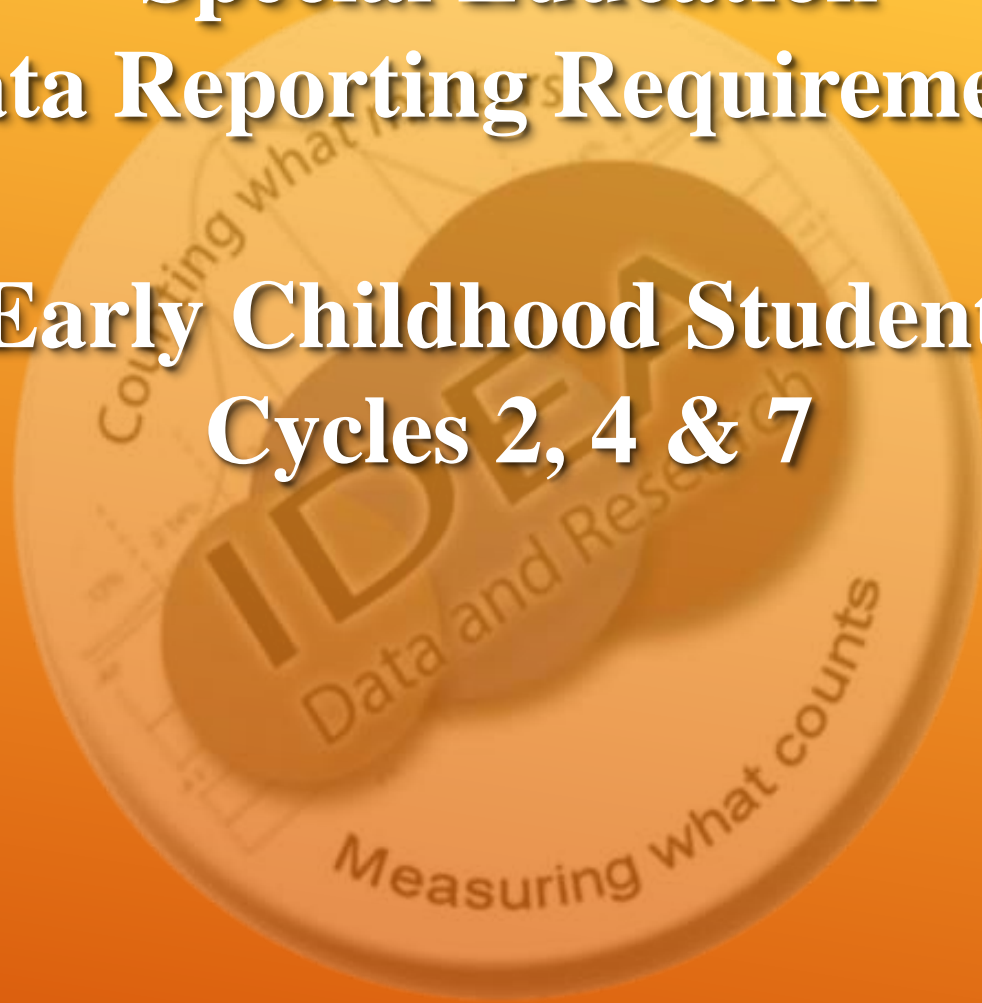# Special Education
Data Reporting Requirements

Early Childhood Students
Cycles 2, 4 & 7

Session Overview

Current School Year Reporting Requirements:

➢ **Cycle 2 Submission: Reports Child Count for Child Nutrition - October 1(District students served on campus)**

➢ **Cycle 4 Submission includes: Employee & Child Count - December 1**

➢ **Cycle 7 Submission includes: Referral Tracking, Exits, Outcomes, Kindergarten Conference**

Need more Detailed Information?

