Special Education
Data Reporting Requirements

Early Childhood
Cycle 4

Cycles 2-4- 7

Data Reporting Requirements

Need more Detailed Information?

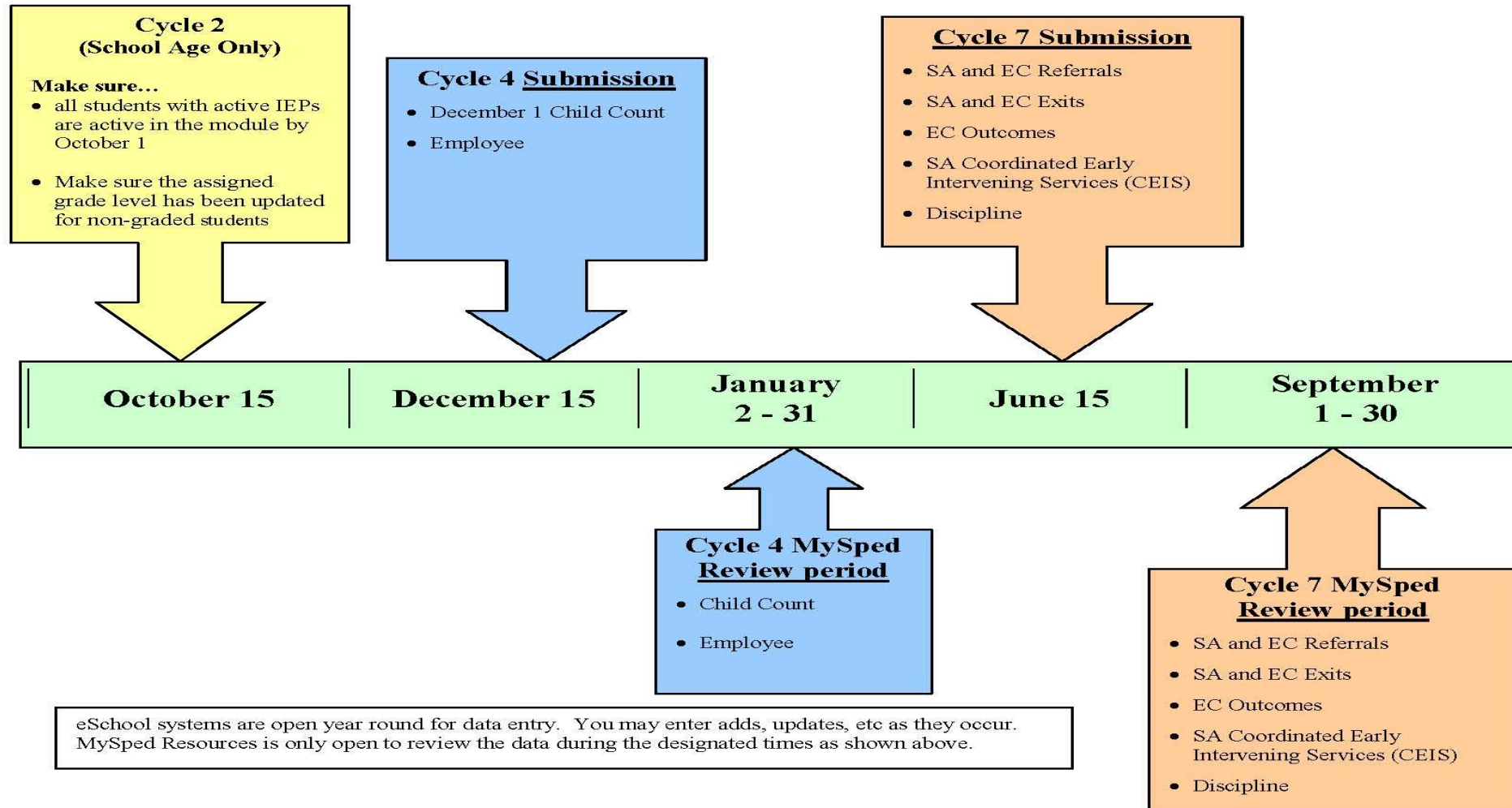## **All User Guides & Data Dictionaries are available on the Special Education Data & Research Website:**
Arksped website

or

Mysped:
MySped website

Special Education Data Reporting Requirements Timeline
School Age and Early Childhood

Cycle 2
(School Age Only)

Make sure…
- all students with active IEPs are active in the module by October 1
- Make sure the assigned grade level has been updated for non-graded students

Cycle 4 Submission
- December 1 Child Count
- Employee

Cycle 7 Submission
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

October 15	December 15	January 2 - 31	June 15	September 1 - 30

Cycle 4 MySped Review period
- Child Count
- Employee

Cycle 7 MySped Review period
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

eSchool systems are open year round for data entry. You may enter adds, updates, etc as they occur. MySped Resources is only open to review the data during the designated times as shown above.

Cycle 4: Special Education Employees
&
Child Count

Teacher Folder counts and Speech Pathologist Caseload

✓ **Must have teacher in Staff Information and Sped Employee before they can enter information on EC Screen**

✓ **If child receives speech services only and the speech therapist holds the folder for due process, then Speech Therapist ID needs to be in both locations (teacher and therapist) Contract staff CAN hold folders.**

Cycle 4 Employee Module Submission: Data Collected

- ✓ Full Legal Name: first, middle, last

- ✓ Social Security Number

- ✓ Title Code : Each title code must be reported

- ✓ Grade Level: PS

- ✓ Building Code: 88000 or valid district building code

- ✓ 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

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 Module <u>Submission:</u>

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?

