



**SPECIAL
EDUCATION**



**DATA REPORTING
REQUIREMENTS**



**SCHOOL AGE
STUDENTS**



CYCLE 7





Cycle 7 Reporting Areas:

- Referral Tracking
- School Age Exits (14-21)
- Coordinated Early Intervention Services (CEIS)
- Discipline (SMS)





Referral Tracking: Cycle 7 Submission

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



REMEMBER 60 DAYS MEANS 60 DAYS!



Referral Tracking: Cycle 7 Submission

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.





Referral Tracking: Cycle 7 Submission

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.





Referral Tracking: Cycle 7 Submission

Student Management System (SMS) e-School

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





Cycle 7 Submission: Referral Tracking Module

- ✓ Resident LEA
- ✓ Private School (yes/no)
- ✓ Private School Name
- ✓ 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?)
- ✓ Coordinated Early Intervening Services (yes/no?)
- ✓ Parent Consent to Place Date
- ✓ 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 (OT)** reason for 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**

NOTE: Be sure to use available codes



Cycle 7 Submission: School Age Exits

Students Age 14-21
(based on December 1 count)

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



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



Cycle 7 Submission: Coordinated Early Intervening Services Data Collected



SMS

- ✓ Name
- ✓ Grade
- ✓ Social Security Number
- ✓ Birthdate
- ✓ Gender
- ✓ Race
- ✓ ELL (yes/no)

CEIS Module

- ✓ Resident LEA
- ✓ Start Date
- ✓ End Date
- ✓ Entry Reason
- ✓ Withdrawal Reason
- ✓ Services
- ✓ Service Begin and End Dates



Cycle 7 Submission: Coordinated Early Intervening Services Data Collected:



- There is **NO** cross check between the Entry/Withdrawal screen and the Service Type screen in e-School .
- Please verify you have exited each service prior to exiting the student from the entry/withdrawal screen in the CEIS module.
- A validation report is available.



Cycle 7 Submission: Discipline

- ✓ Comes from SMS
- ✓ Same Discipline data as all students
- ✓ Student had to be receiving special education services at the time of the incident

- ✓ Verify coding for
 - ✓ In-school-suspension codes and number of days
 - ✓ Out-of-school suspension codes and number of days
 - ✓ Expulsion Codes
 - ✓ ALE – must be placed, not referred

- ✓ Being expelled from a building and expelled from the district are different.



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Special Education

Cycle 7 Review:

School Age Student





Cycle 7 Review:

- ✓ Referral Tracking, Exits , CEIS, & Discipline
- ✓ This data is used for required federal reporting
- ✓ MySped Resource will be open September 1 – 30 (see link below).
<https://arksped.k12.ar.us/index.html>
- ✓ Use School Age MySped Review Procedures Manual

Link → [MySped Review Procedures Manual](#)



Cycle 7 Review:

Why we review Cycle 7 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.



Referral Tracking:

- ✓ Were all referrals submitted?
- ✓ **Is the data correct?**
 - ✓ **Birthdate...ssn...gender...race**
- ✓ Are the dates accurate?
 - ✓ Referral date
 - ✓ Consent to test date
 - ✓ Evaluation date
 - ✓ Eligibility determination date
 - ✓ Parent consent to serve date
- ✓ **Are the reasons for missing the 60 and/or 30 day timeline correct?**
- ✓ **Did you provide an Other Reason if Other was selected?**
(other reasons will be static reports for your review)
- ✓ **Are all referrals complete?**
- ✓ Were the error reports reviewed?
- ✓ **If you had ZERO referrals for the school year you must notify Dr. Jody Fields via email at jafiels@ualr.edu**



NOTE: We cannot identify all errors. Error reports only identify elements which may effect federal reporting

School Age Exits (14-21)

- ✓ Is the data correct?
- ✓ **Were all students who graduated submitted?**
- ✓ Are all 12th graders accounted for that should be?
- ✓ **Is the exit reason correct?**
- ✓ Did you verify your dropouts?
- ✓ **Did you review the exit error reports?**

