



**SPECIAL
EDUCATION**



**DATA REPORTING
REQUIREMENTS &
REVIEW**



CHDC/ADC



CYCLES 4 & 7



Session Overview

Current School Year Reporting Requirements:

Cycle 4 Submission includes:

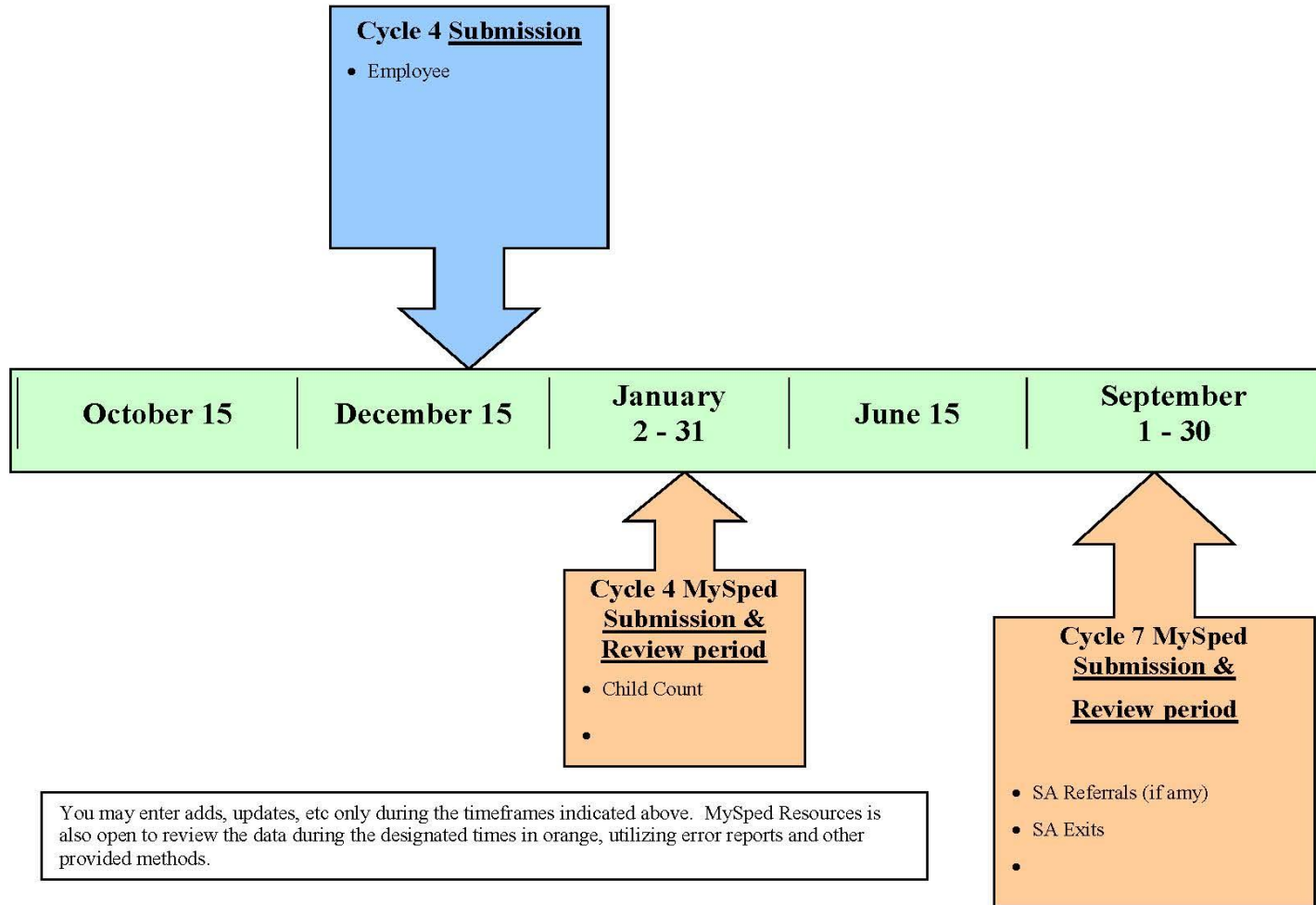
Employee & Child Count - December 1

Cycle 7 Submission includes:

Exits & Referral Tracking,



Special Education Data Reporting Requirements Timeline For CHDC/ACS





Johnny Key
Commissioner of Education



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DATA & RESEARCH

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About Us

The Arkansas IDEA Data and Research Office is a partnership of the University of Arkansas at Little Rock and Arkansas Department of Education.

IDEA Data and Research is housed in the College of Education and Health Profession's Center for Applied Studies in Education (CASE). This program has been established to meet the growing data and reporting requirements of the Individuals with Disabilities Education Act of 2004 (IDEA) and to undertake IDEA related research.

The Arkansas IDEA Data and Research Office strives to provide quality data management, analysis, technical assistance, and research for the enhancement of the Arkansas Department of Education's general supervision of local education agencies' special education programs by ensuring accurate, valid, and timely data to meet all state and federal reporting requirements.



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How to access MySped Resource



Arkansas Department of Education
Special Education Unit

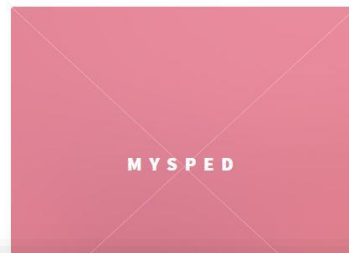


<https://arksped.k12.ar.us/index.html>

Welcome to the new ARKSPED Portal.

