# Special Education Reporting Guide (2024-25)

Cycle 2, 4 and 7
State Agencies (Non-eSchool)

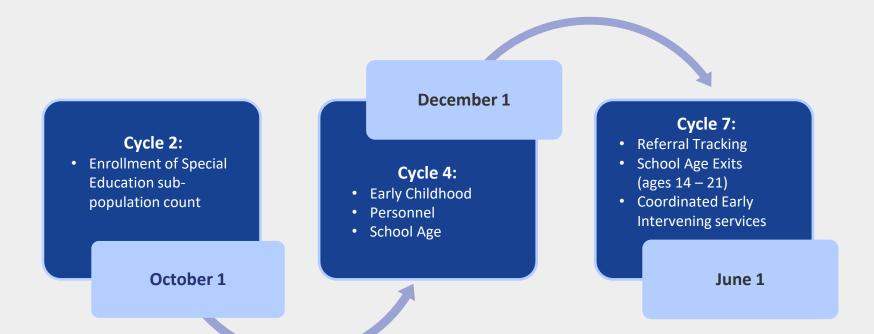
Tejaswini Pudota

(tejaswini.pudota@ade.arkansas.gov)



### Current School Year Reporting Requirements:







# For more information:

MySped

User Guides

Data Dictionaries

One Pager - Data Dictionaries



### Special Education Data Reporting Timeline:



#### Cycle 2: (School Age Only)

- All active IEPs (Individualized Education Program) must be in module by Oct 1.
- Update Grade levels for Nongraded students

#### Cycle 4 My Sped Review:

• Special Education Child count

**Note:** ADC (Arkansas Department of Corrections) and CHDC (Conway Human Development Center) are also collected in the MYSPED Resource.

#### Cycle 7 My sped Review:

- Coordinated Early Intervening Services
- Early Childhood Outcomes
- School Age and Early Childhood Exits
- Referral Tracking
- Discipline



#### Cycle 4:

#### **Special Education Child Count:**

- Early Childhood
- Personnel
- School Age

#### Cycle 7:

- Coordinated Early Intervening Services
- Early Childhood Outcomes
- School Age and Early Childhood Exits
- Referral Tracking
- Discipline

#### Note: eSchool:

Open year-round for data entry and updates.

#### MySped Resources:

Open only during designated review periods.

### Cycle 2 Submission



#### **IEP (Individualized Education Program) Student Enrollment:**

All active IEPs must be in School Age Module by October 1.

#### **Grade Level Verification:**

#### Students in:

- EE (Non-Graded Elementary)
- SM (Non-Graded Middle/Jr.)
- SS (Non-Graded Secondary)

must have their grades updated and verified in the school age module.

#### **Data Accuracy:**

 Primary Disability & Alternate Assessment are pulled every cycle with student data.

#### **Provider Status:**

Deactivate all private providers that are no longer being used.



### Use of Non-Graded Codes



#### Reasons:

#### **Extended Enrollment:**

• Seniors who are staying until they are 21.

#### **Self-Contained Students:**

 A self-contained student's grade level is NOT part of the building where the student's classroom is located.

#### **Grade Level Restrictions:**

• Some grades can't be entered in SMS (Student Management System) due to building limitations.

#### **Example:**

- If a 5th grade student is in a self-contained classroom which is located at the K-4 elementary building.
- Grade 5 cannot be entered in K-4 SMS, so it's marked as SM in SMS and assigned grade being 05 in the SA Module.

	Non-Graded Codes
EE Early Elementary	
SM	Secondary Middle
SS	Secondary School



# Cycle 4 My Sped Review includes:

- Personnel
- Early Childhood
- School Age
- Child Count for December 1 Reporting

### Cycle 4 Employee Module Submission: Data Collected



#### **Full Legal Name**

First Middle Last

#### **Building Code**

If assigned to multiple buildings, select the primary building code.
Use 88000 for Contract Staff.

#### **Classroom Aide**

Teacher and Speech Pathologist title codes

#### **Social Security Number**

Eg: 123-45-6789

### License Number/ Teacher Endorsement codes

Ex: 230.231.002.168.001

#### **Provider FTE**

Full-Time Equivalent measure of work hours.