NOTE: We cannot identify all errors; the error reports only identify those items which may effect federal reporting



Coordinated Early Intervening Services

- ✓ Did you budget for CEIS
 - ✓ FOPAL Numbers
- ✓ **Is the data correct?**
- ✓ Do all records have services?
- ✓ **Are all services exited if the Program is exited?**

NOTE: We cannot identify all errors; the error reports only identify those items which may effect federal reporting



Discipline

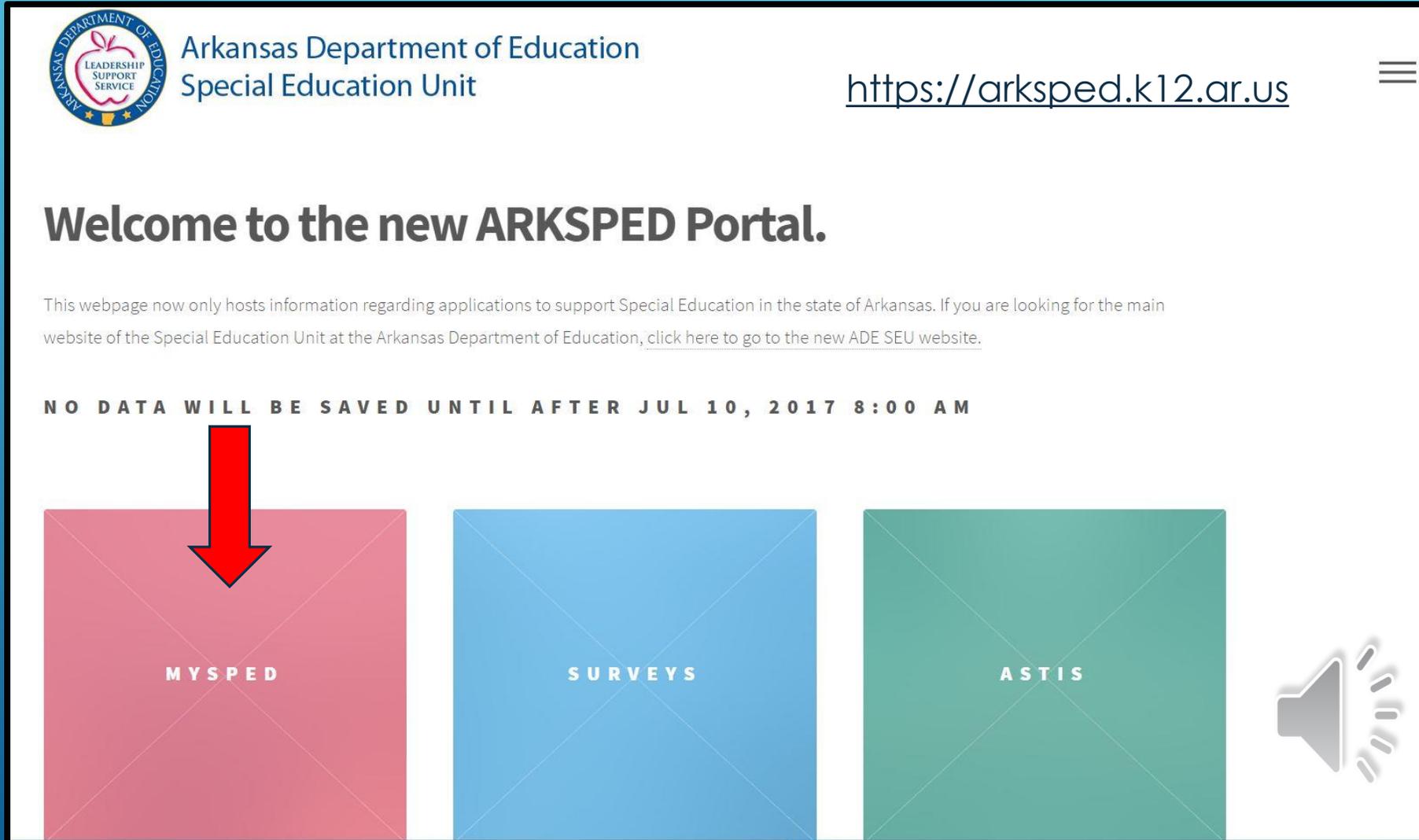
- ✓ Are the action taken codes correct?
- ✓ Do all Suspensions have the number of days?
- ✓ Did you verify all ALE placements related to discipline?
- ✓ Did you verify all expulsions?
 - ✓ Expulsion means a student has been expelled from the district and is not enrolled...NOT a change of placement because they are not allowed in a specific building
- ✓ Did you verify the status of education services for expelled students?

