

Special Education Data Reporting Requirements for School Age Students

Cycle 4 (Child Count)



Need more Detailed Information?

- User Guides/Data Dictionaries available:

Click book for link:



- MySped Support Tab:

ARKSPED

- Contact IDEA office @ 501-916-3219



Cycle 4: Special Education Employees & Child Count



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



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.



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**.



Cycle 4 Employee Module 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?**

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 in both Teacher and Therapist fields, and their ID needs to be in both locations



School Age Student Fields

Entry/Withdrawal*	Not Assigned	ELL	<input type="checkbox"/>
Assigned Grade	06 - Sixth Grade	Medicaid Number	<input type="text"/>
Medicaid Eligible	<input type="checkbox"/>	Transfer	<input type="checkbox"/>
Alternate Portfolio*	N/A - Not Applicable or Null (default)	Person Referring	<input type="text"/>
Secondary Trans Date	<input type="text"/>	Primary Disability*	<input type="text"/>
Referral Date	<input type="text"/>	Resident LEA	<input type="text"/>
Last Evaluation Date	<input type="text"/>	Provider LEA	<input type="text"/>
Eligibility Determining Date	<input type="text"/>	Date Speech Entered	<input type="text"/>
Annual Review Date	<input type="text"/>	Edu Placement Last Year*	<input type="text"/>
Temporary Student	<input type="checkbox"/>	Time Served Amount	<input type="text"/>
Educational Placement*	<input type="text"/>	Early Childhood Program	<input type="checkbox"/>
Name of Provider	<input type="text"/>	School Choice Improvement	<input type="checkbox"/>
Speech	<input type="checkbox"/>	Special Ed Teacher	<input type="text"/>
Date Speech Terminated	<input type="text"/>		
Time Served Unit	PD		
Extended School YR	<input type="checkbox"/>		
Charter School	<input type="checkbox"/>		
School Choice	<input type="checkbox"/>		
School Choice LEA	<input type="text"/>		
Therapist (Speech/Other)	<input type="text"/>		



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.
 - ✓ Use Exit Code with SA in the Parenthesis.
 - ✓ 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

- Student's full legal name
- Social Security Number
- Gender
- Birthdate
- Ethnicity Code(s)
- Race Code(s)
- Resident LEA
- Entry Date
- Primary Disability
- Educational Environment
- ELL
- Program Type
- Temporary Placements
- SPED Teacher & ID Number
- Speech Therapist & ID Number



Cycle 4 Submission: Child Count data collected from SA Student Screen

- ✓ Entry Date (SA Student Screen entry/withdrawal screen)
 - ✓ **Will NOT pull if not made active**
- ✓ Assigned Grade level: CAN NOT = EE, SM, OR SS
- ✓ Disability
- ✓ Educational Placement
 - ✓ The following is required if Educational placement is PP
 - ✓ **Name of Provider and Resident LEA**
 - ✓ The following is required if Educational placement is one of the following: DI, DB, RI, RB, HH, CF
 - ✓ **Name of Provider and Provider LEA**
- ✓ Temp placement
- ✓ Alternate Portfolio/Assessment (**see next slide**)
- ✓ Charter School (Y/N)
- ✓ School Choice
 - ✓ **General or Improvement**
 - ✓ **School Choice Resident LEA**
- ✓ Special Ed Teacher
- ✓ Speech Therapist



Alternate Assessment Field in eSchool

With the change to **DLM** as the Alternate Assessment for 2018-19, there are only two allowable codes.

According to the SIS Handbook:

- Indicate if a student's IEP requires them to take an alternate assessment for the statewide assessment.
- **This applies to grades 3-10 for literacy, mathematics, & science; and literacy**
- All other students should be marked N/A.
 - **N/A** = Not Applicable
 - **ALMS** = Alt_Literacy, Math & Science (Grades 3 thru 10)
 - **AELP** = Alt English Language Proficiency (ONLY Grades K thru 2 or Grades 11 thru 12)
 - **BOTH** = BOTH Alt English Language Proficiency AND Alt Literacy, Math & Science (Grades 3 thru 10)

REMEMBER THAT YOU ARE INDICATING THE STUDENT'S ASSESSMENT FOR THE CURRENT FISCAL YEAR.

