

# **School Age**

**Special Education**

## **MySped Review Procedures**

### **Cycle 7**

- ❖ Referral
- ❖ Tracking
- ❖ Discipline
- ❖ Exits
- ❖ Early Intervening

## School Age Special Education MySped Reviewing Procedures Cycle 7

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## Technical Application

### Purpose in Reviewing Data

Student and employee data are entered in APSCN Special Education Module. The data you entered into APSCN is pulled into MySped Resource. MySped Resource application provides the opportunity to review, verify, and make corrections to the data to ensure accurate federal reporting.

LEA Supervisors may use the following procedures to check for any errors, omissions, and/or discrepancies in their district's data. This manual provides step-by-step instructions and examples of various data review methods.

To efficiently review data, it is helpful to first understand the federal reporting requirements and the related data fields. For more information on the federal reporting requirements, please refer to the State Performance Plan (SPP) and the Annual Performance Review (APR) at <https://dese.ade.arkansas.gov/Offices/special-education/data-research/public->

Dictionaries, which contain detailed information on all of the federally required data fields, are also available on the internet at <https://dese.ade.arkansas.gov/Offices/special-education/data-research/data-dictionaries>

### 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

### Access to MySped Database for Review:

1. Go to Arkansas Special Education website: <https://arksped.ade.arkansas.gov/>
2. Click on MySped portal
3. Type in User ID and Password and click on 'Sign-In'

### Tips for Navigating the Application

- Use the Tab key or the mouse to navigate through the fields
- Data entry format is mm/dd/yyyy.
- Press SAVE before exiting the individual student screen. Look for message in red at top of screen (**Data has been saved**)! to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press SAVE before exiting the screen.

### Printing Data for Review

You may find it helpful to copy and print your district's data from MySped Resource. This allows you to work from a hard copy, distribute data for verification, and save a backup of your data. There are two different methods to extract and save data from MySped Resource: the copy and paste method and the export to Excel method.

1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list.  
All records should be highlighted.
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired person to verify students

Support Finance Person

SCREEN: Referral Tracking Students  
 LEA: 9999 AD - Special Education Unit  
 MESSAGE:

Grade  
 Race  
 Get Data Export to Excel

Add Student

	Last Name	First Name	M.I.	SSN	Date of Birth	Gender	Age	C
	Williams	John		11111111	06/01/2008	M	2	

Page 1

## LEA: 9999 ADE - Special Education Unit      FISCAL YEAR: 2010/11

F	Y	N	S	s	t	e	s	r	D	R	R	R	a	c	d	L	n	t	e	s	B
Year	Month	Day	Hour	Minute	Second	Millisecond	Microsecond	Nanosecond	Picosecond	Femtosecond	Attosecond	Zettasecond	Exasecond	Petasecond	Terasecond	Gigasecond	Megasecond	Kilosecond	Hectosecond	Decasecond	Base Unit
2010/11	9999	1111111111	John		Williams	06/01/2008	2	A	A-NNYNNN	M	P	N	9999	N							Y
2010/11	9999	3333333333	Coby		Williams	07/01/2005	5	A	A-NNYNNN	M	P	N	9999								
2010/11	9999	332112222	Phil		Collins	07/01/2001	9	W	W-NNNNNY	M	P	N	9999								Y
2010/11	9999	444224444	Nicholas		Cage	07/01/2005	5	W	W-NNNNNY	M	P	N	9999								Y
2010/11	9999	555225555	Phillip		Jameson	07/01/1999	11	W	W-NNNNNY	M	12	N	9999								

**File Download**

Do you want to open or save this file?

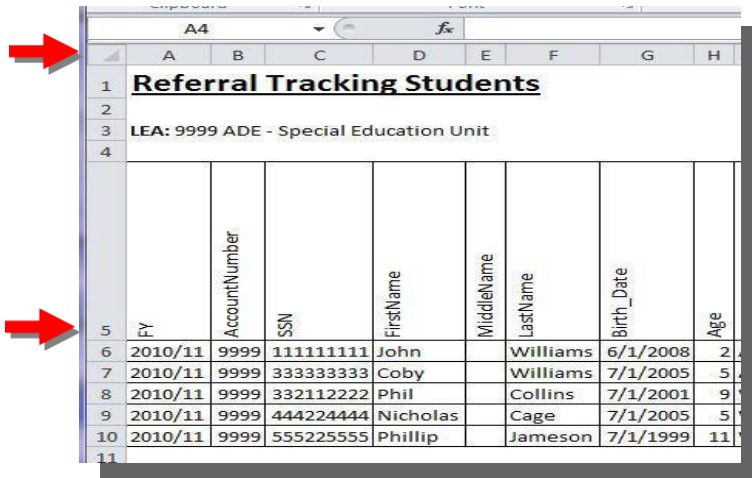
 Name: C:\cd7\_ECD\cdstudents.xls  
 Type: Microsoft Excel Worksheet, 9 KB  
 From: cd7cd7.xls

☒ Always ask before opening this type of file

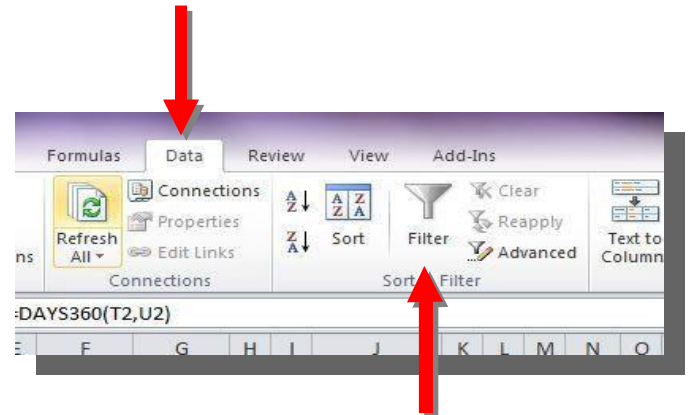
 While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [See what's the risk?](#)