NOTE: We cannot identify all errors; the error reports only identify those items which may effect federal reporting



Cycle 7 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, which includes the text 'LEADERSHIP SUPPORT SERVICE'. To its right is the text 'Arkansas Department of Education' and 'Special Education Unit'. On the top right is the URL <https://arksped.k12.ar.us> and a hamburger menu icon. The main heading is 'Welcome to the new ARKSPED Portal.' Below this is 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.' A warning message reads: 'NO DATA WILL BE SAVED UNTIL AFTER JUL 10, 2017 8:00 AM'. At the bottom are three buttons: 'MYSPED' (pink), 'SURVEYS' (blue), and 'ASTIS' (green). A large red arrow points down to the 'MYSPED' button. A speaker icon is on the right side.

Arkansas Department of Education
Special Education Unit

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

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 **SURVEYS** **ASTIS**



Welcome to MySped Resource

User ID:

Password:

Four-digit LEA number

Password as submitted to SEU

Note: Your LEA number is your User ID.
Passwords are case sensitive.

[Account Registration/Update Form](#)
[Training Material](#)



By clicking SIGN IN you are agreeing to the following terms of use.

Terms of Use: This is a State of Arkansas Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.





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 _____



How to access MySped Resource



SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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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. S	< Early Childhood Outcomes - Cycle 7
pedsu	< Error Reports - Cycle 7

Cycle 7



Cycle 7 Review:

Ways to views the data in MySped Review:

✓ Reports

Support	Finance	Personnel	Students
Welcome, ADE - Special Education Unit, to MySp			< Early Childhood - Cycle 4
Please select the			< School Age - Cycle 4
MAINTENANCE			< Referral Tracking - Cycle 7
PSCN records i			< Discipline - Cycle 7
pent in FY 201			< School Age - Transition - Cycle 7
istricts) request a			< School Age Exits - Cycle 7
			< Early Childhood Exits - Cycle 7
			Early Intervening Services - Cycle 7
			Early Childhood Outcomes - Cycle 7
			< Error Reports - Cycle 7



Aggregate (Totals) in a PDF report format



Using MySped Resource to Review Cycle 7 Data

Ways to views the data in MySped Review:

✓ Individual Student

A screenshot of the MySped Review interface. At the top, there is a pencil icon. Below it are three tabs: "Support", "Finance", and "Personnel". The main content area shows "SCREEN: Early Childhood Data" and "LEA: 9900 ADE - Special Education Unit". There is a "MESSAG" section with a "txtHidden" field. Below that is a "Disability" dropdown menu set to "All Disabilities" and an "EC Environment" dropdown set to "All Educational Environments". At the bottom of this section are "Get Data" and "Export to Excel" buttons. A red arrow points from the "Export to Excel" button to the "Add Student" table below.