This webpage now only hosts information regarding applications to support Special Education in the state of Arkansas. If you are looking for the main website of the Special Education Unit at the Arkansas Department of Education, [click here to go to the new ADE SEU website.](#)

NO DATA WILL BE SAVED UNTIL AFTER JUL 10, 2017 8:00 AM



Welcome to MySped Resource

User ID:

Four-digit LEA number

Password:

Password as submitted to SEU

Sign In





MySped Resource: Account Registration Form

This **MySped Resource** username and password will allow your district to access all Special Education online reporting applications. The password you choose must

- be unique (districts cannot have the same password),
- consists of at least eight alphanumeric characters (letters and/or numbers),
- have at least one number,
- have no spaces, and
- be all lower case.

Please complete all fields and return to Arkansas Department of Education, Special Education, Grants and Data Management. The fax number is 501-682-4313. The address is:

1401 W. Capitol
Victory Building, Suite 450
Little Rock, AR. 72201-2936

LEA Account Number (4 digit) _____

LEA Name (district name) _____

Password _____

Password Hint _____

Bookkeeper Password for financial access _____

Program Type:

- School age Early Childhood Both

LEA Supervisor (print) _____

LEA Supervisor (signature) _____

LEA Supervisor E-mail Address _____

Superintendent (print) _____

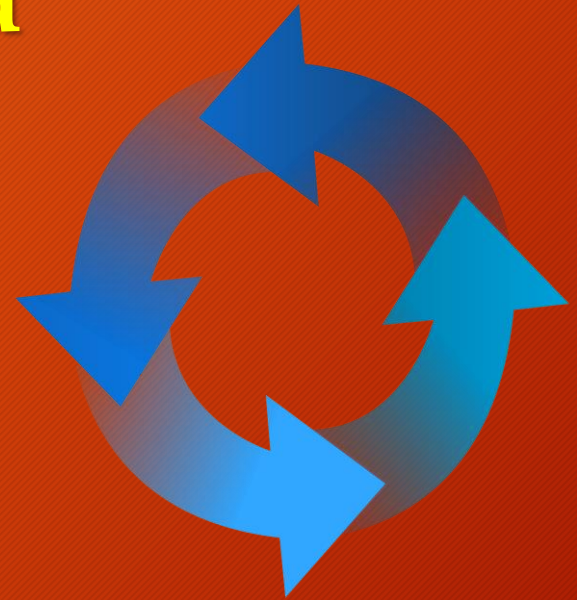
Superintendent (signature) _____

Superintendent E-mail Address _____



Cycle 4: MySped

- **Cycle 4 includes:
Personnel**
- **Child Count
for December 1 Reporting.**



Cycle 4 Employee Module Submission: Data Collected

- ✓ Full Legal Name: first, middle, last
- ✓ Social Security Number
- ✓ Title Code: Each title code must be reported
- ✓ Building Code: 000
- ✓ Grade Level: All represents K-12 only; EC must be reported separately
- ✓ License Number/Teacher Endorsement codes (132.131.alp333)
- ✓ Certification Status
- ✓ Classroom Aide: Applies to teacher and speech path title codes only
- ✓ Provider FTE – can't be more than 1.00



Cycle 4: Employee

- ✓ To update an employee, click on the “notebook”.
- ✓ To remove an employee, click on the red X.
- ✓ To add an employee, click on add employee link

SCREEN: Program Approval
LEA: 9999 ADE - Special Education Unit
MESSAGE:

		<u>Last</u>	First	Middle	SSN	<u>Title/Service</u> <u>Prov Code</u>	Grade Level
		Sagan	Dana	Bobita	584125962	03	ALL
		Smith	Rachel	P	123456789	03	PS
		T	T		123597863	03	JH
		Testing	Paraprofessional	Nonteacher	222222222	13	E
		Trying2	Trying2		444444444	03	PS
		Turner	Lisa	K	456126543	03	ALL
		Add Employee					

[1] Page 2



Refer to User Guides & Data Dictionaries to fill in the blanks & choose from the drop down menus.

Cycle 4: Employee

Last Name	<input type="text"/>	*
First Name	<input type="text"/>	*
Middle Name	<input type="text"/>	
SSN	<input type="text"/>	*
Title/Service Prov Code	--Select--	*
Other	<input type="text"/>	
Cert Status	--Select--	*
Grade Level	--Select--	*
FTE	<input type="text"/>	
Building Code	<input type="text"/>	



NOTE: An employee is added for each Title Code they serve under **so they may be entered multiple times.** Remember that their FTE must be equal to or less than 1.00.