### Create a List to Sort and Filter

1. Click on the box in the top left corner
2. Click on Row 5 to highlight the row
3. Select the Data Tab on the menu bar ABOVE Spreadsheet.
4. Choose the filter option

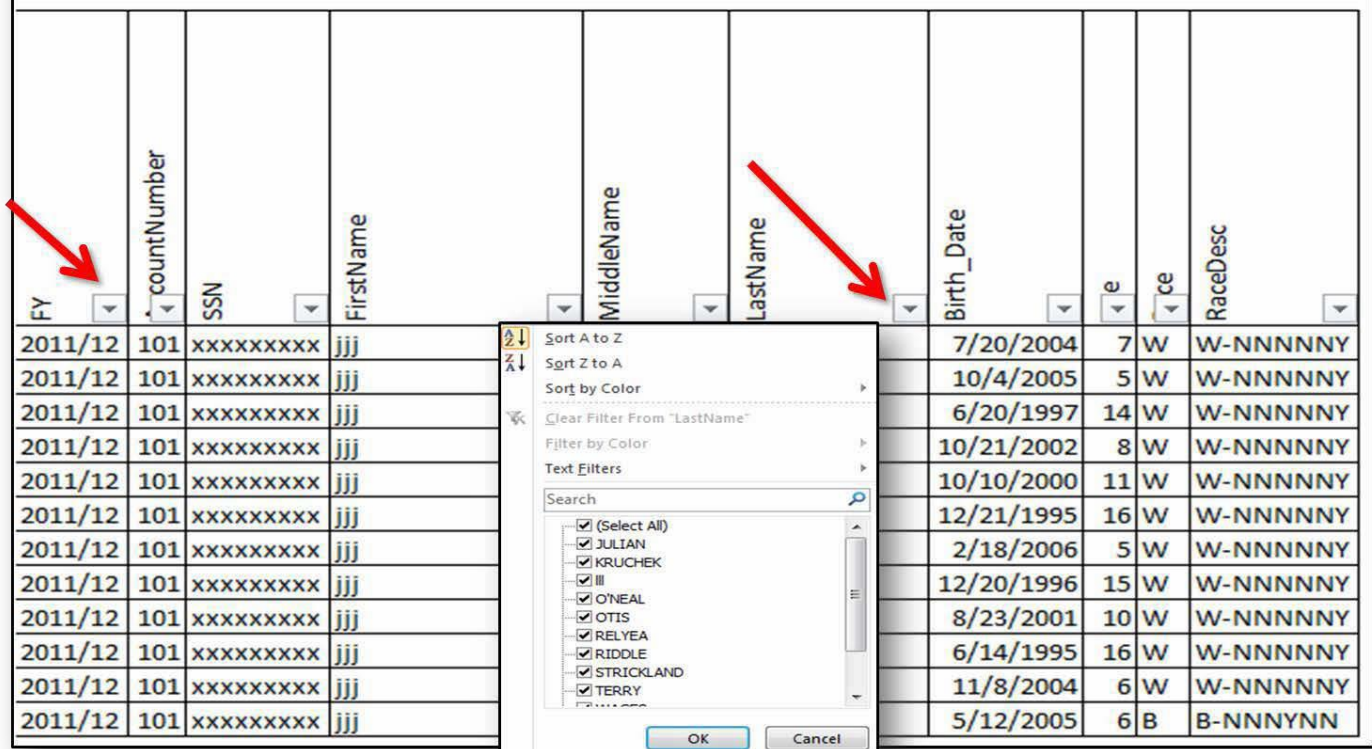


Referral Tracking Students							
LEA: 9999 ADE - Special Education Unit							
		AccountNumber	SSN	FirstName	MiddleName	LastName	Birth_Date
6	2010/11	9999	111111111	John		Williams	6/1/2008
7	2010/11	9999	333333333	Coby		Williams	7/1/2005
8	2010/11	9999	332112222	Phil		Collins	7/1/2001
9	2010/11	9999	444224444	Nicholas		Cage	7/1/2005
10	2010/11	9999	555225555	Phillip		Jameson	7/1/1999



### Referral Tracking Students

LEA: 0101 DEWITT SCHOOL DISTRICT



FY	countNumber	SSN	FirstName	MiddleName	LastName	Birth_Date	Age	Gender	RaceDesc
2011/12	101	xxxxxxxxx	jjj			7/20/2004	7	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			10/4/2005	5	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			6/20/1997	14	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			10/21/2002	8	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			10/10/2000	11	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			12/21/1995	16	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			2/18/2006	5	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			12/20/1996	15	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			8/23/2001	10	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			6/14/1995	16	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			11/8/2004	6	W	W-NNNNNY
2011/12	101	xxxxxxxxx	jjj			5/12/2005	6	B	B-NNNYNN

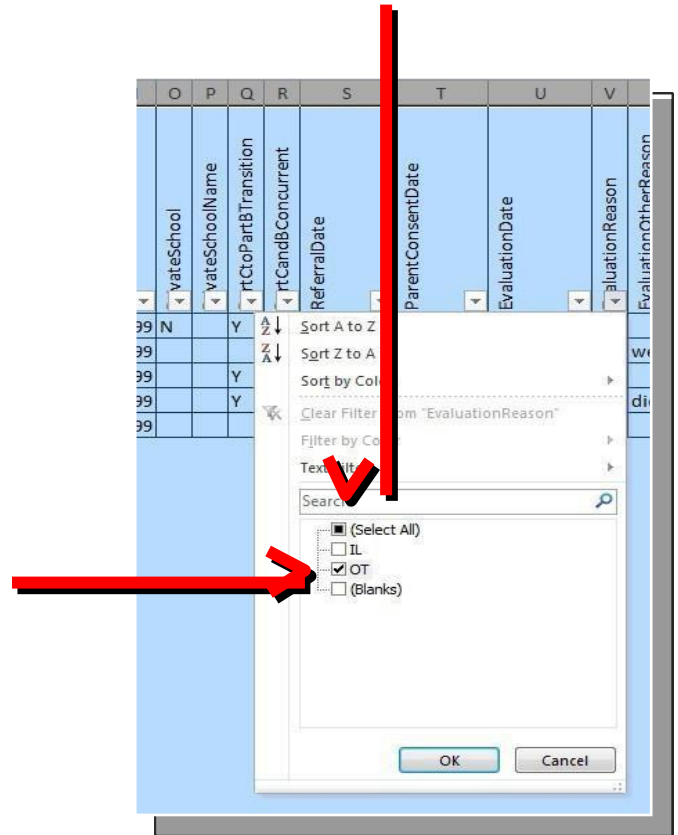
5. "Deselect" the Select All option.
6. Choose the field you wish to search for.
7. Identify the needed changes.