ALL ALTERNATE ASSESSMENT FIELDS ARE RESET TO "N/A" AT ROLLOVER



Cycle 4 Submission: Child Count

Educational Placement Codes

- **DB Publicly Funded Facility
- **DI Private Day School
- **HH Hospital/Homebound
- **RB Public Residential
- RG Regular Class with Special Education**
(80% or more of the school day in the regular classroom)
- **RI Private Residential
- 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)
- **CF Correctional Facility
- *PP Parentally Placed in Private Schools/Home Schooled

****Enter Provider LEA & Name of Provider**

***Enter Resident LEA & Name of Provider**



Use of Non-Graded Codes

Reasons to use non-graded grade level codes:

- Seniors who are staying until they are 21
- A self-contained student's grade level is not part of the building where the student's classroom is located.
- A fifth grade student is in a self-contained classroom which is located at the K-4 elementary building. Since the building is K-4 grade 5 cannot be entered in to SMS. The grade level is entered as SM in the SMS and the assigned grade (A-Grade) level being 05 in the SA Module



Cycle 4 MySped Review includes:

- Personnel
- Child Count for December 1 Reporting



Cycle 7 Review:

The look of ARKSPED and the MYSPEd portal has changed.



Arkansas Department of Education
Special Education Unit

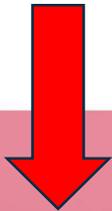
<https://arksped.k12.ar.us/index.html>



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





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 _____



Reasons for Making Changes In Data

- To update since submission cycle
 - To correct typos
 - To correct inaccurate coding & empty fields that are required for Federal Reporting
 - To correct program glitches & data that didn't transfer correctly
- 

Tips for Navigating MySped Resource Review

- Data Entry format is mm/dd/yyyy.
- Press SAVE before Exiting Each Student Record.
- Look for message in red at top of screen: (Success! Data has been saved) to verify data has been saved.
- If the data did not save, the message will state the related problem.

Cycle 4 Review: 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>	<u>First</u>	<u>Middle</u>	<u>SSN</u>	<u>Title/Service</u> <u>Prov Code</u>	<u>Grade</u> <u>Level</u>	
		Dana	Bobita	584125962	03	ALL	
			P	123456789	03	PS	
		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

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



Cycle 4 Review: 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 1.0

Cycle 4 Review:

Ways to views the data in MySped Review:

✓ **ERROR REPORTS!**



SPECIAL EDUCATION

Support

Finance

Personnel

Students

Exit

Welcome, ADE - Special Education Unit, to MySped Reso

Please select the Fis

- Report - Early Childhood Demographics
- Report - Early Childhood Duplicate SSN
- Report - School Age Demographics
- Report - School Age Duplicate SSN
- Report - School Age non Graded Verification
- Report - School List Error Report

- < Early Childhood - Cycle 4
- < School Age - Cycle 4
- < **Error Reports - Cycle 4**
- < Early Childhood Exits - Cycle 7
- < Early Childhood Outcomes - Cycle 7
- < Early Intervening Services - Cycle 7
- < Discipline - Cycle 7
- < Referral Tracking - Cycle 7
- < School Age Exits - Cycle 7
- < Error Reports - Cycle 7

[DDS Programs](#)

2:00 pm - 3:00 pm and
the changes involved in

Catastrophic Occur

The catastrophic train
then repeated **November 20, 2013, from 11:00 am - 12:00 pm**
catastrophic occurrences claiming.

The webinar link is: <http://ardoe.adobeconnect.com/catfund/> or for participants to connect for the conference call, the phone number is (712) 432-0080. The conference participant code is **934314#** (Use *6 to mute phone).

For additional information, please email JoAnn Logan at Joann.Logan@arkansas.gov or contact her by phone at 501-682-4223.