Teachers: The selection is to be based on teacher assignment as well as Section 17.00 and Section 30.00 of the Special Education Program Standards.	Related Service Providers
03 – Early Childhood Teacher (Early Childhood only)	04 – Occupational Therapist
50 – Self-Contained 1:6 Teacher (School Age only)	05 – Physical Therapist
51 – Self-Contained 1:10 Teacher (School Age only)	06 – PE Adaptive Teacher
52 – Self-Contained 1:15 Teacher (School Age only)	07 – Recreational Therapist
53 – Resource Room Teacher (School Age only)	08 – Psychological Examiner
54 – Itinerant Instructor (school age and/or early childhood)	09 – Educational Examiner
55 – Consulting Teacher (School Age only)	10 – Psychologist
56 – Hospital/Homebound (School Age only)	11 – Medical/Nursing Staff
57 – Co-Teaching Teacher (School Age only)	12 – Audiologist
58 – Indirect Teacher (School Age only)	14 – School Social Worker
59 – Integrated Classroom Model Teacher (School Age only)	17 – Counselor
20 – Speech Therapist (school age and/or early childhood)	18 –Orientation and Mobility Service
Paraprofessional	19 – Educational Interpreter (Deaf)
13 – Classroom Instructional Aide/Paraprofessional	24 – School Psychology Specialist
Other Providers	
01 – Special Education Supervisor (LEA Supervisor/ EC Coordinator ONLY)	21 – Speech Language Assistant/Aide
02 – Other Special Education Administrators (non-clerical)	22 – Occupational Therapy Assistant/Aide
15 – Voc. Ed. Teacher – Job Coach	23 – Physical Therapy Assistant/Aide
16 - Work Study Coordinator/CCE /Secondary Transition	25 – Other : See below



Certification Status

Certification Status: Teacher/Provider – (Cycle 4)

The certification status of the special education teacher or provider. This is personnel who have met SEA-approved or SEA-recognized certification, licensing, registration or other comparable requirements that apply to the area in which the individuals are providing special education or related services.

NOTE: Any teacher coded as A-C must have an ALP on file. The LEA should be prepared to submit the documentation upon request.

A. 1st Year Teaching Special Education, Not Fully Certified in Special Education

B. 2nd Year Teaching Special Education, Not Fully Certified in Special Education

C. 3rd Year Teaching Special Education, Not Fully Certified in Special Education

D. Fully Certified/Highly Qualified Special Education Teacher/Speech Pathologist

- ✓ Teachers must have ADE license endorsement for special education.
- ✓ Speech Pathologists must be licensed by the Arkansas Board of Examiners for Speech-Language Pathology and Audiology or have an ADE teacher licensure endorsement code of 198 or 317.



Certification Status

E. Non-Teacher Certified

- ✓ All paraprofessionals must have completed the special education and early childhood core modules to be considered certified.
- ✓ This code includes special education supervisors, early childhood coordinators, and special education administrators who meet the minimum qualifications of the job (Title Code 01).
- ✓ This status also includes “Other Special Education Administrators (Title Code 02).

F. Private Provider Certified

- ✓ Contract Personnel who hold a Certification/License for his/her job assignment
- ✓ This includes contracted teachers not employed by the district

G. Non-Teacher Not Certified

- ✓ This includes all paraprofessionals who have NOT completed the special education core module.
- ✓ This includes LEA special education supervisors and early childhood coordinators who do not meet the minimum qualifications of a LEA Supervisor or EC Coordinator. There should be an ALP on file.
- ✓ This status also includes “Other Special Education Administrators” (Title Code 02).



Certification Status

H. Private Provider Not Certified

- ✓ Contract Personnel who do NOT hold a Certification/License for his/her job assignment.

I. Other Certification Status, Not Fully Certified

- ✓ This code is specifically for student interns. These students are conducting testing, providing services, and reviewing records under the direct supervision of a certified/ licensed speech pathologist or psychological examiner in preparation of receiving their license. Student interns in the area of speech pathology may have a pending certification/license number which should be provided.
- ✓ Anyone identified with this code is considered not fully certified.
- ✓ If a district believes it has another situation for which this code can be used, its ADE Special Education Area Supervisor should be consulted prior to its use.



Cycle 4 Employee Submission:

Calculation chart below based on a 40 hour work week.

Total FTE cannot be greater than 1.00

Hour	FTE	Hour	FTE	Hour	FTE	Hour	FTE
0.5	0.01						
1	0.02	11	0.27	21	0.52	31	0.77
2	0.05	12	0.30	22	0.55	32	0.80
3	0.07	13	0.32	23	0.57	33	0.82
4	0.10	14	0.35	24	0.60	34	0.85
5	0.12	15	0.37	25	0.62	35	0.87
6	0.15	16	0.40	26	0.65	36	0.90
7	0.17	17	0.42	27	0.67	37	0.92
8	0.20	18	0.45	28	0.70	38	0.95
9	0.22	19	0.47	29	0.72	39	0.97
10	0.25	20	0.50	30	0.75	40	1.00

To calculate Contract Staff FTE:

1. How many hours a week do you work with children/students?
2. How many hours a week do you work with children/students in my program?



Cycle 4 Submission: Child Count



- ✓ **This is a one day “snapshot” representation. Report all children with an Active IEP who were found eligible for services on or before December 1.**
- ✓ **Students with an ENTRY DATE after December 1 will not be included in the count.**
- ✓ **Temporarily placed students are not part of the actual count for they have not been found eligible for IDEA services.**
- ✓ **Withdraw all children dismissed before December 1.**
 - ✓ **If they received services on December 1, then the exit is December 2nd.**
 - ✓ **If they received services on November 30th and were no longer in district on December 1 the exit date is November 30th**



Cycle 4 Submission:

Child Count data collected from Demographics

- **Student State ID (10 numbers)**
- **Student's name**
- **Social Security Number**
- **Gender**
- **Birthdate**
- **Ethnicity/Federal Race Code**
- **ELL – (yes/no?)**
- **Building: 000**
- **Grade Level**