Maximum is 1.00 for 40 hours work week.

#### **Title Code**

Each <u>job role</u> must be reported using a specific code.
E.g., Teacher, Speech Pathologist

#### **Certification Status**

Indicate the current certification level. E.g., Fully Certified, Not Fully Certified.

#### **Grade Level**

All represents K-12 only. EC must be reported separately.

### Title Code – Special Education Provider Job Description



	Teacher	
03	Early Childhood Teacher (EC Only)	
	Early Childridge Teacher (EC Offic)	
50	Self-Contained 1:6 Teacher (SA Only)	
51	Self-Contained 1:10 Teacher (SA Only)	
52	Self-Contained 1:15 Teacher (SA Only)	
53	Resource Room Teacher (SA Only)	
55	Consulting Teacher (SA Only)	
56	Hospital/Homebound Teacher (SA Only)	
57	Co-Teaching Teacher (SA Only)	
58	Indirect Teacher (SA Only)	
59	Integrated Classroom Model Teacher (SA Only)	
20	Speech Thorany (SA and/or EC)	
20	Speech Therapy (SA and/or EC)	
54	Itinerant Instructor Teacher (SA and/or EC)	

	Related Service Providers	
04	Occupational Therapist	
05	Physical Therapist	
07	Recreational Therapist	
06	PE Adaptive Teacher	
08	Psychological Examiner	
09	Educational Examiner	
10	Psychologist	
24	School Psychologist Specialist	
11	Medical/Nursing Staff	
12	Audiologist	
14	Social School Worker	
17	Counselor	
18	Orientation and Mobility Service	
19	Educational Interpreter (Deaf)	

### Title Code – Special Education Provider Job Description



	Paraprofessional
13	Classroom Instructional Aide/Paraprofessional

	Other Providers		
01	Special Education Supervisor (LEA Supervisor/EC Coordinator ONLY)		
02	Other Special Education Administrators (non- clerical)		
16	Work Study Coordinator/CE/ Secondary Transition		
15	Vocational Education Teacher Job Coach		
21	Speech Language Assistant/Aide		
22	Occupational therapy Assistant/ Aide		
23	Physical Therapy Assistant/Aide		
25	Other: See <u>Data Dictionary</u>		





### The certification status of the special education teacher or provider.

#### **Teacher/Provider:**

• A personal who is State Education Agency-certified or licensed to provide special education services.

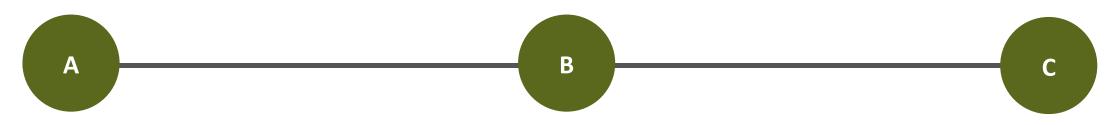
#### **Overview:**

- Certification status in special education is categorized from A to I as follows:
  - A. 1st Year Teaching Special Education, Not Fully Certified
  - B. 2nd Year Teaching Special Education, Not Fully Certified
  - c. 3rd Year Teaching Special Education, Not Fully Certified
  - D. Fully Certified/Highly Qualified
  - F. Non-Teacher Certified
  - F. Private Provider Certified
  - G. Non-Teacher Not Certified
  - н. Private Provider **Not** Certified
  - Other Certification Status, Not Fully Certified





### A, B and C: Not Fully Certified in Special Education



**1st Year Teaching Special Education** 

**2nd Year Teaching Special Education** 



**3rd Year Teaching Special Education** 



D

Ε

F

### Fully Certified/Highly Qualified Special Education Teacher/Speech Pathologist

- Teachers need ADE (Arkansas Department of Education) endorsement.
- Speech Pathologists must be licensed by the Arkansas Board of Examiners.

#### OR

 Speech Pathologists must have an ADE teacher licensure endorsement code of 198 or 317.

#### **Non-Teacher Certified**

 Paraprofessionals must complete special education and early childhood core modules.

#### Applies to Title code **01 & 02**:

- Supervisors
- Administrators
- Early childhood (EC) coordinators

#### **Private Provider Certified**

 Certified Contract Personnel, including non-district teachers.