All User Guides & Data Dictionaries are available on the Special Education Data & Research Website
http://www.arkansased.gov/divisions/learning-services/special-education/data-research/training-material/data-dictionaries

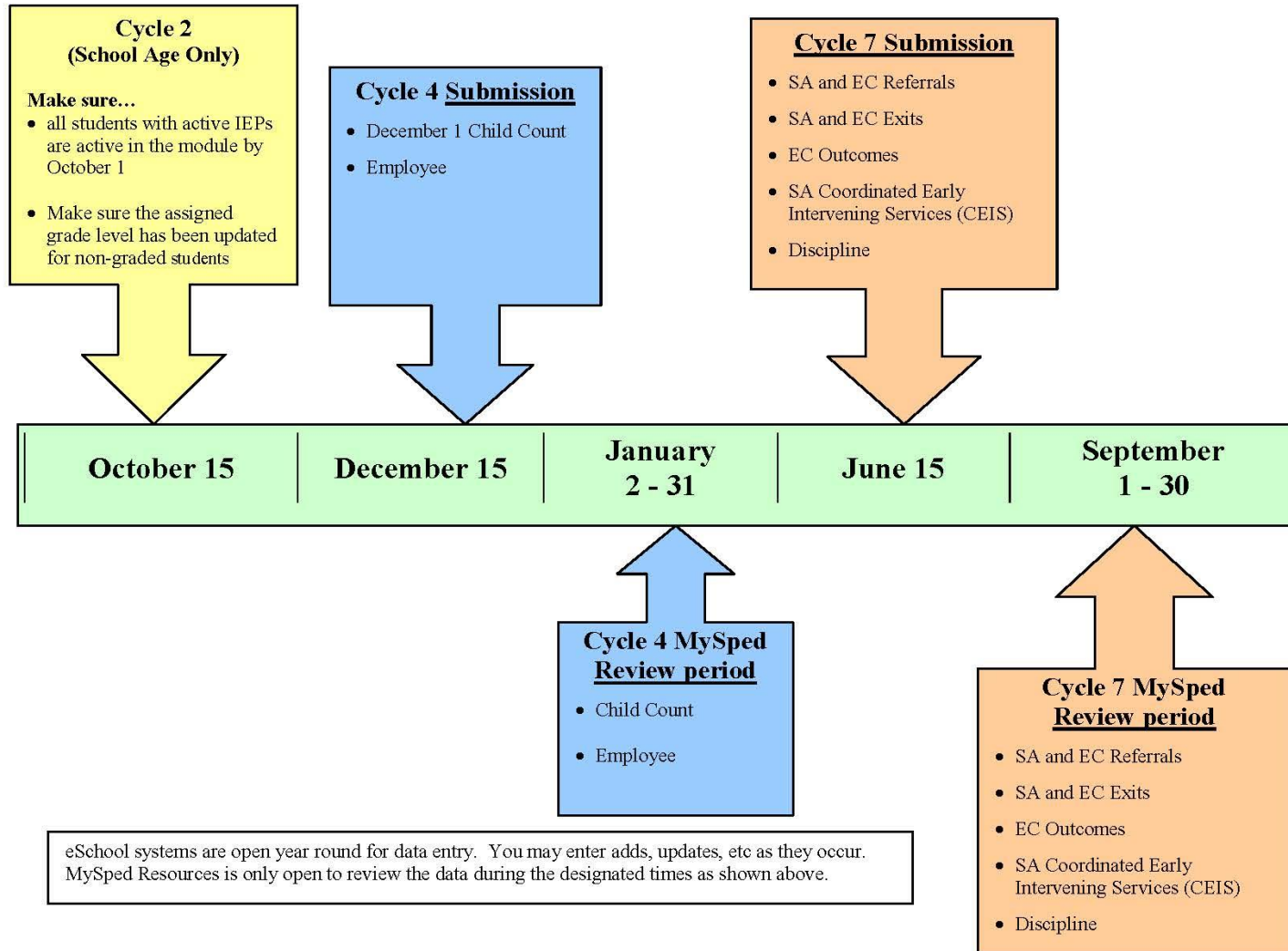and Mysped Tab:
arksped.k12.ar.us

or
cal 501-683-7219.

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**

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 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?**

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

Field	Value		Field	Value
Entry/Withdrawal*	A - A		Transfer	☑
Resident LEA*	1701000 - ALMA		County	01 - Arkansas
Temporary Student	☐		ELL	☐
Primary Disability*	AU - Autism		Educational Environment*	A2 - At least 10 hrs/wk in regular preschool and receives majority of Sped in some 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	

Field	Value		Field	Value
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 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.**

   - ✓ **(Use Exit Code with EC in the Parenthesis.)**

   - ✓ **If they received services on November 30th and was no longer in district on December 1 the exit date is November 30th.**

Cycle 4 Submission: Child Count

Educational Placement Codes

A1 Reg EC program 10+ hrs a week w/majority of sped services in EC program.