Cycle 4 Child Count

- ✓ Entry Date
- ✓ Assigned Grade level: CAN NOT = EE, SM, OR SS
- ✓ Disability
- ✓ Educational Placement
 - ✓ The following is required if Educational placement is one of the following: RB or CF
 - ✓ Name of Provider and Provider LEA
- ✓ Temp placement
- ✓ Alternate Portfolio/Assessment – N/A
- ✓ Special Ed Teacher
- ✓ Speech Therapist



Special Education Cycle 7:

Exits (14-21) & Referrals



Cycle 7 Submission: Referral Tracking

1. Report all students referred between July 1 and June 30 of the fiscal year.
2. All dates are sequential & chronological.
3. Timelines Are Important! Timelines include:
 - a) **60 calendar days** from Parent Consent to Evaluation Date
 - b) **30 calendar days** from Evaluation Date to Eligibility Determination Date
4. **REMEMBER 60 DAYS MEANS 60 DAYS!**



Cycle 7 Submission: Referral Tracking



Who counts as a new referral?

1. Any student referred this school year.
2. Any student referred this year **regardless** whether they were found eligible or not.
3. Students who are referred but the decision was **not to test**.



Cycle 7 Submission: Referral Tracking



Who does **NOT** count as a new referral?

1. Students up for re-evaluation are **NOT** new referrals.
2. Students referred for additional testing are **NOT** new referrals.
3. Transfer students who require additional testing are **NOT** new referrals.



Cycle 7 Submission: Referral Tracking

Fill the following areas in SMS:

- ✓ Social Security Number
- ✓ Grade
- ✓ Name
- ✓ Birthdate
- ✓ Gender
- ✓ ELL
- ✓ Race
- ✓ Building Code

Referral Module

- ✓ Resident LEA
- ✓ Private School (yes/no)
- ✓ Private School Name



Cycle 7 Submission: Referral Tracking

Referral Module

- ✓ Referral Date (required for all referrals)
- ✓ Parental Consent for Evaluation Date
- ✓ Evaluations Date
- ✓ Evaluation Reason for missing the 60 day timeline
- ✓ Eligibility Determination Date
- ✓ EDD Reason for missing the 30 day timeline
- ✓ Special Education Placement (yes/no?)
- ✓ Parent Consent to Place Date
- ✓ Coordinated Early Intervening Services (yes/no?)
- ✓ Reason Referral is complete
- ✓ Referral Complete (yes/no?)





Reasons for Exceeding Timelines A Compilation of 60 Day and 30 Day Timeline Reasons

- ✓ AT Additional testing determined by IEP Team
- ✓ IL Child or family illness/death delayed evaluations
- ✓ TR Transferred from another program during the due process
- ✓ **EV Evaluations not completed in accordance with timelines due to Referral Team (includes evaluators)**
- ✓ FM Family moved making the child unavailable
- ✓ HV Failed hearing/visual screening (i.e. waiting for glasses)
- ✓ PR Parent Refused Initial consent
- ✓ EC Family cancelled evaluations date(s) requiring it to be rescheduled
- ✓ PW Parent withdrew consent
- ✓ FC Family cancelled ED conference(s) requiring it to be rescheduled
- ✓ OT Other - please clearly specify other reason timeline was not met



If you select **OTHER** Reason for the missing the 60 day timeline and use any of the following it will count against the district:

- ✓ **Holidays**
- ✓ **Summer Vacation**
- ✓ **Waiting on report from Doctor**
- ✓ **Examiner is on maternity leave**
- ✓ **Be sure to use codes available**



Cycle 7 Submission: School

Age Exits

Students Age 14-21

(based on December 1)

*Remember 12th grade students staying beyond the age of 18 will need to be changed in eSchool to non-graded. Call our office to make that change in your Cycle 4 reporting.
In MySped*



SMS

- ✓ Student Name
- ✓ SSN
- ✓ State Unique Identifier
- ✓ Birthdate
- ✓ Building
- ✓ Gender
- ✓ Race/Ethnicity Codes
- ✓ Federal Race Code
- ✓ Grade Level
- ✓ ELL

School Age Module

- ✓ Charter School
- ✓ Primary Disability
- ✓ Educational Placement
- ✓ Exit Date
- ✓ Exit Reason
- ✓ Educational Placement
Previous Year





CHDC/ADC Cycle 4 & 7 Error Review



Cycle 4&7


Review:

Why we review Data:

- ✓ Verify submitted data
- ✓ Make updates to submitted
- ✓ Correct typos, inaccurate coding, programming glitches
- ✓ Correct data not transferring correctly
- ✓ Complete blank fields
- ✓ Correct errors or problems that keep data from being counted
- ✓ Be sure to check ALL error reports.



How to access MySped Resource



SPECIAL EDUCATION

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

Welcome, ADE - Special Education Unit, to MySped Resource!

Please select the Fiscal Year for previous year announcements.