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#### Non-Teacher Not Certified

#### Includes:

- Uncertified paraprofessionals
- LEA supervisors
- Early Childhood (EC) coordinators.
- Also applies to "Other Special Education Administrators"
   (Title Code 02).

#### **Private Provider Not Certified**

Unlicensed Contract Personnel



### Other Certification Status, Not Fully Certified

- For student interns under supervision.
- Anyone identified with this code is considered not fully certified.
- Consult ADE Supervisor before using this code for other situations.

### Cycle 4 Employee Module Submission:



### Calculation chart based on a 40 hours work week.

1.00 FTE (Full-Time Equivalent) equals a 40-hour work week.

#### To calculate Contract Staff FTE:

- Weekly hours with students
- Weekly hours in your program

#### **Example:**

If an employee works in 2 districts:

- **District A:** 20 hours/week
- **District A FTE:** 20/40 = 0.50
- **District B:** 15 hours/week
- **District B FTE:** 15/40 = 0.375

Total FTE: 0.50 + 0.375 = 0.875

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

## Special Education LEA Supervisors (Part 1)



- LEA Supervisor Reimbursement requires specific endorsement codes in the licensure field.
- List all special education endorsement codes separated by periods in the SPED employee module.

#### Example: 230.231.002.168.001

- 230 = Special Education Instructional Specialist
- 231 = Special Education Early Childhood Instructional Specialist
- 002 = Middle Childhood Language Arts/Social Studies
- 168 = Middle Childhood Science/Mathematics
- 001 = Early Childhood Education
- For all endorsement codes, visit: <u>Arkansas Educator Licensure System</u>



**NOTE:** Inaccurate reporting of endorsement/licensure information will result in the LEA losing reimbursement, even if the Supervisor holds the correct licensure.

### Special Education LEA Supervisors (Part 2)



ALL districts are required to report their Local Education Agency (LEA) Supervisor and the FTE.

#### **An LEA Supervisor:**

WITH License Endorsement		
Code 01 Title/supervisor		
Certification status	E- Non-teacher certified	

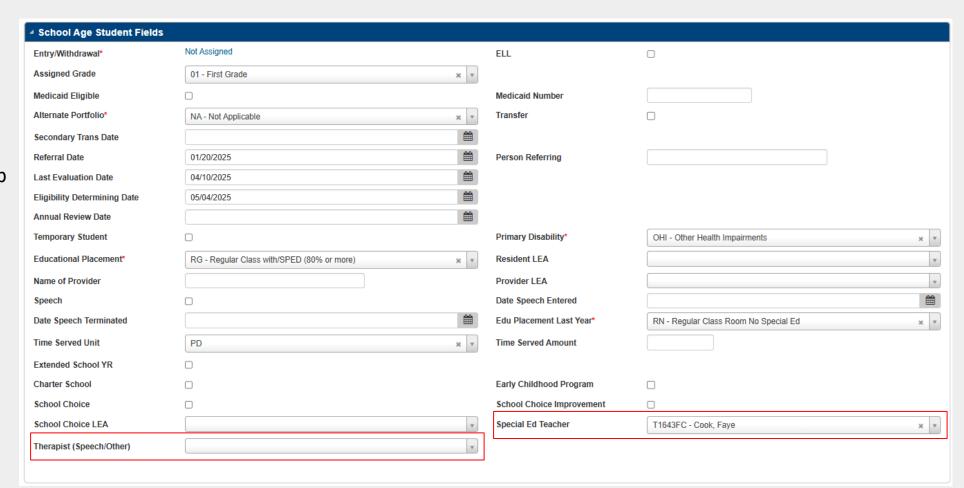
WITHOUT License Endorsement		
Code	01 Title/supervisor	
Certification status	F- Non-teacher NOT certified	



### Teacher Folder Counts and Speech Pathologist Caseload



- Early Childhood and School Age Modules MUST enter Teacher ID.
- Folder holder goes in the Teacher Field.
- Complete District Define Tab before entering on SA or EC Screen.
- Teacher/Speech Therapist
   MUST be in Staff
   Information.
- For speech-only students, enter Speech Therapist in both Teacher and Therapist fields.



