



SPECIAL EDUCATION



**DATA REPORTING
REQUIREMENTS**



**SCHOOL AGE
STUDENTS**



**STATE AGENCIES
CHDC/DOC
CYCLE 7**



Session Overview

Current School Year Reporting Requirements:

Cycle 2 Submission:

- October 1 Enrollment of Special Education sub-population count

Cycle 4 Submission:

- Employee
- Child Count - December 1

Cycle 7 Submission:

- Referral Tracking,
- Exits (ages 14-21), CEIS, and Discipline



Need ore detailed Information?

Data Dictionaries are available:

<https://dese.ade.arkansas.gov/Offices/special-education/data-research/data-dictionaries>

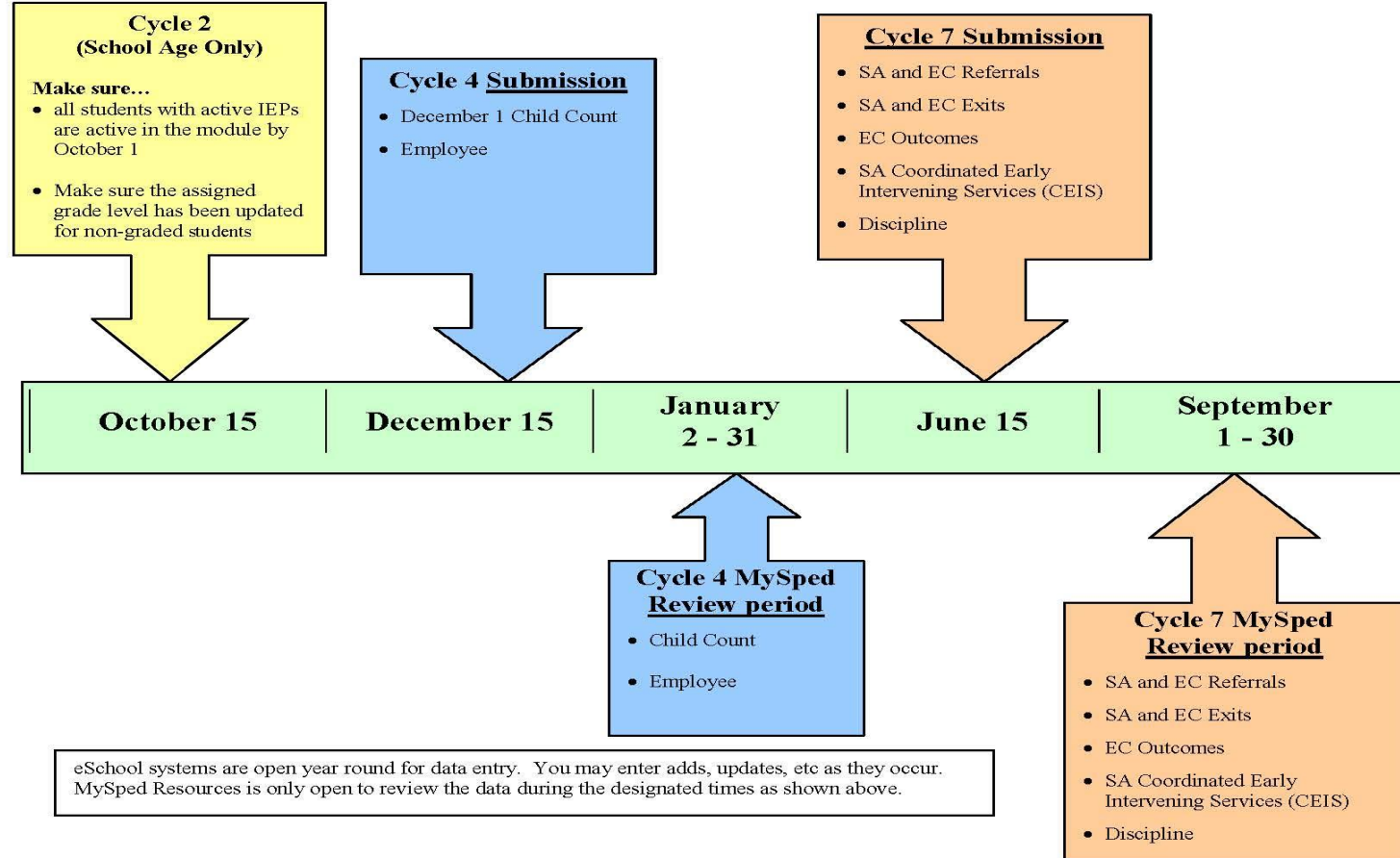
User Guides are available:

<https://dese.ade.arkansas.gov/Offices/special-education/data-research/user-guides>



Special Education Data Reporting Requirements Timeline

School Age and Early Childhood



**Cycle 7:
Special Education
Referrals, Exits (14-21),
CEIS and Discipline (SMS)**



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

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



Cycle 7 Submission: Coordinated Early Intervening Services Data Collected



SMS

- ✓ Social Security Number
- ✓ Grade
- ✓ Name
- ✓ 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.

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.



Special Education
Cycle 7 Review:
School Age Students



Cycle 7 Review:

- ✓ Referral Tracking, Exits , CEIS, & Discipline
- ✓ This data is used for required federal reporting
- ✓ MySped Resource will be open September 1 - 30.
- ✓ <https://arksped.k12.ar.us/index.html>
- ✓ Use School Age MySped Review Procedures Manual
 - ✓ <http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/supporting-documents>



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
- **We cannot identify all errors. Error reports only identify elements which may affect 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?**

****We cannot identify all errors; the error reports only identify those items which may affect 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?**

****We cannot identify all errors; the error reports only identify those items which may affect 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?

****We cannot identify all errors; the error reports only identify those items which may affect federal reporting**



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

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Contact 501-682-4221 for ALL survey requests.



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>**



For questions, contact:

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501-682-4221