[Catastrophic Occurrences Reimbursement Funding Webinar](#) - 10/28/2013

Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Reports



SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
SCREENING	Entry - Early Childhood Data	< Early Childhood - Cycle 4	SCAL YEAR: 2013/14	
LEA: 9	Report - Disability X Age	< School Age - Cycle 4		
MESSAGING	Report - Disability X Race/Ethnicity	< Error Reports - Cycle 4		
Grade	Report - Educational Environment X Age	< Early Childhood Exits - Cycle 7		
Disability	Report - Educational Environment X Race/Ethnicity	< Early Childhood Outcomes - Cycle 7		
Ed Envi	Report - Educational Environment X Disability - Part 1	< Early Intervening Services - Cycle 7		
	Report - Educational Environment X Disability - Part 2	< Discipline - Cycle 7		
	Report - Educational Environment X ELL	< Referral Tracking - Cycle 7		
Get Data	Report - Educational Environment X Gender	< School Age Exits - Cycle 7		
		< Error Reports - Cycle 7		

[Add Student](#)

Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Drop-down Menus

✓ Use the “Get Data” button to sort the data.

SCREEN: **Early Childhood Data**
LEA: **9999 ADE - Special Education Unit**
MESSAGE:

txtHidden

Disability: **All Disabilities** ▼

EC Environment: **All Disabilities** ▼

Get Data Expo

[Add Student](#)

	<u>Last Name</u>	<u>Age</u>	<u>Race</u>	<u>ELL</u>
	X Gilmour	03	H-YNNNNN	No

Page 1

Intellectual Disability
Hearing Impairments
Speech/Language Impairments
Visual Impairments
Emotional Disturbance
Orthopedic Impairments
Other Health Impairments
Specific Learning Disabilities
Deaf-Blindness
Multiple Disabilities
Autism
Traumatic Brain Injury
Developmental Delay

Cycle 4 Review:

Ways to views the data in MySped Review:

- ✓ Blue Hyper Links
- ✓ Individual records

The screenshot displays the 'School Age Data' screen in MySped Review. At the top, there are navigation tabs for 'Support', 'Finance', and 'Personnel'. Below these, the screen title is 'SCREEN: School Age Data' with 'LEA: 9999 ADE - Special Education Unit'. A 'MESSAGE:' section is present. There are filters for 'Grade' (set to 'All'), 'Disability' (set to 'All'), and 'Ed Environment' (set to 'All'). A 'Get' button is visible. A red arrow points to the 'Add Student' link. Another red arrow points to the 'Export to Excel' button. A third red arrow points to the 'Add Student' link in the modal window. The modal window, titled 'Add Student', shows a table with columns for 'Last Name' and 'First Name'. A red arrow points to the 'Add Student' link in the modal. Below the modal, a table shows student records. The first record is for 'Walter White' with SSN 111222333, Date of Birth 01/02/2000, and Age 13. The table is on 'Page 1'.

	First Name	Last Name	SSN	Date of Birth	Age				
	Walter	White	111222333	01/02/2000	13	02	A-NNYNNN	HI	RR

Page 1

Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Error Reports

Error reports do NOT capture all possible errors!

Personnel	Students
<	Early Childhood - Cycle 4
<	School Age - Cycle 4
	Error Reports - Cycle 4
<	Early Childhood Exits - Cycle 7
<	Early Childhood Outcomes - Cycle 7
<	Early Intervening Services - Cycle 7
<	Discipline - Cycle 7
	Referral Tracking - Cycle 7
	School Age Exits - Cycle 7
	Error Reports - Cycle 7

Personnel	St
Special Ed. Employees >	
Paraprofessional >	
Error Reports - Cycle 4 >	



Cycle 4 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.**

Early Childhood Cycle 4 Error Report - Demographics

LEA: -

SSN	FirstName	LastName	DOB	Age	Race	M/F	Res. LEA	Dis. Cd	Temp	Entry Date	LRE	ErrorMessage

Report ran on 11/24/2014 at 12:26:59PM



SPECIAL EDUCATION

Support	Monitoring	Finance	Personnel	Students	Exit
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SCREEN: Cycle4 Error Reports

FISCAL YEAR: 2015/16

LEA:

MESSAGE:

#	Report Name	Description	Errors	Status	Report
1	Alt Assessment Report	Alternate Assessments List	0		
2	EC Demographics	Early Childhood Demographics	0		
3	EC Duplicate SSN	Early ChildHood Duplicate SSN	0		
4	SA Demographics	School Age Demographics	0		
5	SA Duplicate SSN	School Age Duplicate SSN	0		
6	SA non Graded Verification	School Age non Graded Verification	0		
7	SA Zero Teachers	Zero Teachers	0		
8	School List Error Report	School List Error Report	0		



Cycle 4 Review:

Using the Export to Excel Function

Reports can be downloaded for review in Excel but cannot be modified there.

