hearing Impairment: ". . . an impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance but that is not included under the definition of deafness in this section." [taken from 34 Code of Federal Regulations §300.7(c)(5)]

MD Multiple Disabilities

". . . concomitant impairments (such as mental retardation-blindness, mental retardation, orthopedic impairment, etc.), the combination of which causes such severe educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness." [taken from 34 Code of Federal Regulations §300.7(c)(7)]

MR Mental Retardation

". . . significantly sub average general intellectual functioning, existing concurrently with deficits in adaptive behavior and manifested during the developmental period, that adversely affects a child's educational performance." [taken from 34 Code of Federal Regulations §300.7(c)(6)]

OHI Other Health Impairments

"(9) Other health impairment means having limited strength, vitality or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment, that--
(i) Is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, and sickle cell anemia; and (ii) Adversely affects a child's educational performance." [taken from 34 Code of Federal Regulations §300.7(c)(9)]

OI Orthopedic Impairments
". . . a severe orthopedic impairment that adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g., clubfoot, absence of some member, etc.), impairments caused by disease (e.g., poliomyelitis, bone tuberculosis, etc.), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures)." [taken from 34 Code of Federal Regulations §300.7(c)(8)]

SI Speech/Language Impairments
". . . a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a child's educational performance." [taken from 34 Code of Federal Regulations §300.7(c)(11)]

SLD Specific Learning Disabilities
"…a disorder in one or more of the basic psychological processes involved in understanding or in using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia...The term does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, mental retardation, emotional disturbance, or environmental, cultural, or economic disadvantage." [34 Code of Federal Regulations §300.7(c)(10)]

TBI Traumatic Brain Injury
". . . an acquired injury to the brain caused by an external physical force, resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma." [34 Code of Federal Regulations §300.7(c)(12)]

VI Visual Impairments
". . . an impairment in vision that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness." [34 Code of Federal Regulations §300.7(c)(13)]

FIELD: Educational Placement (Reporting Cycles 4, 7)

The primary educational placement as defined under federal guidelines for ages 6-21.

DB Public Day School

If a student receives special education and related services for greater than 50 percent of the school day in a publicly funded facility that does not house programs for students without disabilities. This includes students attending the Arkansas School for the Deaf or School for the Blind that do NOT reside at the school during the school week.

DI Private Day School

If a student receives special education and related services for greater than 50 percent of the school day in a privately funded facility that does not house programs for students without disabilities

HH Hospital/Homebound

If a student receives special education in medical treatment facilities on an in-patient basis or at home

RB Public Residential

If a student receives special education and related services for greater than 50 percent of the school day in a public residential facility This includes students attending the Arkansas School for the Deaf or School for the Blind that RESIDE at the school during the school week.

RG Regular Class with Special Education (80% or more of the school day)

If a student is in the regular classroom 80% or more of the day OR if a student receives special education and related services outside the regular classroom for less than 21 percent of the school day. This may include children and youth with disabilities placed in: regular class with special education/related services provided within regular class, regular class with instruction within the regular class and with special education/related services provided outside regular class, or regular class with special education services provided in a resource room.

RI Private Residential

If a student receives special education and related services for greater than 50 percent of the school day in a private residential facility

RR Resource Room (between 40% to 79% of the school day in the regular classroom)

If a student is in the regular classroom between 40% to 79% of the school day OR if a student receives special education and related services outside the regular classroom for 60 percent or less of the school day and at least 21 percent but no more than 60 percent of the school day. This may include children and youth placed in: resource rooms with special education/related services provided within the resource room or resource room with part-time instruction in a regular class.

SC   Self-contained (40% or less of the school day in the regular classroom)
If a student is in the regular classroom less than 40% of the school day OR If a student receives special education and related service outside the regular classroom for more than 60 percent of the school day. This includes only children and youth with disabilities educated on the regular school campus. This does not include pupils who received education programs in public or private separate day or residential facilities. This may include children and youth placed in: self-contained special classrooms with part-time instruction in a regular class, or self-contained special classrooms full-time on a regular school campus.