Add Student

	<u>Last Name</u>	<u>First Name</u>	M
	Anderson	Testy	

Page 1

Add Student

	<u>Last Name</u>	<u>First Name</u>	<u>SSN</u>	<u>Date of Birth</u>	<u>Age</u>	<u>Race</u>	<u>ELL</u>	<u>Disability</u>	<u>Educational Environment</u>	<u>Program Type</u>



Cycle 7 Review:

Ways to view the data in MySped Review:

- ✓ Filter the Data using the drop-down Menu



SPECIAL EDUCATION

Support Finance Personnel Students Exit

SCREEN: Referral Tracking Students FISCAL YEAR: 2010/11
LEA: 9999 ADE - Special Education Unit
MESSAGE:

Grade All
Race All
Invalid --Select--

Get Data Export to Excel Get Data

The screenshot shows the 'SPECIAL EDUCATION' software interface. At the top, there is a navigation bar with tabs for 'Support', 'Finance', 'Personnel', 'Students', and 'Exit'. Below this, the screen title is 'Referral Tracking Students' and the fiscal year is '2010/11'. The LEA is identified as '9999 ADE - Special Education Unit'. There are filter options for 'Grade' (set to 'All'), 'Race' (set to 'All'), and 'Invalid' (set to '--Select--'). There are also buttons for 'Get Data' and 'Export to Excel'. Two red arrows point to the 'Grade' and 'Invalid' dropdown menus, highlighting them as filter options.



Cycle 7 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		
Fiscal Year <input type="button" value="Most Recent"/> for prev		
COE OF EFFORT (MOE) - 08/29/2		
s indicate that over seventy districts		
010. Many of these districts did not		
Report - Early Intervention Services		
Report - Discipline		
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		

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
Error Reports - Cycle 7

se districts that have not met the
to avoid loss of Title I-B funds.
Report for period 1 of FY 2011.
met. A negative amount indicates



Cycle 7 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:



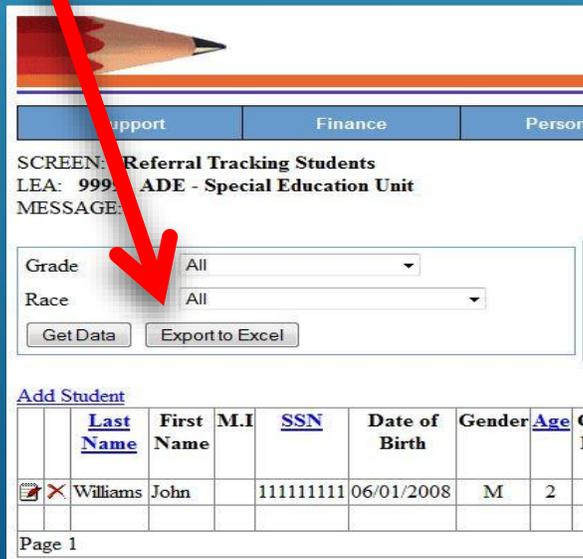
#	Report Name	Description	Errors	Status	Report
1	CEIS	Missing Service Records, Missing/Invalid Exit Codes	0	✓	
2	Discipline	Missing Suspension Days, Missing Educational Service record	0	✓	
3	EC Exits and Outcomes	Missing Conference/Assessment Dates, Missing Exit Codes and Scores	0	✓	
4	Referral EC1	Missing/Invalid 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	✗	

Cycle 7 Review: Export to Excel

Data can be downloaded for review in Excel but cannot be modified there

SAVE A COPY FOR YOUR RECORDS REGARDLESS!

- ✓ Changes and corrections are to be made in **BOTH** MySped Resource **AND** eSchool, if applicable.
- ✓ After all changes and corrections are made in MySped Resource, export each data set to Excel and save for your records.