A2 Reg EC program 10+ hrs a week w/majority of sped services in other location.

B1   Reg EC program <10 hrs a week w/majority of sped services in EC program.

B2 Reg EC program <10 hrs 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

Special Education Reporting Areas: Cycle 7

➢ **Referral Tracking**

➢ **Kindergarten Conference**

➢ **Exits**

➢ **Outcomes**

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

   REMEMBER 60 DAYS MEANS 60 DAYS!

Don't FORGET!

Cycle 7 <u>Submission</u> Referral Tracking:

Who counts as a new referral?

➤ Was student referred this school year?

➤ Was student referred this year <u>regardless</u> of whether they were placed or not?

➤ Was student referred but not evaluated?

YES

Cycle 7 Submission Referral Tracking:

Who does NOT count as a new referral?

1. Students referred for additional testing are **NOT** new referrals.

2. Transfer students who may need additional testing are **NOT** new referrals.

YES

Cycle 7 Submission Referral Tracking: Demographic Data
(pulled from eSchool)

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

RT Module (fill in these areas)

- Transition from Part C to Part B (yes/no?)
- **Transition Part C & Part B Concurrent (yes/no?)**
- 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**
- Reason for EDD passing child's 3rd birthday
- **Other Reason for passing child's 3rd birthday**
- Temporary IEP before child's 3rd birthday (yes/no?)
- **Special Education Placement (yes/no?)**
- Parent Consent to Place Date
- **Reason Referral is complete**
- Referral Complete (yes/no?)

Cycle 7 Submission

Referral Tracking Module
(additional required fields)

NOTE:
Definitions

Transition Part C to B – a referral from a Part C program (0-3), to a Part B (3-5) Program **(y/n)**

C/B Concurrent – children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays **(y/n)**

Cycle 7 Submission:
Referral Tracking Module
(additional required fields)   CONTINUED..

These questions are only addressed if one of the previous questions has been answered "yes".

EDD 3rd DOB Code

If Part C to B transition or C to B Concurrent is yes, and the EDD was not made on or before the child's 3rd Birthday, why?

EDD 3rd OT Reason

If the eligibility determination is not in the drop down menu, then you must enter that reason here.

3rd Bday TEMP IEP

If EDD was not met, and the student is a Part C to B transition, Indicate if a temporary IEP is in place.

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

NOTE: Be aware that using the code EV means an automatic hit for being untimely and inaccurate in your data reporting.

If you select OTHER Reason (OT) for the missing the 60 day timeline and use any of the following reasons, it will count against the district or cooperative

> ➤ **Holidays**
> ➤ **Summer Vacation**
> ➤ **Waiting on report from Doctor**
> ➤ **Examiner is on maternity leave**
> ➤ **Use the provided codes rather than other.**

Referral Tracking Module
Early Childhood: Cycle 7

Special Education Referral Detail

Building	1	Eligibility Determination Date	
Resident LEA*		EDD 30 Day Code	
Private School	☐	EDD OT Reason	
Private School Name		EDD 3rd DOB Code	
ELL	N	EDD3 OT Reason	
Trans Part C	☐	Temp IEP 3rd Birthday	☐
Part C & B Concurrent	☐	SPED Placement	☐
Referral Date*	05/23/2019	Coordinated Early Intervening Services	☐
Parent Consent To Evaluate Date		Parent Consent To Place Date	
Evaluation Date		Referral Complete Reason	
Evaluation Reason		Complete Other	
Evaluation OT Reason		Referral Complete	☐

Cycle 7 Submission:
Exit Program Codes

➢ **KE**   Kindergarten Eligible

➢ **NS**   No Longer Requires Services
  For you to determine the child no longer needs services, you must have done a complete exit assessment and used the exit code of NS rather than KE.