CF   Correctional Facility
Students who received special education in correctional facilities. This data is intended to be a count of all students receiving special education in short-term detention facilities (community-based or residential), or correctional facilities.

PP   Parentally Placed in Private Schools
Students who have been enrolled by their parents or guardians in regular parochial or other private schools and whose basic education is paid through private resources and who receive special education and related services at public expense from a local educational agency or intermediate educational unit under a service plan. Include students whose parents chose to home-school them, but who receive special education and related services at the public expense. Do not include children who are placed in private schools by the LEA.

FIELD: Name of Provider (Reporting Cycle 4)
The name of the provider for the educational placement codes of DI, DB, RI, RB, and HH. In the case of DI, DB, RI, and RB this FIELD should contain the *name of the facility* where the student is served. For students in HH placement, this FIELD should contain the *name of the person* who provides the student's educational services.

FIELD: Provider LEA (Reporting Cycle 4)
Enter the private provider LEA number of the sending district from which the student came.

FIELD: Residence LEA (Reporting Cycle 4)
The 4-digit LEA number of the district in which the private school student resides. This FIELD is to be used for private school students who receive special education services through the reporting district.

For example, if a student lives in Benton and is enrolled in a private school in Little Rock and receives speech services through the Little Rock School District, you would enter the four-digit LEA number of the Benton School District (6302).

Entry/Withdrawal Screen (with Federal reporting cycles)

FIELD: Entry Date (Reporting Cycle 4)
The date the student entered your Special Education program.

FIELD: Exit Date (Reporting Cycle 7)
Enter the date in which the student withdrew or exited the special education program.

FIELD: Exit Status (Reporting Cycle 7)
Indicate if the student age 14-21 left the special education program during the current school year. The exiting categories are as follows:

DI Deceased
DO Dropped out (must meet the state definition of drop out including students who are obtaining a GED). This is the student enrolled at the start of the reporting period, was not enrolled at the end of the reporting period, and did not exit special education through any of the other bases described. This includes dropouts, runaways, GED recipients (in cases where students are required to drop out of the secondary educational program in order to purse the GED certificate), and other exiters from special education.
GC Graduated with a certificate (did not meet the requirements for a regular diploma). This is the student who exited an educational program and received a certificate of completion, modified diploma, or some similar document. This includes students who received a high school diploma, but did not meet the same standards for graduation as those for students without disabilities. This category also includes students receiving any alternative degree that is not fully aligned with the State's academic standards, such as a certificate or a general educational development credential (GED), so long as the State remained continuously enrolled in the secondary educational program.
GD Graduated with a regular high school diploma. The student exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible. The student met the same standards for graduation as those for students without disabilities. The term does not include an alternative degree that is not fully aligned with the State's academic standards, such as a certificate or a general educational development credential (GED).
MA Student reached maximum age. This is a student who exited special education because of reaching the maximum age for receipt of special education services, including students with disabilities who reached the maximum age and did not receive a diploma.
MK Student moved but is known to be continuing in school

RC   Student returned to the regular classroom. These are students who no longer have an IEP and are receiving all their educational services from a regular education program.

NP   Referred, Evaluated, and Not Placed. This code is not used in reporting.

HS   Home Schooled is reported as MK, Move Known

FIELD: Educational Placement-Previous Year (Reporting Cycle 7)
Indicate the student's educational placement under federal guidelines for the previous school year.

DB   Public Day School

DI   Private Day School

HH   Hospital/Homebound

RB   Public Residential

RG   Regular Class with Special Education (80% or more of the school day)

RI   Private Residential

RN   Regular Classroom with no Special Education

RR   Resource Room (between 40% to 79% of the school day in the regular classroom)

SC   Self-contained (40% or less of the school day in the regular classroom)

PP   Parentally placed in private school

CF   Correctional facilities