Any changes that are identified need to be made in the individual student or employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

### 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;
- 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 in Excel, any corrections will need to be made in the individual student or employee application in MySped and possibly APSCN.*





## CYCLE 7 – Reviewing Student Data in MySped

### Overview

Special Education student data in MySped Resource is the data pulled from APSCN Special Education Module. The data should include **student information from July 1 to June 30** for the fiscal year. In order to ensure accurate data has been entered and pulled correctly, the following will serve as a guide to review specific areas required for Cycle 7 federal reporting.

- Review period: MySped will be open the **Month of September**
- The data for review in MySped is the data you entered in APSCN. Any data you entered as of June 15<sup>th</sup> is the data that is reported for Cycle 7.

**Note:** Any new action taken between June 16<sup>th</sup> and June 30<sup>th</sup> will have to be added in MySped, in addition to changes made to accurately reflect the reporting period from July 1<sup>st</sup> to June 30<sup>th</sup>.

The areas to review are in the Student Menu:


1. Referral Tracking
2. Discipline
3. School Age Exits
4. Early Intervening Services

### Student Application Quick Review

Instructions in how to view the student data and make changes are outlined below. These main instructions to add, delete, exit, and save student data apply to all applications in MySped.

#### Procedures to Add, Delete, and Edit

1. Click on 'Students'.
2. Click on drop-down menu, 'School Age-Cycle 7' then 'Entry – SchoolAge'.















SPECIAL ED

Support	Finance	Personnel	Students
<p>ie, ADE - Special Education Unit , to MySped Resource</p> <div style="display: flex;"> <div style="flex: 1;"> <p style="background-color: #4f81bd; color: white; padding: 2px;">Entry - School Age Data</p> <p>Report - Disability X Age - Part 1</p> <p>Report - Disability X Age - Part 2</p> <p>Report - Disability X Age - Part 3</p> <p>Report - Disability X Race/Ethnicity</p> <p>Report - Educational Environment X Race/Ethnicity</p> <p>Report - Educational Environment X Disability - Part 1</p> <p>Report - Educational Environment X Disability - Part 2</p> <p>Report - Educational Environment X Disability - Part 3</p> <p>Report - Educational Environment X Disability - Part 4</p> <p>Report - Educational Environment X ELL</p> <p>Report - Educational Environment X Gender</p> </div> <div style="flex: 1;"> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Early Childhood - Cycle 4</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; School Age - Cycle 4</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Referral Tracking - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Discipline - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; School Age - Transition - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; School Age Exits - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Early Childhood Exits - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Early Intervening Services - Cycle 7</p> <p style="background-color: #4f81bd; color: white; padding: 2px;">&lt; Early Childhood Outcomes - Cycle 7</p> </div> </div>			


login page which identify duplicate students.  
December 1, 2009 email Holly Chason (hloka)

3. **Add** students as necessary by clicking 'Add Student' located at the bottom of your student list.

4. **Delete** students by clicking red **X** to the left of their name.

Support	Finance	Personnel	Students	Exit																																												
SCREEN: <b>School Age Data</b>			FISCAL YEAR: <b>2006/07</b>																																													
LEA: <b>9999 ADE - Special Education Unit</b>																																																
MESSAGE:																																																
Grade <input type="text" value="All"/> Disability <input type="text" value="All"/> Placement <input type="text" value="All"/> <input type="button" value="Get Data"/>																																																
<table border="1"> <thead> <tr> <th></th> <th>Last Name</th> <th>First Name</th> <th>M.I</th> <th>SSN</th> <th>Date of Birth</th> <th>Age</th> <th>Grade Level</th> <th>Race</th> <th>Disability</th> <th>Placement</th> </tr> </thead> <tbody> <tr> <td> </td> <td>Doe</td> <td>Jane</td> <td>S</td> <td>012000500</td> <td>01/20/2000</td> <td>6</td> <td>EE</td> <td>AP</td> <td>MD</td> <td>RG</td> </tr> <tr> <td> </td> <td>1</td> <td>f</td> <td></td> <td>012345674</td> <td>01/01/1989</td> <td>17</td> <td>01</td> <td>AI</td> <td>AU</td> <td>HH</td> </tr> <tr> <td colspan="11"> <a href="#">Add Student</a> </td> </tr> </tbody> </table>						Last Name	First Name	M.I	SSN	Date of Birth	Age	Grade Level	Race	Disability	Placement	 	Doe	Jane	S	012000500	01/20/2000	6	EE	AP	MD	RG	 	1	f		012345674	01/01/1989	17	01	AI	AU	HH	<a href="#">Add Student</a>										
	Last Name	First Name	M.I	SSN	Date of Birth	Age	Grade Level	Race	Disability	Placement																																						
 	Doe	Jane	S	012000500	01/20/2000	6	EE	AP	MD	RG																																						
 	1	f		012345674	01/01/1989	17	01	AI	AU	HH																																						
<a href="#">Add Student</a>																																																
Page 1																																																
<input type="button" value="Export to Excel"/>																																																

5. To **edit**, use small notepad at the left of the red **X** to go into individual student's data.
6. Make necessary changes in each field. Refer to the School Age Data Dictionary for more detailed information on each field located at our website:  
<http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/data-dictionaries>



## SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit																																																
SCREEN: <b>School Age Data</b>			FISCAL YEAR: <b>2007/08</b>																																																	
LEA: <b>9999 ADE - Special Education Unit</b>																																																				
MESSAGE: <b>Successfully data have been saved.</b>																																																				
<table> <tr> <td>Last Name</td> <td><input type="text" value="Smith"/></td> <td>First Name</td> <td><input type="text" value="Jane"/></td> </tr> <tr> <td>Middle Name</td> <td><input type="text" value="F"/></td> <td>SSN</td> <td><input type="text" value="123456789"/> (123456789)</td> </tr> <tr> <td>State ID</td> <td><input type="text"/></td> <td>Building Code</td> <td><input type="text" value="111"/></td> </tr> <tr> <td>DOB</td> <td><input type="text" value="05/05/1995"/> (mm/dd/yyyy)</td> <td>Gender</td> <td><input type="text" value="Male"/></td> </tr> <tr> <td>Race</td> <td><input type="text" value="American Indian/Native"/></td> <td>Grade Level</td> <td><input type="text" value="8th Grade"/></td> </tr> <tr> <td>Assigned Grade</td> <td><input type="text" value="8th Grade"/></td> <td>Alt Port</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>Charter School</td> <td><input type="text" value="No"/></td> <td>ELL</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>Disability</td> <td><input type="text" value="Autism"/></td> <td>Placement</td> <td><input type="text" value="Regular Class"/></td> </tr> <tr> <td>Provider Name</td> <td><input type="text"/></td> <td>Resident Lea</td> <td><input type="text"/></td> </tr> <tr> <td>Private Provider LEA</td> <td><input type="text"/></td> <td>School Choice Outside District</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>School Choice General outside district</td> <td><input type="text" value="No"/></td> <td>Temporary Student</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>School Choice Prior LEA</td> <td><input type="text"/></td> <td></td> <td></td> </tr> </table>					Last Name	<input type="text" value="Smith"/>	First Name	<input type="text" value="Jane"/>	Middle Name	<input type="text" value="F"/>	SSN	<input type="text" value="123456789"/> (123456789)	State ID	<input type="text"/>	Building Code	<input type="text" value="111"/>	DOB	<input type="text" value="05/05/1995"/> (mm/dd/yyyy)	Gender	<input type="text" value="Male"/>	Race	<input type="text" value="American Indian/Native"/>	Grade Level	<input type="text" value="8th Grade"/>	Assigned Grade	<input type="text" value="8th Grade"/>	Alt Port	<input type="text" value="No"/>	Charter School	<input type="text" value="No"/>	ELL	<input type="text" value="No"/>	Disability	<input type="text" value="Autism"/>	Placement	<input type="text" value="Regular Class"/>	Provider Name	<input type="text"/>	Resident Lea	<input type="text"/>	Private Provider LEA	<input type="text"/>	School Choice Outside District	<input type="text" value="No"/>	School Choice General outside district	<input type="text" value="No"/>	Temporary Student	<input type="text" value="No"/>	School Choice Prior LEA	<input type="text"/>		
Last Name	<input type="text" value="Smith"/>	First Name	<input type="text" value="Jane"/>																																																	
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School Choice Prior LEA	<input type="text"/>																																																			
<input type="button" value="Save"/> <input type="button" value="Exit"/>																																																				



7. Save any updates before exiting
8. Check message that data is **saved successfully**.
9. Exit takes you back to the list of students.

### **How to Copy and Paste Student Lists from MySped**

1. Open up a blank/new Word document or Excel spreadsheet
2. Go back to MySped and sort student list as needed
3. Left click inside the blank space/column above the first student notepad.
4. Hold down left mouse button and drag arrow pointer on mouse to bottom of student list. All records should be highlighted.
5. Right click on mouse anywhere inside student list or highlighted area
6. Choose Copy
7. Go to open Word or Excel document (click on appropriate tab at bottom of computer screen)
8. Choose 'Edit' on menu bar at top of screen
9. Choose 'Paste'
10. Save document and distribute to desired personnel to verify students

### **Additional Tools for Data Review**

Four options are available for you to sort and review data for accuracy: the MySped Resource Drop-down Menus, the Column Sort, the Export to Excel, and the MySped Resource Student Reports.

#### **1. MySped Resources Drop-down Menus**

Drop-down menus are located above the student list: You may view the data on the MySped screen by choosing one of the sections listed. Click 'Get Data.' For examples in what and how to review, see individual areas of Referral Tracking, Discipline, Exits, and Early Intervening.

#### **2. MySped Resource Column Sort**

Click on the heading you want to sort all students (Last Name, SSN, State ID or Age).

#### **3. Save, Sort, and Review Using Export to Excel**

This lists all the students and all the fields. Instructions for sorting in Excel are provided on page 4 and following each reporting section. All areas to review for Cycle 7 will be explained.

#### **4. MySped Resource School Age Reports**

In addition to sorting in MySped and through Export to Excel, reports need to be reviewed and cross-checked to verify accurate student data for each student. The reports are located under the Student menu as indicated in each reporting section. The reports assist in verifying and cross-checking the number of children for the various sections listed in the reports.

## Referral Tracking - Cycle 7 Application

1. Click on 'Students.'
2. Click on drop-down menu → Referral Tracking – Cycle 7 then Entry – Referral Tracking.

### Additional Tools for Data Review

#### 1. MySped Resources Drop-down Menus

You may view School Age students and their data on the MySped screen by choosing Grade, Race, or Invalid data. Use the drop-down menu for the particular data you wish to view. Click on 'Get Data' to sort it.

	Last Name	First Name	M.I.	SSN	Date of Birth	Gender	Age	Grade Level	Race	Evaluation Reason	EDD Reason	EDD EC Birth Day Reason	Completion Reason
<input checked="" type="checkbox"/>	Referralf	Joe		000000000	04/02/2000	F	8	03	AI	FM	FM		FM
<input checked="" type="checkbox"/>	Referral2	Tom		000000001	05/20/2001	M	8	02	W				NE

By Grade - example

- a. Select School Age to separate from Preschool (for districts with EC programs).
- b. View separate grades to check against own records.

By Race - example

- a. Are all races correct?