[DDS Programs](#)

Personnel	Students
Leso	< Early Childhood - Cycle 4
	< School Age - Cycle 4
ous y	< Error Reports - Cycle 4
	< Referral Tracking - Cycle 7
	< Discipline - Cycle 7
	< School Age Exits - Cycle 7
epartr	< Early Childhood Exits - Cycle 7
al Edu	< Early Intervening Services - Cycle 7
Bldg.	< Early Childhood Outcomes - Cycle 7
pedsu	< Error Reports - Cycle 7

Cycle 7



Review:

Ways to view the data in MySped Review:

✓ **Reports**

Support	Finance	Personnel	Students
Welcome, ADE - Special Education Unit, to MySped			< Early Childhood - Cycle 4
			< School Age - Cycle 4
Please select the			< Referral Tracking - Cycle 7
Report - SA By Race			< Discipline - Cycle 7
Report - SA Parent Consent to Evaluate			< School Age - Transition - Cycle 7
MAINTENANCE	Report - SA Referral Complete Process		< School Age Exits - Cycle 7
Report - EC By Race			< Early Childhood Exits - Cycle 7
Report - EC Part C to B Transition			Early Intervening Services - Cycle 7
Report - EC Parent Consent to Evaluate			Early Childhood Outcomes - Cycle 7
Report - EC Referral Complete Process			< Error Reports - Cycle 7



Aggregate (Totals) in a PDF report format



Using MySped Resource to Review

Ways to view the data in MySped Review:

✓ Individual Student



The screenshot shows the 'Add Student' form in the MySped Review system. The form includes a pencil icon, navigation tabs for Support, Finance, and Personnel, and a 'SCREEN: Early Childhood Data' section. Below this, there are fields for 'LEA: 9900 ADE - Special Education Unit', 'MESSAG', 'Disability' (set to 'All Disabilities'), and 'EC Environment' (set to 'All Educational Environments'). A 'Generate Report' button and an 'Export to Excel' button are also visible. A red arrow points from the 'MESSAG' field to a table below. The table has columns for 'Last Name', 'First Name', and 'Middle Name'. A red arrow also points from the 'Support' tab to the table. The table contains one entry: 'Anderson Testy'. Below the table, it says 'Page 1'. At the bottom of the screenshot, there is a table with the following columns: 'Last Name', 'First Name', 'SSN', 'Date of Birth', 'Age', 'Race', 'ELL', 'Disability', 'Educational Environment', and 'Program Type'.

Last Name	First Name	Middle Name
Anderson	Testy	

Last Name	First Name	SSN	Date of Birth	Age	Race	ELL	Disability	Educational Environment	Program Type



Review:

Ways to views the data in MySped Review:

✓ Filter the Data using the drop-down Menu

A screenshot of the MySped Review software interface. At the top, there is a red pencil icon and the text 'SPECIAL EDUCATION'. Below this is a navigation bar with tabs for 'Support', 'Finance', 'Personnel', 'Students', and 'Exit'. The main content area shows 'SCREEN: Referral Tracking Students' and 'FISCAL YEAR: 2010/11'. Below this, there are two filter sections. The first section has 'Grade' set to 'All' and 'Race' set to 'All', with 'Get Data' and 'Export to Excel' buttons. The second section has 'Invalid' set to '--Select--' and a 'Get Data' button. Two red arrows point to the 'Grade' and 'Invalid' dropdown menus.

Review:

Ways to view the data in MySped Review:

✓ ERROR REPORTS

Error reports do NOT capture all possible errors!



Finance	Personnel	Students
Special Education Unit, to MySp		< Early Childhood - Cycle 4
e Fiscal Year <input type="button" value="Most Recent"/> for prev		< School Age - Cycle 4
CE OF EFFORT (MOE) - 08/29/2		< Referral Tracking - Cycle 7
s indicate that over seventy districts		< Discipline - Cycle 7
010. Many of these districts did not		< School Age - Transition - Cycle 7
t a		< School Age Exits - Cycle 7
na		< Early Childhood Exits - Cycle 7
il		Early Intervening Services - Cycle 7
GN		Early Childhood Outcomes - Cycle 7
e r		< Error Reports - Cycle 7
m		se districts that have not met the
us		to avoid loss of Title VI-B fun
Report - Early Intervention Services		Report for period 13 of FY 0
Report - Discipline		met. A negative amount indic
Report - EC Exits & Outcomes		
Report - Referral Tracking EC1		
Report - Referral Tracking EC2		
Report - Referral Tracking EC3		
Report - Referral Tracking SA1		
Report - Referral Tracking SA2		
Report - SA Exits		
Report - SA Secondary Transition		
payment made in August was the first FY 2012 reimbursement for e		



Review:

Ways to views the data in MySped Review:

✓ **ERROR REPORTS:**

- ✓ Are dynamic, and disappear as corrections are made
- ✓ Corrections must be made in MySped and in the eSchool.

Referral Tracking Error Report - School Age											
FirstName	LastName	Consent Date	Eval Date	EDD Date	60 Days Time line	30 Days Time line	Reason	Other Reason	Error n	Other Reason	Error Message
		(1)	(2)	(3)	2 - 1	3 - 2					





SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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SCREEN: Cycle7 Error Reports
 LEA: 0401 BENTONVILLE SCHOOL DISTRICT
 MESSAGE:



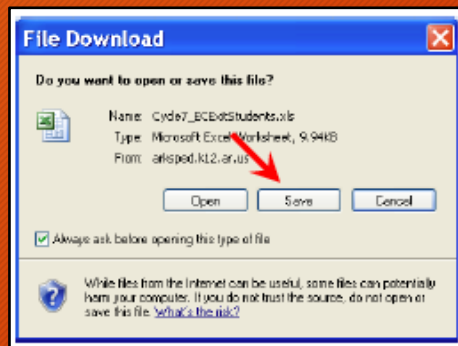
#	Report Name	Description	Errors	Status	Report
1	CEIS	Missing Service Records, Missing/Invalid Exit Codes	0	✓	
2	Discipline	Missing Suspension Days, Missing Educational Service record	0	✓	
3	EC Exits and Outcomes	Missing Conference/Assessment Dates, Missing Exit Codes and Scores	0	✓	
4	Referral EC1	Missing/Invalid reasons for exceeding 60 and/or 30 day timelines	0	✓	
5	Referral EC2	Missing/Invalid reasons for EDD>3rd Bday	0	✓	
6	Referral EC3	Referral Completion Errors, Open Referrals	0	✓	
7	Referral SA1	Missing/Invalid reasons for exceeding 60 and/or 30 day timelines	0	✓	
8	Referral SA2	Referral Completion Errors, Open Referrals	0	✓	
9	SA Exits	Missing Exit code for 12th graders	81	✗	
10	Zero Discipline	Missing records (Zero/No Discipline)	1	✗	
11	Zero Referrals	Referral Tracking SA & EC (Zero/No Referrals)	2	✗	



Review: Using the Export to Excel Function



It is ***highly recommended*** you save and keep the excel file to your as a backup.



Note: Downloads as “Excel File”...Must use Internet Explorer 9 or lower for the export to open directly!

If you use another browser, open Excel and then have Excel open the document. Save at this time and the file will be “clickable” in the future.



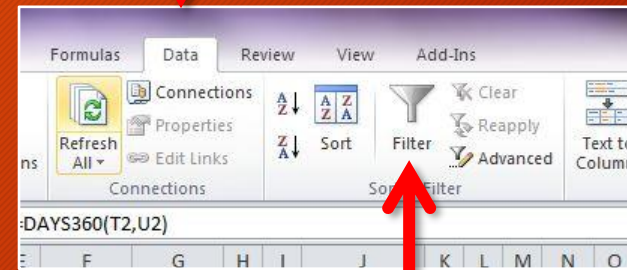
Review: Sorting the Information in Excel

1. Click on the box in the 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



Excel spreadsheet showing a table of student data. The table is titled "Referral Tracking Students" and contains columns for FY, AccountNumber, SSN, FirstName, MiddleName, LastName, Birth_Date, and Age. Row 5 is highlighted. Red arrows point to the top-left cell (A4) and row 5.

FY	AccountNumber	SSN	FirstName	MiddleName	LastName	Birth_Date	Age
2010/11	9999	111111111	John		Williams	6/1/2008	2
2010/11	9999	333333333	Coby		Williams	7/1/2005	5
2010/11	9999	332112222	Phil		Collins	7/1/2001	9
2010/11	9999	444224444	Nicholas		Cage	7/1/2005	5
2010/11	9999	555225555	Phillip		Jameson	7/1/1999	11



Review: Filter and Sorting the Information in Excel

Referral Tracking Students

LEA: 0101 DEWITT SCHOOL DISTRICT

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

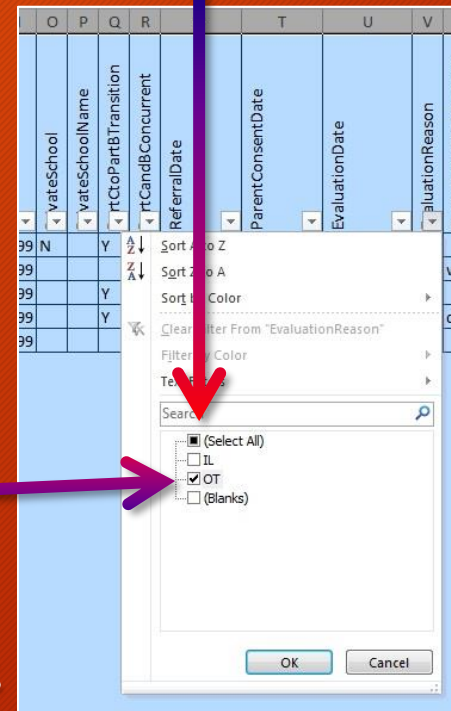
Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "LastName"
Filter by Color
Text Filters
Search
 (Select All)
 JULIAN
 KRUCHEK
 O'NEAL
 OTIS
 RELYEA
 RIDDLE
 STRICKLAND
 TERRY




Review: Sorting the Information in Excel

1. “Deselect” the Select All option.
2. Choose the field you wish to search for.
3. Identify the needed changes.
4. **BE SURE** to make the corrections in MySped Resource **and** in eSchool, if applicable.


Failure to correct the DATA in MySped Resource may result in a citation for inaccurate reporting



Review: Sorting Information in Excel



	T	U	V	W
	ParentConsentDate	EvaluationDate	EvaluationReason	EvaluationOtherReason
10	10/1/2010	11/1/2010		
10	12/1/2010	3/1/2011	OT	weather/holiday
10	12/1/2010	12/31/2010		
10	7/1/2010	10/1/2010	OT	did not exceed
11	7/1/2011	9/1/2011	IL	