➢ **PR**   Parent Refused Services

➢ **MA**   Reached Maximum Age (6yrs)

➢ **NP**   Not Placed

➢ **US**   Unknown Status

➢ **DI**   Died

➢ **MK**   Moved known to be continuing with EC Special Ed Services (CEIS, EC,SA)

Cycle 7 Submission:
Kindergarten Conferences, Outcomes & Exits

✓ **For exit codes KE:**

  ➢ **Make sure Transition Conference LEA & Conference date are entered.**

✓ **For exit codes KE, NS, MA, and PR, the following is collected:**

  ➢ **Entry Assessment date & Exit Assessment date**
    Assessment 1 &2 are not pulled.

  ➢ **Functional Assessment Scores**

  ➢ **Indicate Improvement.**
    Personal improvement is as valid as numeric improvement.

Cycle 7 Submission:

Kindergarten Conference Codes

➢ **NS   Transitioned with no services to Kindergarten**
  (For this Kindergarten Transition code to be used, it means it is a decision of the school district or more commonly the parent, in which case a Revocation form must be signed by the parent and in the school folder.)

➢ **TK   Transitioned to Kindergarten with Special Education re-evaluation required**

➢ **KW Kindergarten Waiver**

Special Education
Cycle 7 Review:

<u>Early Childhood Students</u>

Cycle 7 Review:

✓ **Referral Tracking, Exits , Outcomes, Kindergarten Conferences**

✓ **This data is used for required federal reporting**

✓ **MySped Resource will be open September 1 - 30.** **https://arksped.k12.ar.us/index.html**

✓ **Use Early Childhood MySped Review Procedures Manual**

        Link ⟹ MySped ReviewProcedures 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?**
- ✓ **Were there any C to B Transitions or C & B Concurrent Referrals?**
- ✓ **If so, did the 3rd birthday fields need to be addressed?**
- ✓ **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 jafields@ualr.edu**

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

Exits, Kindergarten Conference, & Outcomes

- ✓ Is the data correct?
- ✓ **For KE, Kindergarten Conference info entered?**
- ✓ For NS, PR, MA, & KE: Entry & Exit Assessment Dates, Functional Assessment scores, & Improvement entered?
- ✓ **Is the exit reason correct?**
- ✓ Did you review the exit & Outcome error reports?
- ✓ **Exits and Kindergarten Conferences are on a separate link from the Outcome error reports.**

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

Discipline

- ✓ **Early Childhood can report discipline too.**

- ✓ **Report students expelled from school/daycare, etc.**
  - ✓ **Expulsion means a student has been expelled from the district and is not enrolled…<u>NOT</u> a change of placement because they are not allowed in a specific building**

- ✓ **Can be reported in MySped or eSchool.**

- ✓ **Contact Carmen Jordan (eSchool)/Jody Fields (MySped) to use the discipline module(s).**
  Carmen's email is <u>carmen.jordan@arkansas.gov</u>.
  Dr. Field's email is <u>jafields@ualr.edu</u>.

Cycle 7 Review:

The look of ARKSPED and the MYSPED portal has changed.

To access MySped click on icon box

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 |
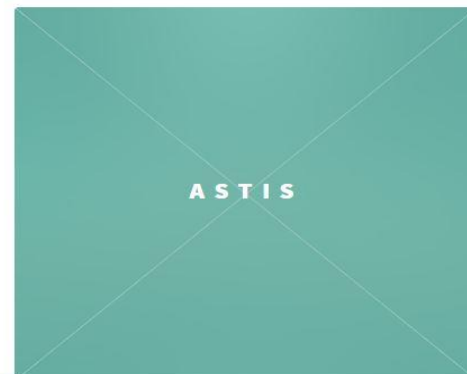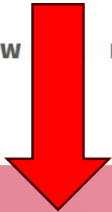
MySped Resource:
Account Registration Form

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 7 Review:

Ways to view data in MySped Review:

✓ **Reports**

Support	Finance	Personnel	Students

Welcome, ADE - Special Education Unit, to MySp...

lease select the...