By Invalid - example

- a. Select DOB/Age to view any students that may appear due to invalid coding/entry

**2. MySped Resource Column Sort**

The list of students is initially sorted by SSN. You may want to sort by Last Name to locate a particular child.

**3. Save, Sort, and Review Using Export to Excel**

Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** for referral tracking. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be SSN header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet.
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

Referral Tracking - Areas to check in Export to Excel

- Are all birth dates valid? All students should be 5-21 years old.
- All other dates should follow a chronological order from Referral Date to Parent Consent to Evaluate Date to Evaluation Date to EDD Date to Parent Consent to Place Date ('Sped Consent Date').
- Sort by 'Eval Reason' and 'EDD Reason'
  - For all 60-day timelines exceeded, is a reason included?
  - For all 30-day timelines exceeded, is a reason included?
  - For all reason coded 'OT', is a specific reason clearly typed in?
- 'Referral Process Complete' column should all say 'Y' and the 'Reasons Why Complete' column should all have a reason.
- Sort by 'Reasons Why Complete' and verify accuracy.
- Sort by 'Sped Placement' and verify:
  - All children placed are accurate and all necessary fields are complete
  - All children referred and not placed are accurate and all necessary fields are complete

#### 4. MySped Resource School Age Reports

Reports are located under 'Entry - Referral Tracking' in the Referral Tracking Application (see page 9.) Check the following reports against your own records to verify accuracy.

- Report - SA Parent Consent to Evaluate

Verify the total number of Parent Consents, the Eligibility Determination Date (EDD) total count, and the total number of students whom the 60 day timeline of Parent Consent to the Eligibility Determination Date were met or not met is accurate.

- Report - SA by Race

Verify the total number of students by race with those referred, those placed in Special Education, those referred to Early Intervening is accurate.

- Report - EC Referral Complete Process

'Referral Process Complete' column and 'Student Count' column: Review counts for students who have been entered as Referral Process was not complete and reconcile as to its accuracy.

### School Age Discipline - Cycle 7 Application

**Note:** This data is pulled from APSCN Plus - student registration, not the Special Education Module. Hence, reviewing discipline is critical. Pay close attention to triggering components (number of children who have been suspended or expelled, action taken, and total number of days suspended) and work with your district to ensure accurate information is collected.

1. Click on 'Students.'
2. Click on drop-down menu → Discipline - Cycle 7 → Entry – Discipline

**SPECIAL EI**

Support Finance Personnel **Students** Exit

**Discipline Students**

99 ADE - Special Education Unit

E:

**Entry - Discipline**

Report - Disability X Alternative Education Settings

Report - Disability X In/Out Suspensions/Expul

Report - Disability X Total Disciplinary Removals

ken

< Early Childhood - Cycle 4

< School Age - Cycle 4

< Referral Tracking - Cycle 7

< **Discipline - Cycle 7**

< School Age - Transition - Cycle 7

< School Age Exits - Cycle 7

< Early Childhood Exits - Cycle 7

< Early Intervening Services - Cycle 7

< Early Childhood Outcomes - Cycle 7

3. Scan the student list for all students who were expelled.

**SPECIAL EDUCATION**

Support Finance Personnel **Students** Exit

SCREEN: **Discipline Students** FISCAL YEAR: 2008/09

LEA: 9999 ADE - Special Education Unit

MESSAGE:

Disability -- All Disabilities --

Infraction -- All Infractions --

Action Taken -- All Action Taken --

Get Data Export to Excel

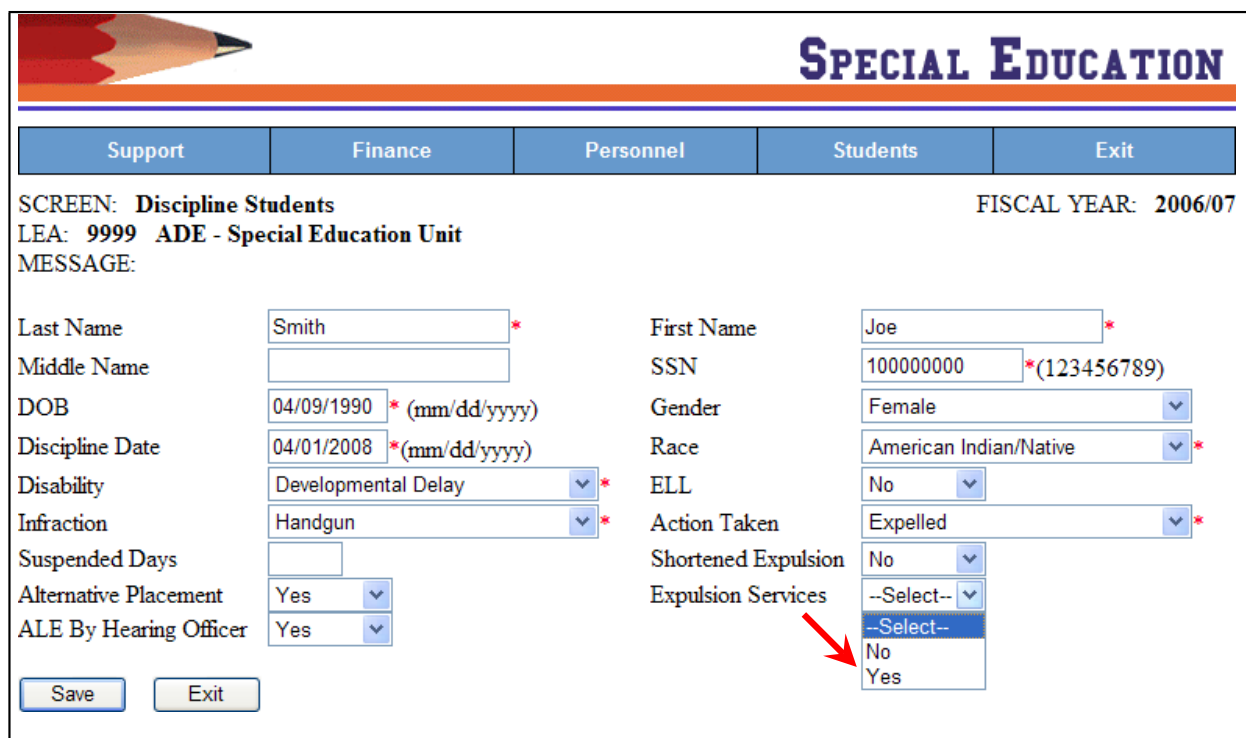
Invalid --Select--

Get Data

**Add Student**

	Last Name	First Name	M.I.	SSN	Date of Birth	Age	Race	Gender	Disability	Discipline Date	Infraction	Action Taken	Suspended Days
Expelled	Student			12222222	05/02/1995	13	AI	F	AU	04/05/2009	Rifle	Expelled for Weapons	0

- Click on the notepad icon to edit all students expelled.