### Cycle 4 Submission: Child Count



- One-day "snapshot" representation.
- Report all children with an Active IEP who were found eligible for services on or before <u>December 1</u>.



Entry Date after <u>December 1</u> will **NOT** be Included in Count.

Temporarily placed students are not counted as they are not IDEA (Individuals with Disabilities Education Act) eligible.

Withdraw all children dismissed before December 1.

#### Takeaways:

- Use Exit Code SA when applicable.
- If the student received services on <u>December 1</u>, use <u>December 2</u> as the exit date.
- If the student received services on November 30 but was not enrolled on <u>December 1</u>, use **November 30** as the exit date.



# Cycle 4 Submission

Child Count data collected from Demographics

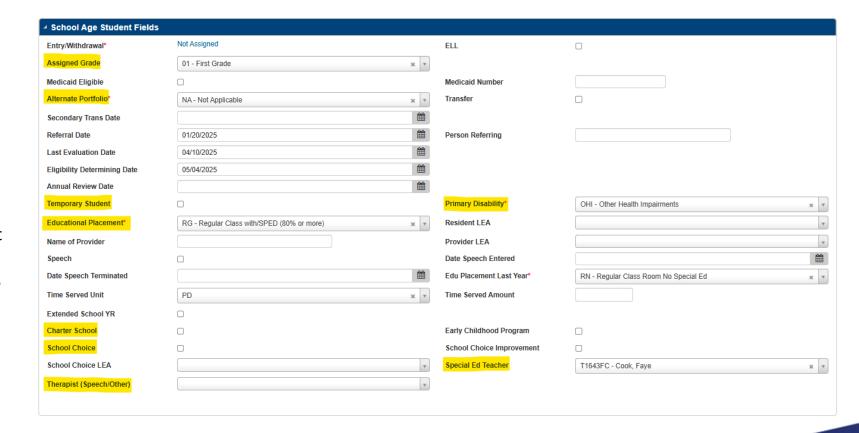
- Birthdate
- Building (State reporting building)
- English Language Learner (yes/no)
- Ethnicity Codes
- Federal Race Code
- Gender
- Grade Level
- Social Security Number
- Student's name
- Student State ID (10 numbers)

### Cycle 4 Submission



### Child Count Data collected from SA Student Screen

- Assigned Grade level CANNOT be EE, SM, OR SS
- Alternate Portfolio/Assessment (Up next)
- Charter School (Y/N)
- Disability
- Entry Date on the SA Student Screen (entry/withdrawal screen) will NOT be pulled unless the student is marked as active
- Educational Placement:
  - The Name of Provider and Resident LEA is required if Educational placement is CF, DB, DI, HH, RI, RB, and PP. (More on upcoming slide)
- School Choice:
  - General or Improvement
  - School Choice Resident LEA
- Special Ed Teacher
- Speech Therapist
- Temporary placement



### Alternate Assessment Field in eSchool



#### **According to SIS Handbook:**

Indicate if a student's IEP mandates an alternate statewide assessment.

#### **Applies to:**

- Grades 3-10: Literacy, Mathematics and Science for all students
- Grades K-12: English Language Proficiency for English Learners and all other students should be marked N/A.

	Assessment Codes
NA	Not Applicable
ALMS	Alt Literacy, Math & Science (Grades 3 - 10)
AELP	Alt English Language Proficiency (ONLY Grades K - 2 or Grades 11 & 12)
вотн	BOTH Alt English Language Proficiency AND Alt Literacy, Math & Science (Grades 3 - 10)
PAAHS	Past alternate assessment in High School (HS). HS students (Grades 11 & 12) with Dynamic Learning Maps (DLM )in 9-10 and alternate pathway flag.