<	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

MAINTENANCE

PSCN records i
pent in FY 2010
istricts) request a

| Entry - Referral Tracking |
| Report - SA By Race |
| Report - SA Parent Consent to Evaluate |
| Report - SA Referral Complete Process |
| Report - EC By Race |
| Report - EC Part C to B Transition |
| Report - EC Parent Consent to Evaluate |
| Report - EC Referral Complete Process |
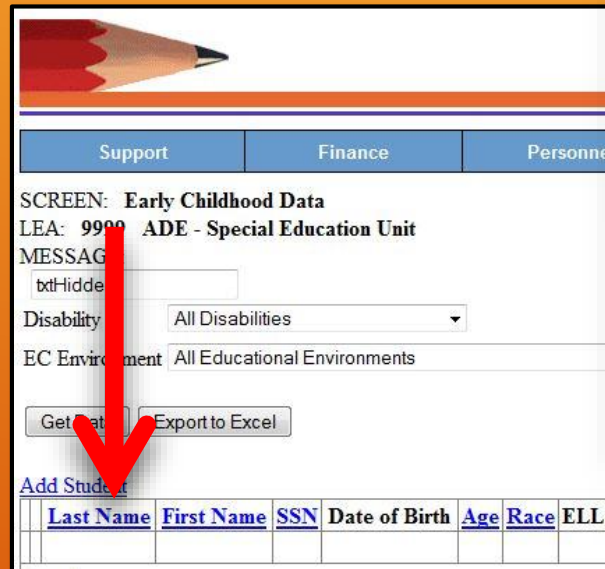
Aggregate (Totals) in a PDF report format

Using MySped Resource to Review Cycle 7 Data

Ways to views the data in MySped Review:

✓ **Individual Student**
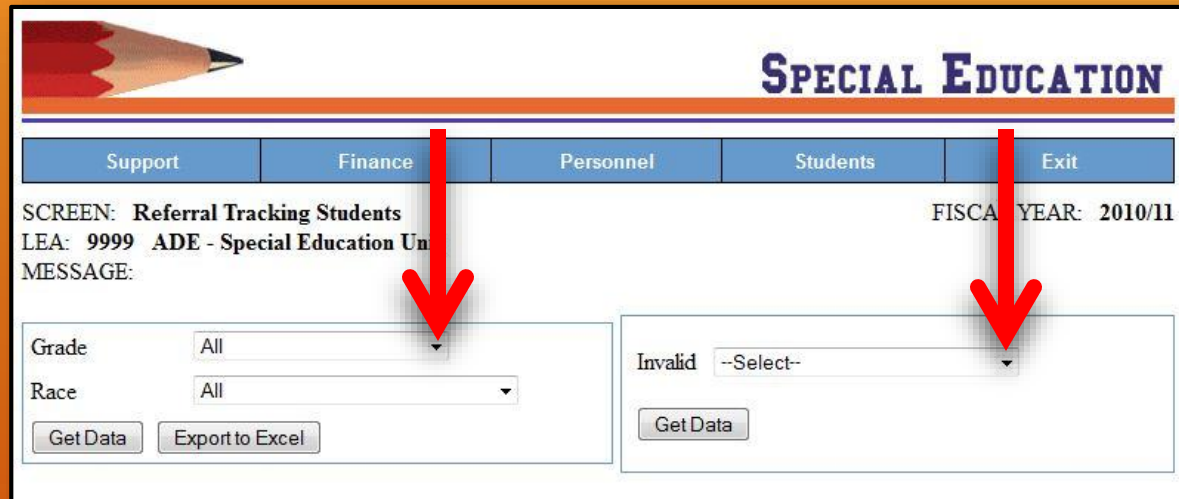
Cycle 7 Review:

Ways to views the data in MySped Review:

✓ **Filter the Data using the drop-down Menu**

Cycle 7 Review:

Ways to views the data in MySped Review:

✓ **Error Reports**

Error reports do NOT capture all possible errors!

Cycle 7 Review:

Ways to views the data in MySped Review:

✓ **A Good ERROR REPORT is** *an empty error*

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

Referral Tracking Error Report - School Age

:

This report has both errors and no errors for Cycle 7

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit

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 <u>BOTH</u> MySped Resource AND in eSchool, except for Referral Tracking (MySped only).