**SPECIAL EDUCATION**

Support	Finance	Personnel	Students	Exit
---------	---------	-----------	----------	------

SCREEN: **Discipline Students** FISCAL YEAR: **2006/07**  
 LEA: **9999 ADE - Special Education Unit**  
 MESSAGE:

Last Name:  \*  
 Middle Name:   
 DOB:  \* (mm/dd/yyyy)  
 Discipline Date:  \* (mm/dd/yyyy)  
 Disability:  \*  
 Infraction:  \*  
 Suspended Days:   
 Alternative Placement:   
 ALE By Hearing Officer:

First Name:  \*  
 SSN:  \*(123456789)  
 Gender:   
 Race:  \*  
 ELL:   
 Action Taken:  \*  
 Shortened Expulsion:   
 Expulsion Services:   
 --Select--  
 No  
 Yes

- Under 'Expulsion Services' report whether the student received services during the time the student was expelled.

**Note:** The 'Expulsion Services' field is not pulled from Student Registration. This requires each district to enter the information for every student who has been expelled during the review process.

## Additional Tools for Data Review

### 1. MySped Resources Drop-down Menus

You may view School Age students and their data on the MySped screen by choosing Disability, Infraction, Action Taken and/or Invalid data. Use the drop-down menu for the particular data you wish to view. Click on 'Get Data' to sort it.

**SPECIAL EDUCATION**

Support Finance Personnel Students Exit

SCREEN: Discipline Students FISCAL YEAR: 2008/09  
 LEA: 9999 ADE - Special Education Unit  
 MESSAGE:

Disability: -- All Disabilities --  
 Infraction: -- All Infractions --  
 Action Taken: -- All Action Taken --  
 Invalid: --Select--

Get Data Export to Excel

[Add Student](#)

	Last Name	First Name	M.I.	SSN	Date of Birth	Age	Race	Gender	Disability	Discipline Date	Infraction	Action Taken	Suspended Days
Expelled	Student			122222222	05/02/1995	13	AI	F	AU	04/05/2009	Rifle	Expelled for Weapons	0

#### By Disability

- Sort by a particular disability for discipline

#### By Infraction

- Sort by Infraction to identify particular students

#### By Action Taken

- Verify the students by type of disciplinary action taken.

**Note:** 'Combined 'Out-of-School Suspension AND Expulsion' will sort students together in verifying the total number of children and total disciplinary removals (see 'MySped Resource School Age Reports - Discipline, page 16).

- Verify the number of suspended days for both 'In-School' and 'Out-of-school' for the number of disciplinary incidents
- Verify the student was in Special Education at the time of the incident

#### By Invalid

- Select DOB/Age, SSN, Action Taken, etc., to view any students that may appear due to invalid coding/entry.

### 2. MySped Resource Column Sort

The list of students is initially sorted by SSN. You may want to sort with any of the above mentioned categories to ensure the student's disciplinary infraction and the action taken is accurate.



### 3. Save, Sort, and Review Using Export to Excel

Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** for discipline. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be ID header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. ***Making corrections in the Excel worksheet will NOT make automatic changes to MySped.***

#### Sort in Export to Excel - Discipline

- Sort by Action Taken - verify the student with the Action Taken is accurate
  - If Expelled, were Expulsion Services provide for the student?
  - Verify Incident Date with Entry/Withdrawal dates in Special Education module of APSCN. Was student receiving services at the time of the incident? Indicate 'yes' or 'no' in individual student screen (see page 12).
- Sort by Last Name
  - Is number of Suspended Days for both *In-school* and *Out-of-school* for each student accurate? Partial days should be indicated by decimals (a half day suspension equals '.5').

### 4. MySped Resource School Age Reports - Discipline

Reports are located under 'Entry - Discipline' in the Discipline Application (see page12.) Check the following reports against your own records and the district's to verify accuracy.

The totals represent students in districts ages 3-21. If your district has a 3-5 year preschool program, disciplinary data will be included in these reports.

#### Report - Disability X Alternative Education Settings

Verify the total number of children for each disability and the number of incidents of removals from Special Education setting to an Alternative Educational Setting is accurate. For clarification:

- **Number of Children Column** - represented by student disability, an unduplicated count of the number of children that have been placed in an Alternative Learning Environment (ALE).
- **Number of Removals for Drugs, Weapons, and/or Serious Bodily Injury** - represented, by student disability, the total number of times disciplinary actions taken involved being placed in an ALE.

Report - Disability X In/Out Suspensions/Expulsions

Verify the total **number of children** for each disability who had Out-of-School Suspensions or Expulsions less than or equal to 10 days and greater than 10 days. Also, verify the total number of children for each disability who had In-School Suspensions less than or equal to 10 days and greater than 10 days.

- Sort the Excel file by SSN **and then by Action Taken** (Export to Excel instructions, page 15).

Action Taken Code Definitions	
1 = In-School Suspension	7 = No Action
2 = Out-of-School Suspension	8 = Alternative Learning Environment
3 = Expelled	9 = Expelled for Drugs
4 = Expelled for Weapons	10 = Expelled for Dangerousness
5 = Corporal Punishment	11 = Expelled for Dangerous with Physical Injury
6 = Other	12 = Out-Of-School Suspension with Physical Injury

Note: The 'Out of School suspensions or Expulsion' column in the report includes the Action Taken Codes highlighted for 2, 3, 4, 9 - 12. The 'In-school Suspension' column in the report is Action Taken Code highlighted for **1**.