## Cycle 4 Submission: Child Count



Educational Placement Codes		
CF	Correctional Facilities	
DB	Public Day School	
DI	Private Day School	
нн	Hospital/Homebound	
PP	Parentally Placed in Private Schools	
RB	Public Residential	
RG	Regular Class with Special Ed (up to 21%)	
RI	Private Residential	
RR	Resource Room (21% to 60% SPED)	
SC	Special Class/Self-Contained (60% or more SPED)	

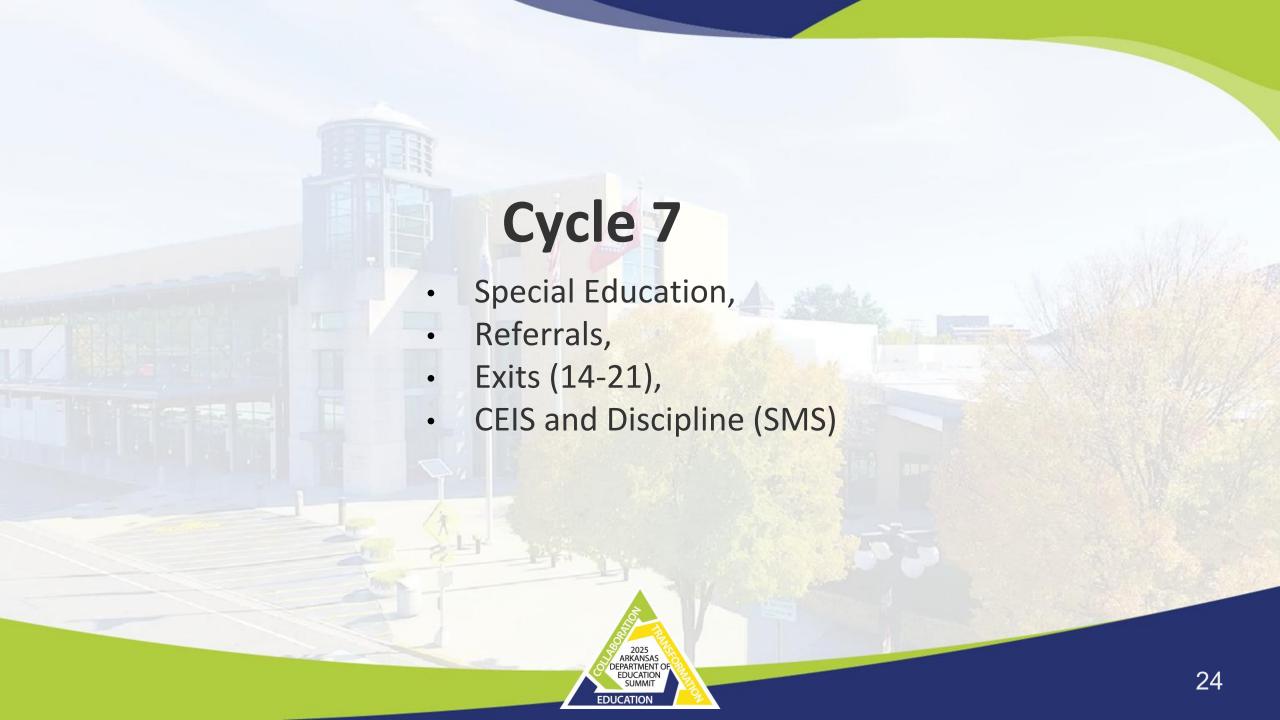
# 2 New fields in MySped Resource For Charter Schools ONLY:

#### **Alt District:**

 Pulled automatically from eSchool during Cycle

#### **Prior Year LEA:**

 Charter schools must enter this in MySped





# Cycle 7 Submission

Referral Tracking

- Report referrals from July 1 June 30.
- Dates are sequential & chronological due to our IEP process.

#### **Timelines include:**

60 calendar days:

From Parent Consent to Evaluation Date

30 calendar days:

From Evaluation Date to Eligibility Determination Date (EDD)



# Cycle 7 Submission: Referral Tracking



New Referral	NOT a New Referral	
Students referred this <b>school year</b> .	Students undergoing re-evaluation.	
Students <b>referred</b> , regardless of eligibility outcome.	Students needing additional testing.	
Students referred but <b>not</b> tested by decision.	<b>Transfer students</b> requiring further assessment.	