Support Finance Person

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

Grade: All
Race: All

Get Data Export to Excel

Add Student

Last Name	First Name	M.I.	SSN	Date of Birth	Gender	Age
Williams	John		111111111	06/01/2008	M	2

Page 1

Referral Tracking Students

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

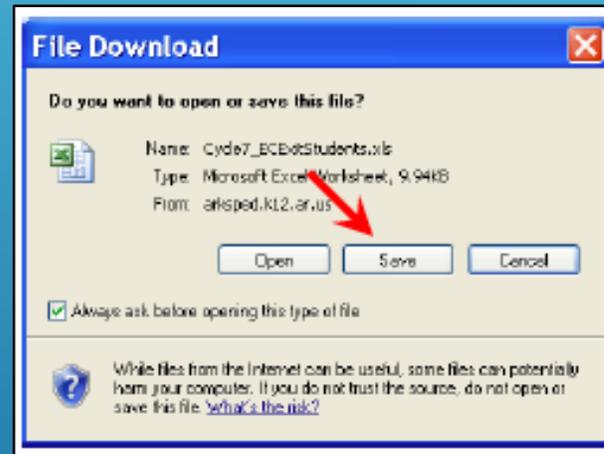
F Y	UN	SSN	st Na	st Na	Birth Date	Age	Ra	ce	De	sc	nd	ad	L	en	tl	ve	ho	B
2010/11	9999	111111111	John	Williams	06/01/2008	2	A	NNYNNN	M	P	N	9999	N				Y	
2010/11	9999	333333333	Coby	Williams	07/01/2005	5	A	NNYNNN	M	P	N	9999						
2010/11	9999	332112222	Phil	Collins	07/01/2001	9	W	NNNNNY	M	P	N	9999					Y	
2010/11	9999	444224444	Nicholas	Cage	07/01/2005	5	W	NNNNNY	M	P	N	9999					Y	
2010/11	9999	555225555	Phillip	Jameson	07/01/1999	11	W	NNNNNY	M	12	N	9999						





Cycle 7 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.

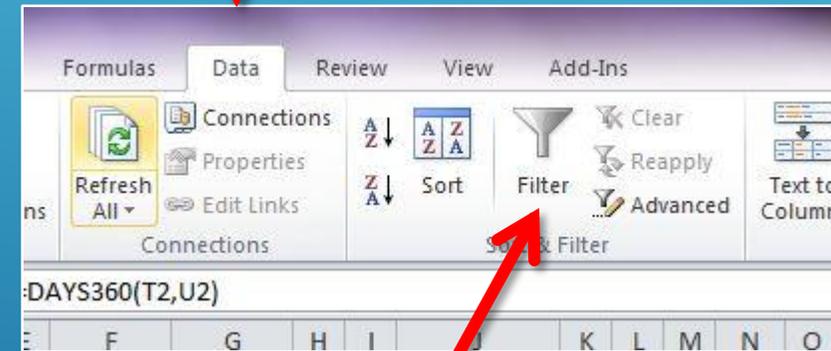
Cycle 7 Review: Sorting the Information in Excel

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 is located in the "LEA: 9999 ADE - Special Education Unit". The table has columns for "FY", "AccountNumber", "SSN", "FirstName", "MiddleName", "LastName", "Birth_Date", and "Age". The data rows are highlighted in yellow. Red arrows point to the top-left corner of the spreadsheet and to row 5.

	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 7 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	Sex	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

A red arrow points to the dropdown arrow in the 'LastName' column header. A sorting menu is open, showing options: Sort A to Z, Sort Z to A, Sort by Color, Clear Filter From "LastName", Filter by Color, and Text Filters. The 'Text Filters' section is expanded, showing a list of names with checkboxes: (Select All), JULIAN, KRUCHEK, III, O'NEAL, OTIS, RELYEA, RIDDLE, STRICKLAND, and TERRY. The 'OK' and 'Cancel' buttons are at the bottom of the menu.



Cycle 7 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.