- If the same student is indicated more than once, the number of 'Suspended Days' column has been added in the report file for each student if they have the codes 2, 3, 4, 9 - 12.
    - Check the student's disability
    - Tally that student under column A or B, depending on the total of suspended days for out-of-school suspensions or expulsions.
- Note: Expulsions are always > 10 days
- Place the tally at the appropriate disability in the report.
  - Add the tallies up for each disability
  - Compare with the count in each cell and reconcile differences.

Report - Disability X Total Disciplinary Removals

- Total Disciplinary Removals - Verify the total number of in-school *and* out-of-school expulsions by disability. This is a duplicated count of children totaling the number of disciplinary actions taken of in-school suspensions plus out-of-school suspension/expulsions.

- Sort the Excel file for discipline by primary disability - 'Prds\_Cd' (Export to Excel procedures for sorting discussed on page15).
  - Add number of times an out-of-school or in-school suspension occurred for each disability from the Suspended Days column of the Excel sheet. Compare with report.
  - Reconcile differences. For example, was the incident duplicated accidentally - data entry error, etc.
- Number of Children with Disciplinary Removals (1 day, 2-10 days, and >10 days) - By disability, verify the totals for each level of days that the number of children (unduplicated) were sanctioned with removal from classroom for a given number of days.
    - Sort the Excel file for discipline by primary disability - 'Prds\_Cd' column and then by 'Last Name' (Export to Excel procedures for sorting discussed on page15).
    - Add the total number of suspended days for each child. Keep a tally of all who were 1 day, 2-10 days or greater than 10 days. Compare with report.
    - Reconcile any differences. For example, was the incident duplicated accidentally - data entry error, etc.

Note: The 'Total Disciplinary Removals' will not equal the total counts in 'Number of Children with Disciplinary Removal' columns. This is because the discipline can be duplicated in the number of *times* the student was reported for a disciplinary removal during the school year. Whereas, the number of children is the count of students who may have had more than one disciplinary removal.

## School Age Exits - Cycle 7 Application

**Note:** Reporting Exit data includes all school age students ages 14-21. Entering an accurate Exit Status code is critical to reporting. Please refer to the definitions of types of exits in the School Age Data Dictionary under 'Entry/Withdrawal Screen' section.

1. Click on 'Students.'
2. Click on drop-down menu → School Age Exits then Entry - School Age Exits

**SPECIAL ED**

Finance	Personnel	<b>Students</b>
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Special Education Unit , to MySped Resource

**Unit Reviews & Updates - 01/11/2010**

**Entry - School Age Exits**

Report - Exiting X Disability & Age

Report - Exiting X Race/Ethnicity

or the district

### Additional Tools for Data Review

#### 1. MySped Resources Drop-down Menu

You may review School Age Exits data pulled from APSCN in MySped Resource screen by choosing Exit Status, Grade, Disability, or Invalid data for the particular data you wish to view. Click on 'Get Data' to sort it.

**SPECIAL EDUCATION**

Support	Finance	Personnel	<b>Students</b>	<b>Exit</b>
---------	---------	-----------	-----------------	-------------

SCREEN: School Age - Exit Students FISCAL YEAR: 2008/09

LEA: 9999 ADE - Special Education Unit

MESSAGE:

Exit Status: -- All ExitStatus --

Grade: -- All Grades --

Disability: -- All Disabilities --

Invalid: --Select--

Get Data Export to Excel

[Add Student](#)

	Last	First	Middle	SSN	Exit Status	Exit Date	Fed Placement	Disability	Race	Grade	Age
X	Smith	Jack		100000000	GD	05/10/2009	RG	SLD	H	12	18

By Exit Status

**Note: Refer to School Age Data Dictionary for Exit Status definitions**

- Sort by Dropped Out, Graduated with a Certificate, and Graduated with Diploma, and Moved Known
  - Verify the students were appropriately and accurately coded as defined in School Age Data Dictionary.

By Grade

- Sort by Grade, particularly 12<sup>th</sup> grade and Nongraded
  - Pay particular attention to 12<sup>th</sup> graders. All students graded as 12<sup>th</sup> grade will be graduating or leaving the school system.
  - Nongraded students, in the 12<sup>th</sup> grade, are students that will be coming back the following year.

**Note: Students who were coded as 12<sup>th</sup> grade in student registration for Cycle 4, December Child Count - will need to be changed to reflect 12<sup>th</sup> graders as Nongraded if they are returning the following year. Contact Jody Fields, IDEA Data Manager to change December 1 Child Count.**

By Disability

- Sort by Disability to view those students ages 14-21 have been exited correctly.

By Exit, Grade, and/or Disability

- Combine sorting as needed
  - Verify all 12<sup>th</sup> graders are accounted for
  - Verify all graduates are accounted for
  - Verify all drop-outs are truly dropouts

By Invalid

- a. Select DOB/Age, SSN, Exit Status, etc., to view any students that may appear due to invalid coding/entry.

## 2. MySped Resource Column Sort

The list of students is initially sorted by SSN. You may want to sort by Name to locate a particular child. Sort by Age to verify valid birth dates of ages 14-21.

## 3. Save, Sort, and Review Using Export to Excel

Click on 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** for school age exits. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following pages for further assistance.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be SSN header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.

3. Select 'Data' on the menu bar above your spreadsheet
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.
6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

#### School Age Exits in Export to Excel

- Sort by Exit Status ('Exit\_CD')
    - Verify the codes are appropriate and correct for each student
    - Verify the students in the 12<sup>th</sup> grade, are actually exiting the program. Change any student not intended to leave the program to Nongraded in MySped.
- Note:** Students who were coded as 12<sup>th</sup> grade in student registration for Cycle 4, December Child Count - will need to be changed to reflect 12<sup>th</sup> graders as Nongraded if they are returning the following year. Contact Jody Fields, IDEA Data Manager to change December 1 Child Count.
- Sort by Age
    - Verify the birth dates and ages are valid - ages 14-21.