# Cycle 7 Submission

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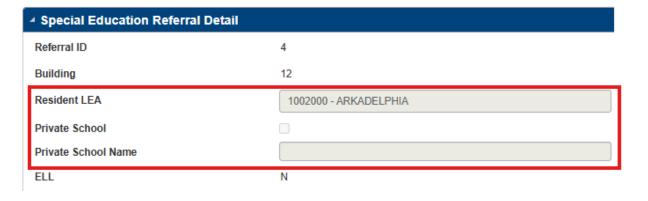
### **Referral Tracking**

#### **Student Management System(SMS):**

- Birthdate
- Building Code
- English Language Learner (ELL)
- Grade
- Gender
- Name
- Race
- Social Security Number

#### **Referral Module**

- Resident LEA
- Private School (yes/no)
- Private School Name





### Cycle 7 Submission: Referral Tracking



#### **Key Dates:**

- Referral Date
- Parental Consent Date
- Evaluation Date
- Eligibility Determination Date (EDD)
- Parent Consent to Place Date

#### **Decisions and Outcomes:**

- Special Education Placement Yes/No
- Referral Complete Yes/No
- Referral is Complete Explanation for closure

#### **Timelines and Reasons:**

 Evaluation Reason for missing the 60-day timeline Eligibility Determination Date (EDD) Reason for missing the 30-day timeline

#### **Additional Fields:**

- Coordinated Early Intervening Services -Yes/No
- Transition from Part C to Part B Yes/No
- Transition Part C & Part B Concurrent Yes/No

# Reasons for Exceeding Timelines

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### A Compilation of 60 Days and 30 Days Timeline Reasons

AT	Additional testing determined by IEP Team		
EV	Evaluations not completed in accordance with timelines due to referral team (includes evaluators)		
EC	Family cancelled evaluations date(s) requiring it to be rescheduled		
FC	Family cancelled ED conference(s) requiring it to be rescheduled		
FM	Family moved making the child unavailable		
HV	Failed hearing/visual screening (i.e. waiting for glasses)		
IL	Child or family illness/death delayed evaluations		
PR	Parent Refused Initial consent		
PW	Parent withdrew consent		
TR	Transferred from another program during the due process		
ОТ	Other - please clearly specify other reason timeline was not met		

### Other Reasons:



Using "OTHER" as a reason for missing the 60-day timeline with the following will count against the district:

- Holidays
- Summer Vacation
- Waiting on Doctor's Report
- Examiner on Maternity Leave



## Cycle 7: Referral Tracking (Early Childhood)



#### Part C to B Transition:

Tracks students transitioning from Part C (Early intervention for infants and toddlers: 0-3 years) to Part B (Special Education services
for preschool-aged children: 3-5 years) under IDEA.

#### Part C & B Concurrent:

• Tracks late Part C referrals received less than 90 days before the 3rd birthday, affecting transition to Part B.

#### **Applies Only If Marked "Yes":**

#### **EDD 3rd DOB Code:**

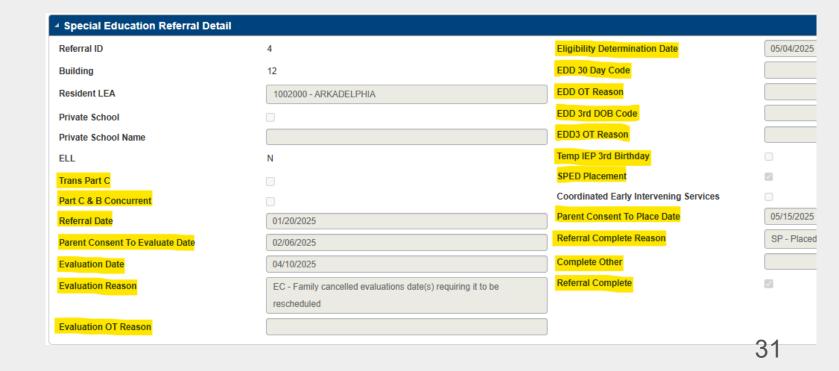
 Reason for not meeting EDD by the 3rd birthday.

#### **EDD 3rd OT Reason:**

Manual entry if no drop-down reason applies.

#### **Temporary IEP:**

 If EDD was not met, and it's a Part C to B transition, indicate if a temporary IEP is in place.