SAVE A COPY FOR YOUR RECORDS

******* All error corrections and changes must be made in 2 MySped Resource AND in eSchool.*****

Support Finance Personnel Students Exit

SCREEN: Referral Tracking Students FISCAL YEAR: 2009/10
LEA: 9999 ADE - Special Education Unit
MESSAGE:

Grade All
Race All
Invalid --Select--
Get Data Export to Excel Get Data

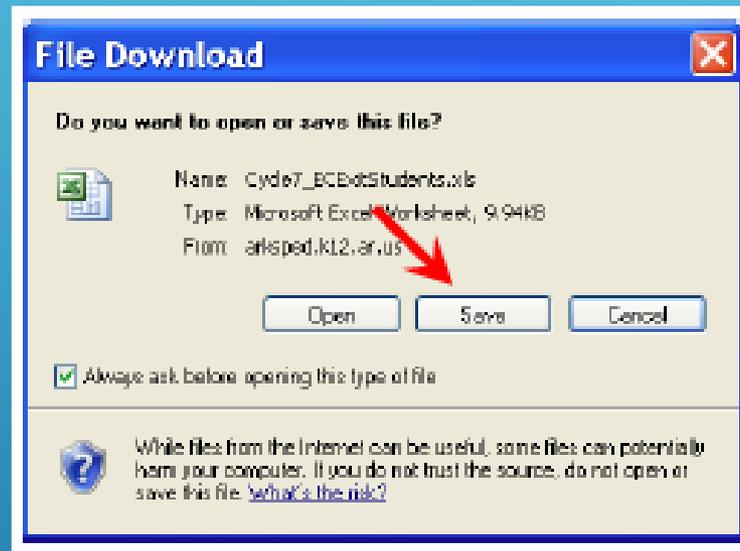
[Add Student](#)

	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"/>	Anderson	Testy		100000009	09/15/1990	F	19	11	W		IL		SP

Page 1



Cycle 4 Review: Using the Export to Excel Function



Note:

- Choose the option to save rather than open the document.
- You will need to rename the file as it simply downloads as an “Excel Report.”

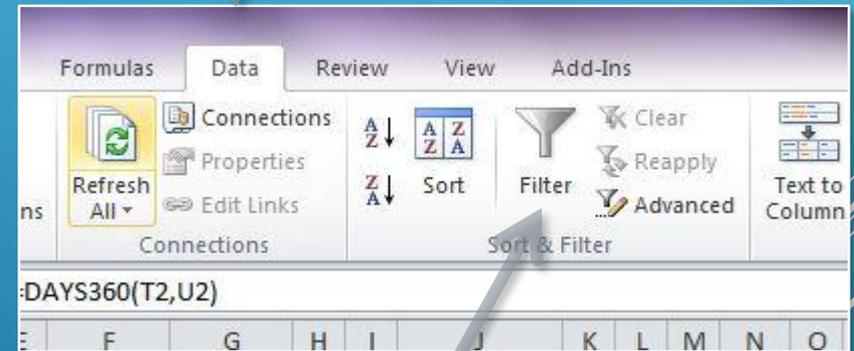


Cycle 4 Review: Sorting the Information in Excel



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

	A	B	C	D	E	F	G	H
1	Referral Tracking Students							
2								
3	LEA: 9999 ADE - Special Education Unit							
4								
5	FY	AccountNumber	SSN	FirstName	MiddleName	LastName	Birth_Date	Age
6	2010/11	9999	111111111	John		Williams	6/1/2008	2
7	2010/11	9999	333333333	Coby		Williams	7/1/2005	5
8	2010/11	9999	332112222	Phil		Collins	7/1/2001	9
9	2010/11	9999	444224444	Nicholas		Cage	7/1/2005	5
10	2010/11	9999	555225555	Phillip		Jameson	7/1/1999	11
11								