#### **4. MySped Resource Reports in School Age Exits**

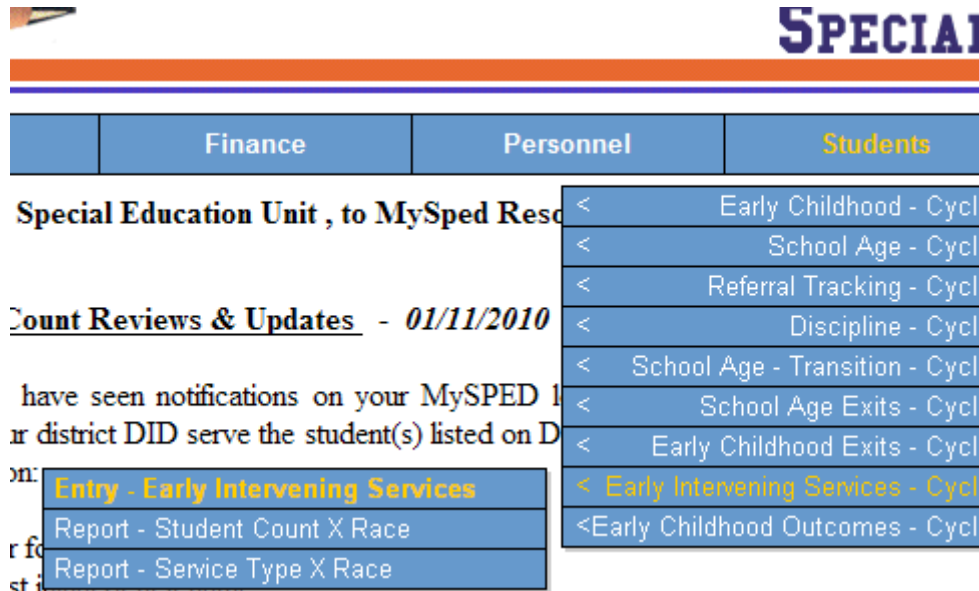
- Report - Exiting X Disability & Age
  - Review the exit status for each disability with the age of the student to identify any discrepancies.
  - Review the exit status for all students with the age of the student. This is the last category of the report ('All Disability/Ages')
- Report - Exiting X Race/Ethnicity
  - Verify the proportion of students for each race
  - Compare totals with the Disability & Age report ('All Disability/Ages totals')



## Early Intervening Services - Cycle 7 Application

**Note:** Reporting requirements in the EIS screen of APSCN should include all student's whose EIS services are paid for using VI-B EIS set-a-side monies for the fiscal year. This may have been voluntary or involuntary as to whether VI-B monies were used.

1. Click on 'Students.'
2. Click on drop-down menu → Early Intervening – Cycle 7 then Entry –Early Intervening Services.



The screenshot shows the MySped application interface. At the top, there is a navigation bar with tabs for Finance, Personnel, and Students. The Students tab is selected. Below the navigation bar, there is a dropdown menu for 'Early Intervening Services - Cycle 7'. The dropdown menu is open, showing a list of options: Early Childhood - Cycle 7, School Age - Cycle 7, Referral Tracking - Cycle 7, Discipline - Cycle 7, School Age - Transition - Cycle 7, School Age Exits - Cycle 7, Early Childhood Exits - Cycle 7, Early Intervening Services - Cycle 7, and Early Childhood Outcomes - Cycle 7. The 'Early Intervening Services - Cycle 7' option is highlighted. Below the dropdown menu, there is a section titled 'Entry - Early Intervening Services' with a list of reports: Report - Student Count X Race and Report - Service Type X Race.

### Additional Tools for Data Review

#### 1. MySped Resources Drop-down Menu

The list of students is initially sorted by SSN. You may want to sort by last name to search for a particular student.

#### 2. Save, Sort, and Review Using Export to Excel

Click on the 'Export to Excel' button at the bottom of the screen. This **lists all the students and all the fields** you entered for early intervening services. It is highly recommended you save the Excel sheet to your computer as a backup for Cycle 7.

Once you have saved the Excel file to your computer, open the file. Refer to pictures on following page for further assistance.

1. Left click mouse button in the cell on Column A, Row 5 (A5). This should be ID header.
2. Press 'Ctrl A' on keyboard. This should highlight all records.
3. Select 'Data' on the menu bar above your spreadsheet
4. Select first option of 'Sort' on the menu.
5. Select the appropriate heading for how you want it sorted in the 'Sort by' drop-down menu. Make sure 'Header row' button is checked. Press OK.

6. Any changes that are identified need to be made in the individual student/employee data in MySped. **Making corrections in the Excel worksheet will NOT make automatic changes to MySped.**

### Early Intervening in Export to Excel

The Excel program will be the primary avenue to review data thoroughly. Significant areas to sort and review:

- Sort by SSN - verify each child's history of services for the fiscal year.
  - Are 'Service Descriptions' accurate?
  - Do 'Entry Dates' have 'Service Begin Dates'?
  - Do 'Withdrawal Dates' have corresponding 'Service Type Ending' dates?
- Sort by 'Grade' level - you may want to view the students in each grade to verify those students who have received or are receiving services.
- Sort by 'Withdrawal Date' - are students missing dates that should have been withdrawn?
  - For every withdrawal date, is there a service type ending date?
  - Verify the 'Exit Status' for each 'Withdrawal Date'.
- Sort by 'Service Description' - match with 'Withdrawal' and 'Entry Dates'
  - For each 'Service Description' is there an 'Entry date'?
  - If there is a 'Withdrawal Date', is there a 'Service End Date'?
- Sort by 'Race' and by 'Last Name'
  - Verify the child has the same race for every time they are entered.

### **3. MySped Resource School Age Reports - Early Intervening Services**

Reports are located under 'Entry - Early Intervening Services' in the Early Intervening Application (see page 25). Check the following reports against your own records.

- **Report -Student Count by Race:** Verify the total number of students, for each race, that have received EI Services.
- **Report - Service Type by Race:** Verify the total number of Service Types for each race.