# Cycle 7: Early Childhood Exit Program codes



#### Reason EDD exceeded 3<sup>rd</sup> Birthday:

EV Evaluation not completed in accordance with timelines

IL Child/Family illness delayed due process

PR Parent refused initial consent

PC "Part C" failed to refer child for transition within timelines

TR | Transferred from another program during the due process

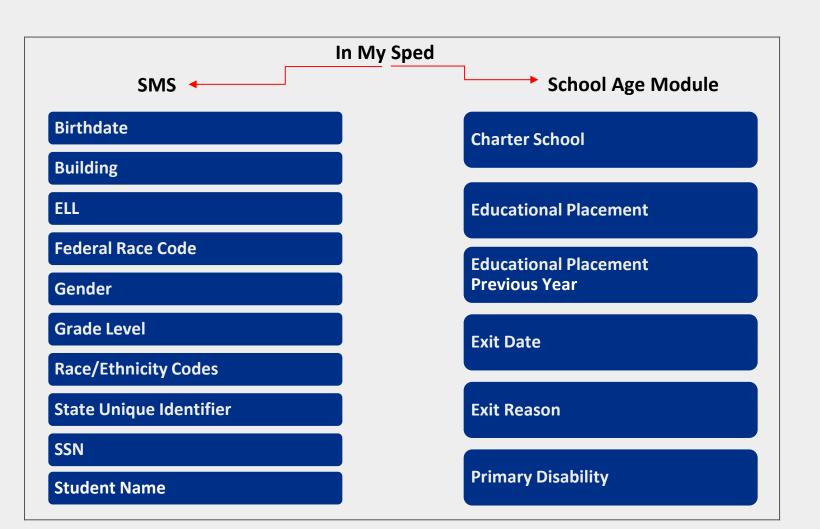
OT Other



### Cycle 7 Submission: School Age Exits



- Students Ages 14-21 (based on December 1)
- Mark 12th graders over 18 as non-graded in eSchool.
- Update that change in Cycle 4 reporting by contacting the office



# **CEIS Module End Date Entry Reason Resident LEA Services Service Begin and End Dates Start Date** Withdrawal Reason

# Cycle 7 Submission

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### Coordinated Early Intervening Services (CEIS)



- No cross-check exists between Entry/Withdrawal and Service Type screens.
- Ensure all services are exited before withdrawing a student in the CEIS module.

# Cycle 7: CEIS Exit Program codes



Indicate the reason the student WITHDREW or EXITED Early Intervening Services.

CD	CEIS discontinued; Student IEP services continue
DI	Deceased
DO	Dropped Out of School
DP	Services discontinued at Parent's Request
GD	Graduated with Regular Diploma
MK	Student Moved
RP	Reached Program Eligibility
SN	Services no longer needed
SP	Placed into Special Education



## Cycle 7 Submission: Discipline



- Data sourced from SMS.
- Applies to students receiving special education during the incident.
- Verify coding for:
  - In-school and out-of-school suspensions (codes and days)
  - Expulsion codes.
  - Alternative Learning Environment(ALE) placement (not referrals)

**Note:** Expulsion from a building differs from district expulsion.



# Special Education Cycle 7 Review

School Age Students
September 1 - 30

<u>eSchool</u> <u>SIS Handbook</u>





# Cycle 7 Review:

- Data required for federal reporting:
  - Referral Tracking
  - Exits
  - CEIS
  - Discipline
- MySped Resource open: September 1 30
- Use School Age MySped Review Procedures
   Manual

# Cycle 7 Review:



### **Purpose:**

Verify and update submitted data.

Fix typos, coding errors, and transfer issues.

Complete any blank fields.

Resolve errors to ensure accurate data count.

Check all error reports in MySPED.

### Referral Tracking



- Confirm all referrals are submitted and accurate.
- Verify personal details (Birthdate, SSN, Gender, Race).
- Check date accuracy:
  - Referral Date
  - Consent to Test Date
  - Evaluation Date
  - Eligibility Determination Date (EDD)
  - Parent Consent to Serve Date
- Ensure reasons for missing 60/30-day timelines are correct.
- Verify "Other Reason" if selected.
- Confirm all referrals are complete.
- Review error reports thoroughly.
- Notify our Research Data Analyst
   (Mohamed Sanogho <u>mohamed.sanogho@ade.arkansas.gov</u>)
   if ZERO referrals for the year.