Cycle 4 Review: Filter and Sorting the Information in Excel

Referral Tracking Students

LEA: 0101 DEWITT SCHOOL DISTRICT

FY	CountNumber	SSN	FirstName	MiddleName	LastName	Birth_Date	Age	Race	RaceDesc
2011/12	101	XXXXXXXXXX	jjj			7/20/2004	7	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			10/4/2005	5	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			6/20/1997	14	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			10/21/2002	8	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			10/10/2000	11	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			12/21/1995	16	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			2/18/2006	5	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			12/20/1996	15	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			8/23/2001	10	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			6/14/1995	16	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			11/8/2004	6	W	W-NNNNNY
2011/12	101	XXXXXXXXXX	jjj			5/12/2005	6	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
- III
- O'NEAL
- OTIS
- RELYEA
- RIDDLE
- STRICKLAND
- TERRY

OK Cancel

Cycle 4 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.

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

A screenshot of an Excel spreadsheet showing a filter dropdown menu for the 'EvaluationReason' column. The spreadsheet has columns labeled O through V. The 'EvaluationReason' column is highlighted in blue. The filter menu is open, showing options for sorting (A to Z, Z to A) and filtering. The 'Filter by Color' section is expanded, showing a search box and a list of checkboxes: (Select All), IL, OT, and (Blanks). A blue arrow points from the top of the menu to the search box, and another blue arrow points from the search box to the 'OT' checkbox. The 'OK' and 'Cancel' buttons are at the bottom of the menu.

	O	P	Q	R	S	T	U	V		
		vateSchool	vateSchoolName	rtCtoPartBTransition	rtCandBConcurrent	ReferralDate	ParentConsentDate	EvaluationDate	EvaluationReason	EvaluationOtherReason
99	N		Y							
99										
99			Y							
99			Y							
99										



eSchool User Guides

eSchool User Guides are available in the 'Support' section of MySped Resource 



Support	Finance	Personnel
IEP 2005	ion Unit, to MySped Resource!	
Extended School Year	>	
Sample Time Certification Form	>	t Recent ▾ for previous year and
Budget Scribble Sheet		
Data and Research	>	eSchool User Guides
ADE SEU FileShare		



NEWSLETTER

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Cycle 4 Review:

The look of ARKSPED and the MYSPEd portal has changed.