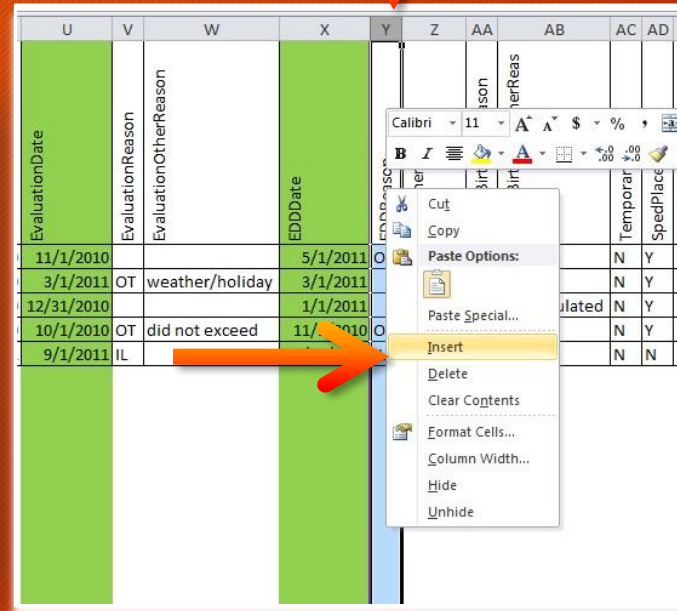


	U	V	W	X
	EvaluationDate	EvaluationReason	EvaluationOtherReason	EDDDate
	11/1/2010			5/1/2011
	3/1/2011	OT	weather/holiday	3/1/2011
	12/31/2010			1/1/2011
	10/1/2010	OT	did not exceed	11/1/2010
	9/1/2011	IL		10/15/2011



Review: Sorting the Information in Excel

1. Choose the column header.
2. Right click and choose insert.



Review: Sorting the Information in Excel

1. Click in the first box in the new column.
2. Click on the Date & Time Tab at the top under Formula heading and choose Days360 option.

The screenshot shows the Microsoft Excel interface. The 'Formulas' ribbon is active, and the 'Date & Time' tab is selected. The 'Function Library' dropdown menu is open, displaying the 'DATE' category with the 'DAYS360' function highlighted. An orange arrow points to this function. Another orange arrow points to the first cell in column V of the spreadsheet. The spreadsheet data is as follows:

	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
		MiddleName	LastName	Birth_Date	Age	Race	RaceDesc	Gender	Grade	ELL	ResidentLEA	PrivateSchool	PrivateSchoolName	PartCtoPartBTransition	PartCandBConcurrent	ReferralDate	ParentConsentDate	EvaluationDate	EvaluationReason	
1	PY																			
2	2010	John	Williams	6/1/2008	2	A	A-NNYN	M	P	N	9999	N		Y	N	7/1/2010	10/1/2010	11/1/2010		
3	2010	Robert	Williams	7/1/2005	5	A	A-NNYN	M	P	N	9999					12/1/2010	12/1/2010	3/1/2011	OT	
4	2010	Neil	Collins	7/1/2001	9	W	W-NNNN	M	P	N	9999			Y		12/1/2010	12/1/2010	12/31/2010		
5	2010	Nicholas	Cage	7/1/2005	5	W	W-NNNN	M	P	N	9999			Y		7/1/2010	7/1/2010	10/1/2010	OT	
6	2010	Phillip	Jameson	7/1/1999	11	W	W-NNNN	M	12	N	9999					6/1/2011	7/1/2011	9/1/2011	IL	



Review: Sorting the Information in Excel

3. In the dialogue box enter the column/row containing the start & end date.

Function Arguments

DAYS

End_date U6 = 42195

Start_date T6 = 42187

= 8

Returns the number of days between the two dates.

Start_date start_date and end_date are the two dates between which you want to know the number of days.

Formula result = 1/8/1900

Help on this function

OK Cancel

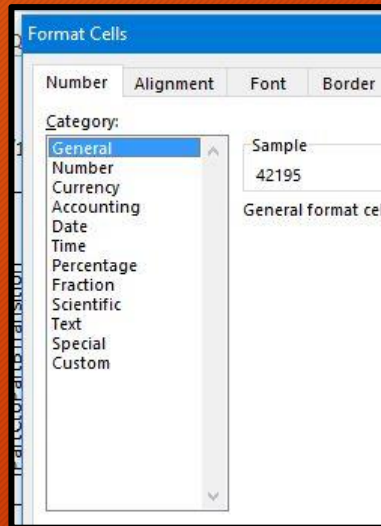
	First Name	Middle Name	Last Name	Birth_Date	Age	Race	RaceDesc	Gender	Grade	ELL	ResidentLEA	PrivateScho	PrivateScho	PartCroPart	PartCandBC	ReferralDate	Parent Consent Date	valuationDate
67	Jane		Doe	5/20/2005	10	W	W-NNNNNY	F	5	N	601	N		N	N	7/2/2015	7/2/2015	7/10/2015
34	John		Doe	5/22/2010	5	W	W-NNNNNY	M	5	N	601			N	N	9/22/2015	10/1/2015	10/20/2015
345	Junior		Doe	5/20/2010	5	W	W-NNNNNY	M	K	N	601			N	N	10/1/2015	10/10/2015	11/25/2015



Review: Sorting the Information in Excel

4. Right click in the field, and change the formatting back to “number.”
5. Click and hold the corner of the box, and drag it down to the end of the column.