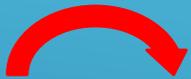
Failure to correct the DATA in MySped Resource may result in a citation for inaccurate reporting



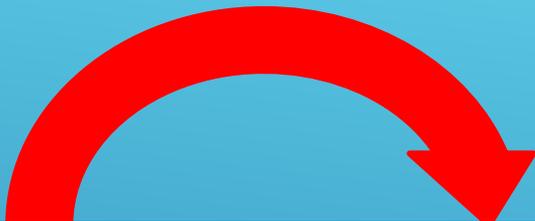
	O	P	Q	R	S	T	U	V		
		vateSchool	vateSchoolName	rtCtoPartBTransition	rtCandBConcurrent	ReferralDate	ParentConsentDate	EvaluationDate	EvaluationReason	EvaluationOtherReason
99	N		Y							
99										We
99			Y							di
99			Y							
99										

Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "EvaluationReason"
Filter by Color
Text Filters
Search
 (Select All)
 IL
 OT
 (Blanks)
OK Cancel

Cycle 7 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



Cycle 7 Review: Sorting the Information in Excel

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



The screenshot shows an Excel spreadsheet with columns U through AD. Column Y is highlighted in green. A right-click context menu is open over column Y, with the 'Insert' option highlighted in yellow. A yellow arrow points to the column header 'Y' and a red arrow points to the 'Insert' option in the menu. The menu options include Cut, Copy, Paste Options, Paste Special..., Insert, Delete, Clear Contents, Format Cells..., Column Width..., Hide, and Unhide.

U	V	W	X	Y	Z	AA	AB	AC	AD
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								



Cycle 7 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 with the 'Formula' ribbon selected. The 'Date & Time' tab is active, and the 'DAYS360' function is highlighted in the dropdown menu. An orange arrow points to the 'Date & Time' tab, and another orange arrow points to 'DAYS360'. A third orange arrow points to cell V2 in the spreadsheet. The spreadsheet contains a table with columns for personal and administrative information.

	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	FY																			
2	2010	John	Williams	6/1/2008	2	A	A-NNYNNN	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-NNYNNN	M	P	N	9999					12/1/2010	12/1/2010	3/1/2011		OT
4	2010	Phillip	Collins	7/1/2001	9	W	W-NNNNNY	M	P	N	9999			Y		12/1/2010	12/1/2010	12/31/2010		
5	2010	Nicholas	Cage	7/1/2005	5	W	W-NNNNNY	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-NNNNNY	M	12	N	9999					6/1/2011	7/1/2011	9/1/2011		IL

Cycle 7 Review: Sorting the Information in Excel

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

The screenshot shows the 'Function Arguments' dialog box for the 'DAYS' function. The 'End_date' is set to 'U6' and the 'Start_date' is set to 'T6'. The result is 8 days. The spreadsheet below shows columns for various student attributes and dates. The 'ParentConsentDate' and 'ValuationDate' columns are highlighted with a blue circle, and the dates '7/2/2015' and '7/10/2015' are circled in black. Orange arrows point to the 'End_date' and 'Start_date' fields in the dialog, and yellow arrows point to the 'T' and 'U' column headers in the spreadsheet.

	FirstName	MiddleName	LastName	Birth_Date	Age	Race	RaceDesc	Gender	Grade	ELL	ResidentLEA	PrivateScho	PrivateScho	PartCtoPart	PartCandBC	ReferralDate	ParentConsentDate	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	(U6,T6)
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	



Cycle 7 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

Format Cells dialog box showing the 'Number' category selected. The 'General' format is chosen. The spreadsheet shows columns for 'ParentConsentDate' and 'EvaluationDate' with data rows below. An orange arrow points to the 'EvaluationDate' column header.