Arkansas Department of Education
Special Education Unit



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

**New Event
Registration
Portal**



MYSPEd

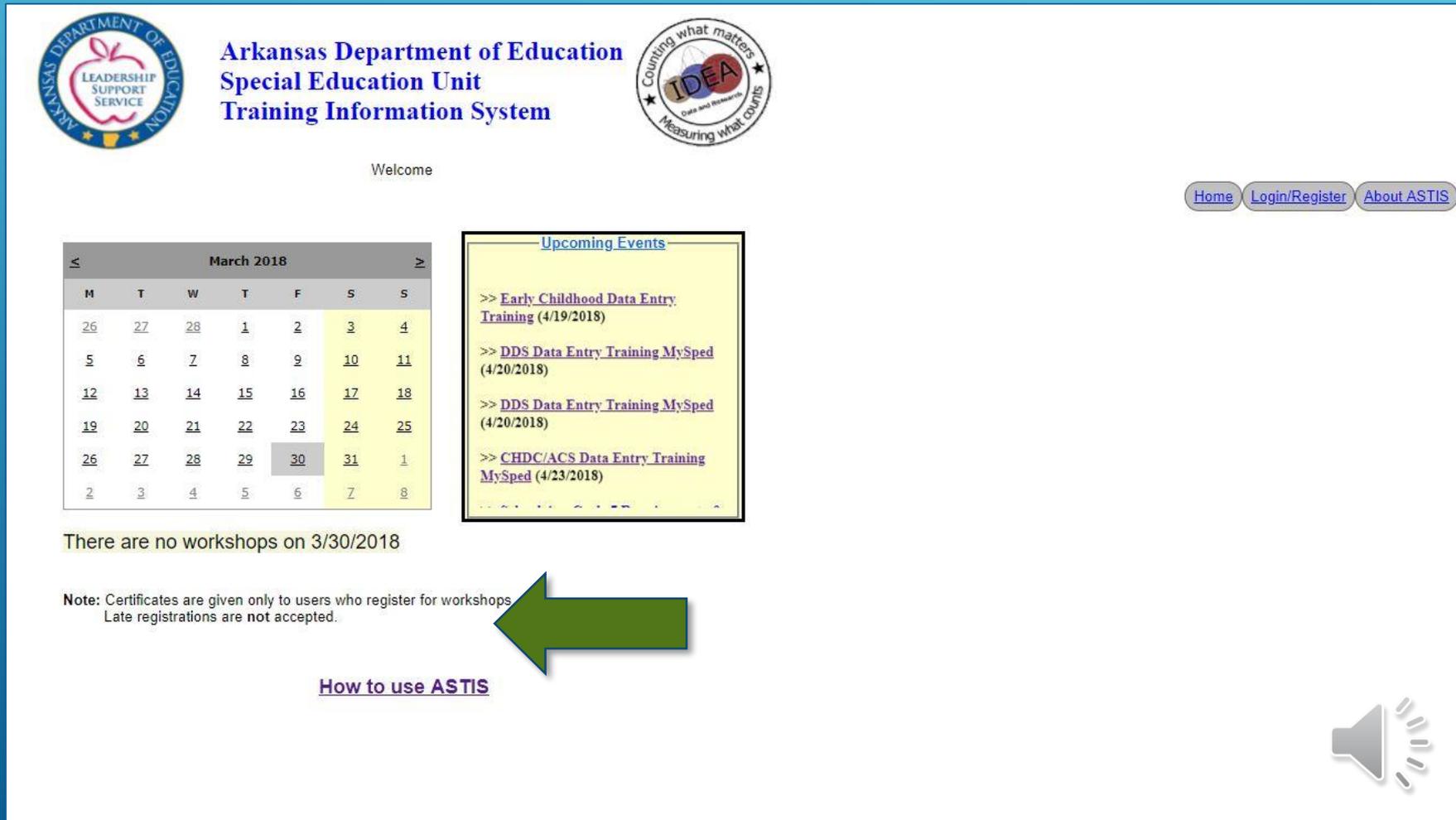
SURVEYS

ASTIS



Cycle 4 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.



The screenshot shows the homepage of the Arkansas Department of Education Special Education Unit Training Information System. It features the department's logo, the IDEA logo, and navigation links for Home, Login/Register, and About ASTIS. A calendar for March 2018 is displayed, with the 30th highlighted. Below the calendar, a message states: "There are no workshops on 3/30/2018". A note indicates that certificates are only given to users who register for workshops and that late registrations are not accepted. A green arrow points to a link labeled "How to use ASTIS". An "Upcoming Events" box lists three training sessions: Early Childhood Data Entry Training (4/19/2018), DDS Data Entry Training MySped (4/20/2018), and CHDC/ACS Data Entry Training MySped (4/23/2018). A speaker icon is located in the bottom right corner.

Arkansas Department of Education
LEADERSHIP SUPPORT SERVICE

Arkansas Department of Education
Special Education Unit
Training Information System

Counting what matters
IDEA
Data and Research
Measuring what counts

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.

[How to use ASTIS](#)

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 \(4/23/2018\)](#)

Common Errors and Things To Watch For Or Do

- SIS will require correction before submission.
- **Duplicate SSN's: match against SSN Card.**
- 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, demographic information, educational placement, & entry/withdrawal information.**
- If you do not have an SLP, OT & PT on staff, you must show one is available to utilize if needed at any time.
- **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.**
- Make sure that certification status for all employees is up-to-date at all times. Make sure aide codes are used correctly.
- **Please join the eSchool TAC-HAC & SIS Listserv @ www.apscn.org under the APSCN header.**



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

For additional help see February Newsletter!

Contact Nancy Rea at nerea@ualr.edu or 501-916-3219 for surveys.



For questions, contact:

Khala Quarles, Training Coordinator
kpquarles@ualr.edu

Albert Kyei-Mensah, Data Analyst
akyeimensah@ualr.edu

Dr. Jody Fields, Director, IDEA Data &
Research
jafiels@ualr.edu,

Or call the IDEA Data & Research Office
at 1-501-916-3219.