**Note:** Error reports only highlight issues that impact federal reporting; not all errors are identified.



## MySPED Error Reports:



#### 2024/25 Early Childhood Cycle 4 Error Report - Demogrpahics

#### LEA: 9999 - Willow Creek School District

FirstName	LastName	DOB	Age	Race	M/F	Res. LEA	Dis. Cd	Temp	Entry Date	LRE	ErrorMessage
Elsa	Winters	07/16/2020	4	1	F	9999	PS		07/31/2024	В1	Invalid Race
Mickey	Mouse	04/05/2019	5	ı	М	9999	AU		03/26/2024	SS	Invalid Race
	Elsa	Elsa Winters	Elsa Winters 07/16/2020	Elsa Winters 07/16/2020 4	Elsa Winters 07/16/2020 4 -	Elsa Winters 07/16/2020 4 - F	Elsa Winters 07/16/2020 4 - F 9999	Elsa Winters 07/16/2020 4 - F 9999 PS	Elsa Winters 07/16/2020 4 - F 9999 PS	Elsa Winters 07/16/2020 4 - F 9999 PS 07/31/2024	Elsa Winters 07/16/2020 4 - F 9999 PS 07/31/2024 B1

#### 2024/25 Referral Tracking Error Report - Early Childhood: 2023/24

#### LEA: 8888 - Fernbrook Cooperative

FirstName	LastName	Consent Date	Eval Date	EDD Date	Sped Placement	Ref Process	Reason	Other Reason	ErrorMessage	
Peter	Parker	09/27/2023			N	Υ	NE		Missing Date (s) for Referral Tracking	Г
Scooby	Doo				N	N			Unclosed Referral	

#### Zero Referrals Error Report for FY 2023/24

#### LEA: 7777 - Forest Maple Education Cooperative

Туре	Child Count	Referral Count	ErrorMessage
School Age	109		There are zero (0) referrals for your LEA in 2023/24. If this is accurate, please email Dr. Laura Goadrich (laura.goadrich@ade.arkansas.gov) to confirm by the end of the review period (September 30th).

# School Age Exits (14-21)



Verify data accuracy and all graduates submitted.

Confirm all 12th graders are accounted for.

Check exit reasons and verify dropouts.

Review exit error reports

**Note:** Error reports only flag issues impacting federal reporting.

# Discipline



Verify action codes and confirm number of suspension days.

**Check ALE placements.** 

Confirm expelled students' education status.

Verify expulsions.

(Expulsion means the student is **NOT enrolled in district** but NOT just building change.)



### Coordinated Early Intervening Services



		<b>~ C</b> :	
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Duu	BCL		Hation

Ensure CEIS funds are allocated appropriately.

#### **FOAPAL Numbers**

Verify the accuracy of FOAPAL (Fund, Organization, Account, Program, Activity, and Location codes).

#### **Data Accuracy**

Confirm all records are correct and complete.

#### **Service Records**

Ensure every record includes associated services.

#### **Program Exits**

Verify all services are concluded when a program ends.

### Family Surveys:



#### **Submission:**

- Online or scanned forms (by parent or staff)
- Submit the information online through the Family Survey Link.
- For survey <u>requests</u>, contact Leah James (Administrative Analyst) at 501-682-4222

#### **Survey Requests Must Include:**

- LEA Number
- Requestor's Name
- Mailing Address
- Phone Number
- Number of surveys needed and indicate "School Age" forms

#### **Photocopies:**

- Photocopied surveys must be entered online.
- Copies sent to IDEA Data & Research will be returned.

#### Ensure to bubble in:

- LEA Number
- Resident LEA number
- Building Code
- Race/Ethnicity Code
- Student's Primary Disability Code



### Typical Errors and Best Practices:





Correct SIS errors before submission.

Withdraw nonreturning students as of last school term's end date. **Common Errors:** 

Birthdates
SSN
Referral reasons
Open referrals

**Referral Tracking:** 

Enter EDD Date if Parent Consent is given, even if not placed.

**Exit Codes:** 

Use CEIS, EC, and SA codes from the withdrawal dropdown in eSchool.

# Tejaswini Pudota IDEA Coordinator

Tejaswini.Pudota@ade.Arkansas.gov

IDEA Data & Research Office 501-682-8670