- ✓ After all changes and corrections are made in MySped Resource, <u>export each data set to Excel and save for your records.</u>

Cycle 7 Review:
Using the Export to Excel Function
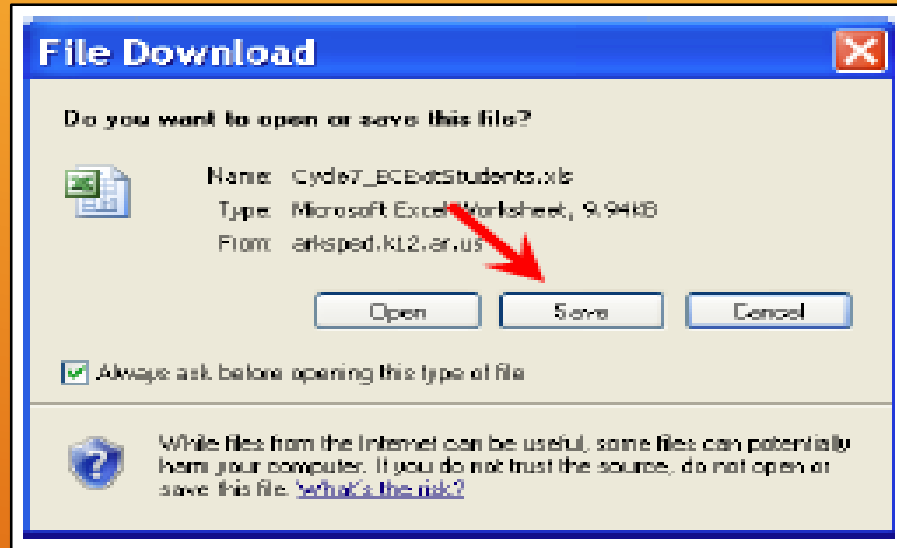
Note: Downloads as "Excel File"…Must use **Internet Explorer 9** or lower for the export to open directly!

If you use another browser, **open Excel Application first** 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 top 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								
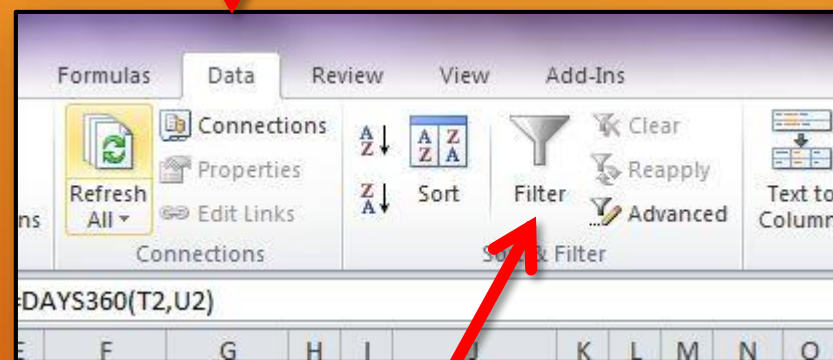
Cycle 7 Review:
Filter and Sorting the Information in Excel

Referral Tracking Students

LEA: 0101 DEWITT SCHOOL DISTRICT

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

Filter dropdown menu:
- 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
  - ☑ WAGES

OK   Cancel

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. <u>BE SURE</u> 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.

Cycle 7 Review:
Sorting Information in Excel

Cycle 7 Review:
Sorting the Information in Excel

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

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 Days option (older versions use Days360 option).

Cycle 7 Review:
Sorting the Information in Excel

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

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.

Cycle 7 <u>Review:</u>

To gain access to ASTIS click on icon box

https://arksped.k12.ar.us

Cycle 7 Review:

New portal to ASTIS, the new registration program for webinars and face to face training. Instructions are available with the "ASTIS"   link: https://arksped.k12.ar.us/index.html

https://arksped.k12.ar.us

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

Family Surveys

✓ **All surveys are due by <u>June 30.</u>**

✓ **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: <u>Family Survey Link</u>
  Step 2. Login with your user credentials

✓ **If you photo copy a survey your office MUST key the survey into the online system <u>**NOTE: ANY photo copies (B&W or Color) sent to IDEA Data & Research office will be returned to the district.**</u>**

✓ **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

<u>For additional help see February Newsletter!</u>

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

IDEA
Data and Research
Counting what matters
Measuring what counts

For questions, contact:

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Dr. Jody Fields, Director, IDEA Data &
Research
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Or call the IDEA Data & Research Office
at 1-501-683-7219.