Special Education LEA Supervisors *part 1

To qualify for the LEA Supervisor Reimbursement, you MUST have one of the following endorsement codes in the endorsement/licensure field of the special education employee module record in eSchool. In listing all special education endorsement codes, in the sped employee module, they should be separated by periods.

The allowable endorsement codes for reimbursement are:

190, 282, 318, 319, 320, 341

NOTE: Failure to report accurate endorsement/licensure information will lead to the LEA not receiving the reimbursement even if the Supervisor has the appropriate licensure.

Special Education LEA Supervisors *part 2

ALL districts are required to report who serves as their LEA Supervisor and the FTE in which they serve the district. An LEA Supervisor who has the appropriate licensure endorsement is to be coded as **01 Title/supervisor** code if the administrator endorsement is held with a certification status of **E- Non-teacher certified.**

An LEA Supervisor who does not have the required endorsement code should be coded as **01 Title/supervisor** code if the administrator endorsement is held with a certification status of **F- Non-teacher NOT certified.**

Teacher Folder counts and Speech Pathologist Caseload

- ✓ EC and SA Modules MUST enter Teacher ID
- ✓ Enter the folder holder in the Teacher Field
- ✓ Teacher/Speech Therapist must be in Staff Information and District Define Tab completed before they can enter on SA or EC Screen
- ✓ If student is speech only, enter Speech Therapist is both Teacher and Therapist fields, and their ID needs to be in both locations

▲ Early Childhood General Information Fields

Entry/Withdrawal*	A - A	Transfer	☑
Resident LEA*	1701000 - ALMA	County	01 - Arkansas
Temporary Student	☐	ELL	☐
Primary Disability*	AU - Autism	Educational Environment*	...least 10 hrs/wk in regular preschool and receives majority of ... one other location
Referral Date		Referral Conference Date	
Person Referring		Evaluation Date	
Placement Date		Annual Review Date	
Agency Name		Agency City	
Teacher ID	T1645SG - Gorman, Steve	Speech ID	SP1436 - Garrison, Nick
Paraprofessional ID		Other ID	
Program Type	A - ABC	New Student School Year	2018
Transition Conference Date		Transition Code	
Conference LEA			
Entry Assessment Date	05/06/2016	Entry Soc Emtnl Func Score	2 - Child rarely functions at age appropriate level, and skills and behaviors are described as between emerging and not yet.
Entry Kldg/Skills Func Score	3 - Although child does exhibit functional skills, functioning is not yet age appropriate and could be described as emerging.	Entry Self Help Func Score	3 - Although child does exhibit functional skills, functioning is not yet age appropriate and could be described as emerging.
Assessment 1 Date			
Assess1 Soc Emtnl Func Score		Assess1 Soc Emtnl Func Imprv	
Assess1 Kldg/Skills Func Score		Assess1 Kldg/Skills Func Imprv	
Assess1 Self Help Func Score		Assess1 Self Help Func Imprv	
Assessment 2 Date			
Assess2 Soc Emtnl Func Score		Assess2 Soc Emtnl Func Imprv	
Assess2 Kldg/Skills Func Score		Assess2 Kldg/Skills Func Imprv	
Assess2 Self Help Func Score		Assess2 Self Help Func Imprv	

Assessment 1 Date			
Assess1 Soc Emtnl Func Score		Assess1 Soc Emtnl Func Imprv	
Assess1 Kldg/Skills Func Score		Assess1 Kldg/Skills Func Imprv	
Assess1 Self Help Func Score		Assess1 Self Help Func Imprv	
Assessment 2 Date			
Assess2 Soc Emtnl Func Score		Assess2 Soc Emtnl Func Imprv	
Assess2 Kldg/Skills Func Score		Assess2 Kldg/Skills Func Imprv	
Assess2 Self Help Func Score		Assess2 Self Help Func Imprv	
Exit Assessment Date			
Exit Soc Emtnl Func Score		Exit Soc Emtnl Func Imprv	
Exit Kldg/Skills Func Score		Exit Kldg/Skills Func Imprv	
Exit Self Help Func Score		Exit Self Help Func Imprv	

Cycle 4 <u>Submission</u>
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 was no longer in district on December 1 the exit date is November 30th.**

Cycle 4 Child Count
Educational Placement Codes:

A1- Regular EC program 10+ hours a week w/majority of sped services in EC program.

A2- Regular EC program 10+ hours a week w/majority of sped services in other location.

B1- Regular EC program <10 hours a week w/majority of sped services in EC program.

B2- Regular EC program <10 hours a week w/majority of sped services in other location.

RS- Residential

SP -Separate Class

SS- Separate School

HM- Home

IO- Itinerant Service Outside Home

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

✓ **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.

✓ **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.

✓ **Be sure to "bubble in":**
- LEA Number
- Resident LEA Number
- Building Code
- Race/Ethnicity Code(s)
- Student's Primary Disability Code for each survey

Contact 501-682-4221 for ALL survey requests.

Common Errors

- SIS will require correction before submission.

- COOP's be sure to make exiting students & students who do not place inactive in demographics.

- 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 EC in the parenthesis.

- Do not make IEP changes in placement for next year until AFTER cycle 7 is SUBMITTED. After Rollover has occurred, be sure the SPED utilities that updates the Education Placement Last Year field has been run.

- 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

For questions, contact:

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IDEA Data & Research Office

501-682-4221