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

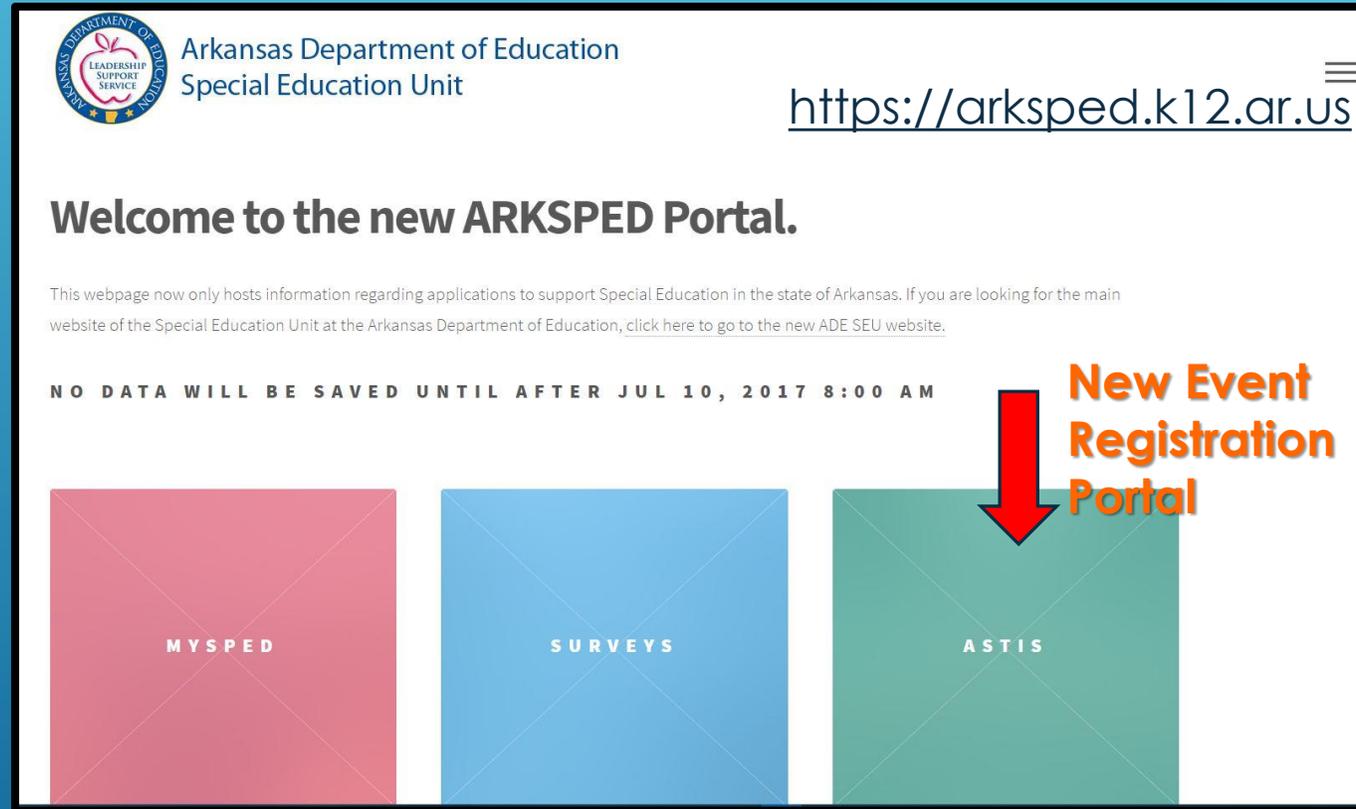
Table with columns: ParentConsentDate, EvaluationDate, EvaluationReason. The table is highlighted in yellow. An orange arrow points to the bottom right corner of the table.

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



Cycle 7 Review:

The look of ARKSPED and the MYSPEd portal has changed.