ParentConsentDate	EvaluationDate	
7/2/2015	7/10/2015	1/8/1900
10/1/2015	10/20/2015	
10/10/2015	11/25/2015	

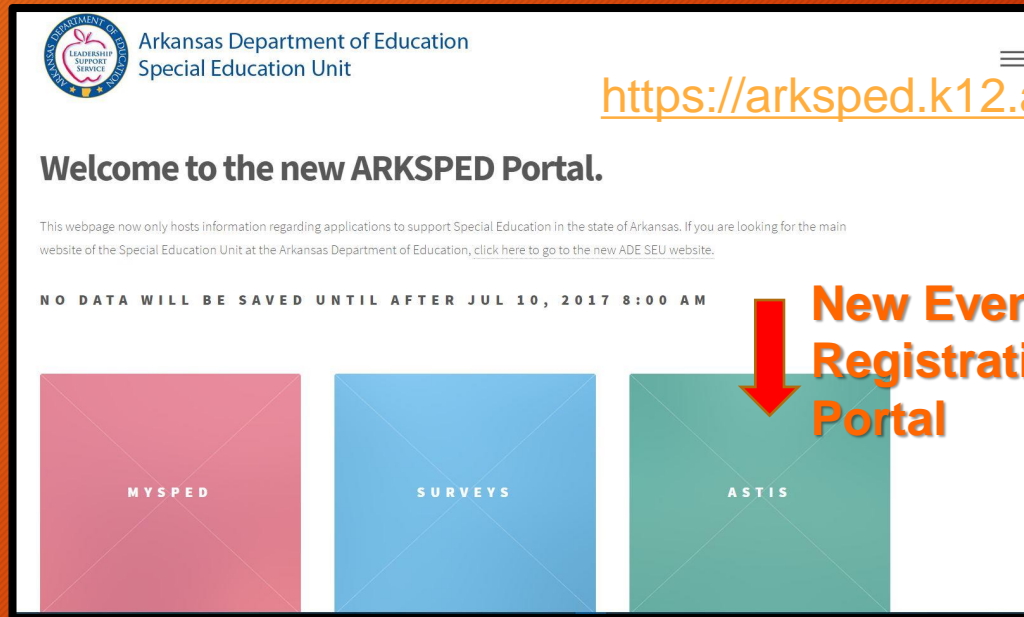


ParentConsentDate	EvaluationDate	EvaluationReason
7/2/2015	7/10/2015	8
10/1/2015	10/20/2015	19
10/10/2015	11/25/2015	46



Review:

The look of ARKSPED and the MYSPED portal has changed.



The screenshot shows the ARKSPED Portal homepage. At the top left is the Arkansas Department of Education logo with the text "Arkansas Department of Education" and "Special Education Unit". To the right is a hamburger menu icon and the URL <https://arksped.k12.ar.us>. Below the header is the heading "Welcome to the new ARKSPED Portal." followed by a paragraph: "This webpage now only hosts information regarding applications to support Special Education in the state of Arkansas. If you are looking for the main website of the Special Education Unit at the Arkansas Department of Education, click here to go to the new ADE SEU website." Below this is a warning: "NO DATA WILL BE SAVED UNTIL AFTER JUL 10, 2017 8:00 AM". At the bottom are three colored boxes: a pink box labeled "MYSPED", a blue box labeled "SURVEYS", and a green box labeled "ASTIS". A red arrow points to the "ASTIS" box, with the text "New Event Registration Portal" next to it.



Review:

There is a new portal to ASTIS, the new registration program for webinars and face to face training. Instructions are available with the “ASTIS” Link

Arkansas Department of Education
Special Education Unit
Training Information System

Welcome

Home Login/Register About ASTIS

March 2018						
M	T	W	T	F	S	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

There are no workshops on 3/30/2018

Note: Certificates are given only to users who register for workshops.
Late registrations are not accepted.


Upcoming Events

- >> [Early Childhood Data Entry Training \(4/19/2018\)](#)
- >> [DDS Data Entry Training MySped \(4/20/2018\)](#)
- >> [DDS Data Entry Training MySped \(4/20/2018\)](#)
- >> [CHDC/ACS Data Entry Training MySped \(4/23/2018\)](#)

ASTIS LINK



Common Errors and Things To Watch For Or Do

- **SIS will require correction before submission.**
- **Non-returning students for this fiscal year need to have a withdrawal date of the last day of last school term.**
- **Please Check Common errors: Birthdates & SSN, the reason referrals are complete and open referrals need to be closed.**
- **Referral Tracking: If there is Parent Consent to test, EDD Date needs to be entered, even if the student is not placed.**
- **Exit Codes in eSchool: (CEIS, EC, SA) All exit codes are present in the withdrawal drop-down menu. Be sure to use those with SA and or CEIS in the parenthesis.**
- **Please join the eSchool TAC-HAC & SIS Listserv  www.apscn.org under the APSCN header, and join the Data & Research listserv for updated information. <https://lists.ualr.edu/scripts/wa?SUBED1=idea&A=1>**



Family Surveys

- ✓ All surveys are due by June 30.
- ✓ Surveys can be submitted electronically...online data entry or scan forms - by the parent or you if you wish to save the postage and enter the information online.
Step 1. Open link: [Family Survey Link](#)
Step 2. Login with your user credentials
- ✓ On requesting surveys please include:
 - LEA Number
 - Name of person requesting
 - Mailing address w/ School District's Name
 - Phone number
 - Number of surveys needed
 - Indicate "school age" forms are being requested.
- ✓ If you photo copy a survey your office **MUST** key the survey into the online system
NOTE: ANY photo copies (B&W or Color) sent to IDEA Data & Research office will be returned to the district.
- ✓ - LEA Number
- Resident LEA Number
- Be sure to "bubble in":
 - Building Code
 - Race/Ethnicity Code(s)
 - Student's Primary Disability Code for each survey

For additional help see February Newsletter!

Contact Nancy Rea at nerea@ualr.edu or 501-683-7219
for surveys.



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