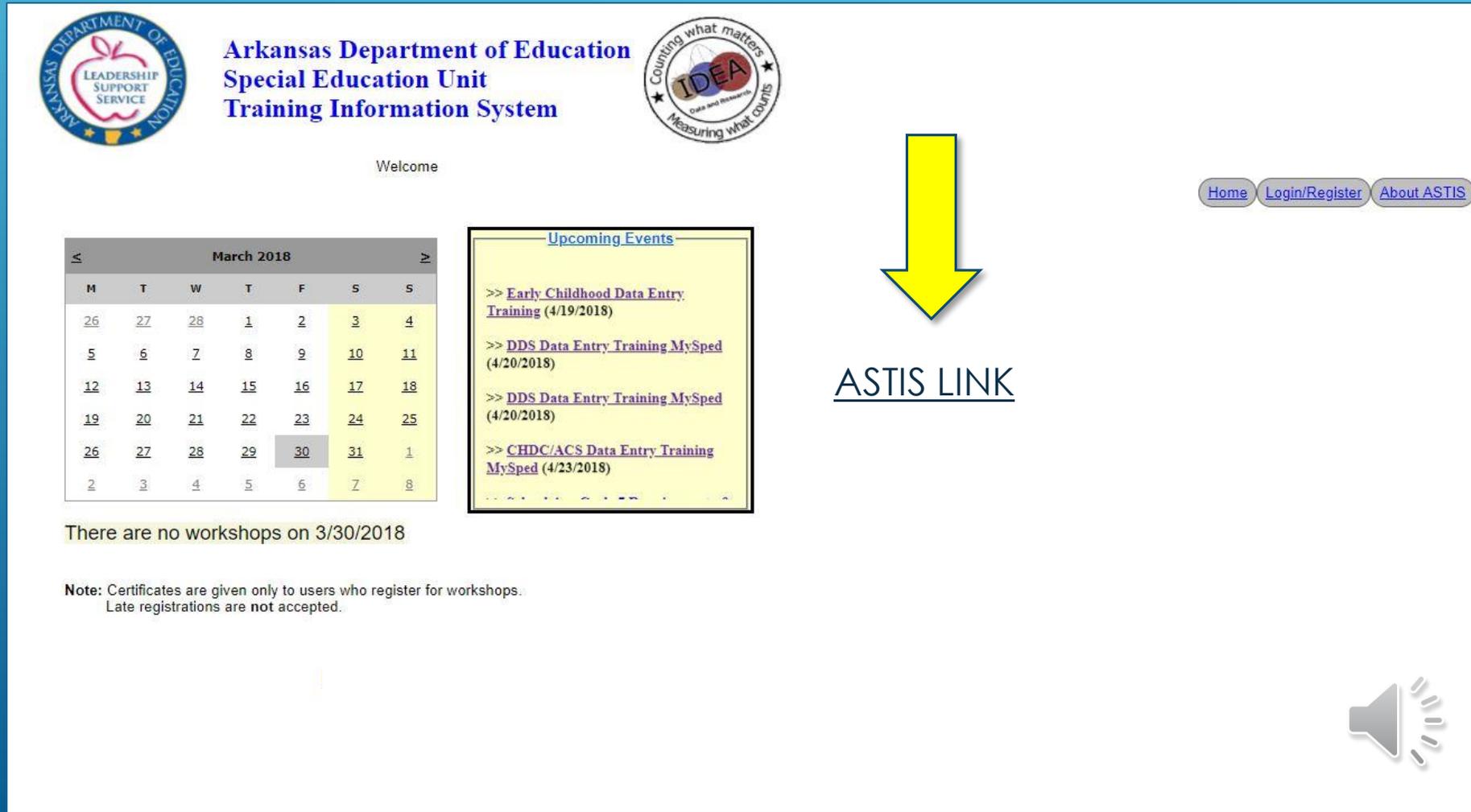


The screenshot shows the ARKSPED Portal homepage. At the top left is the Arkansas Department of Education logo with the text "Arkansas Department of Education Leadership Support Service". To its right is the text "Arkansas Department of Education Special Education Unit". On the top right is the URL <https://arksped.k12.ar.us> with a hamburger menu icon. 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 down to the "ASTIS" box, with the text "New Event Registration Portal" next to it.



Cycle 7 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
- ✓ 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.
- ✓
 - 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.



For questions, contact:

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