



Volume 18, Issue 3

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Here Comes Cycle 4

School districts, educational cooperatives, open-enrollment charter schools, and state-operated educational programs are reminded of the importance of the upcoming Arkansas Public School Computer Network (APSCN) Cycle 4 data submission requirements for special education child count and special education personnel. APSCN Cycle 4 closes on December 15. The Arkansas Department of Education, Office of Special Education must report the data to the U.S. Department of Education, Office of Special Education Programs (OSEP) by April 1. To assist special education programs in reporting the December 1 child count and personnel data accurately, a series of Web conferences, as outlined below, will be held.

A Web conference workshop on special education reporting via eSchool and MySped Resource for Cycle 4 will be conducted in **repeated sessions**. Please note the dates and times below. Each session will last approximately one hour and pre-registration is required. To register for a Web teleconference, [click here](#) to login to your **ASTIS** account or to create an account . You must register to receive a certificate..

The Webinars will be using ZOOM web conferencing system. If you need assistance with using zoom please call 501-916-5863 .

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Cycle 4 Webinar Schedule

The sessions will cover School Age and Early Childhood Cycle 4 reporting requirements for the school year and how to review the Cycle 4 data for submission. These events are primarily for LEA supervisors, EC Coordinators, and data entry personnel, new & returning.

Webinar Session Dates:

- ◆ **School Age Sessions for Districts, Charter School and State Agencies that use eSchool:**
 - ◆ November 13, 10:00 a.m.
 - ◆ November 14, 10:00 a.m.
 - ◆ November 14, 1:00 p.m.

- ◆ **Early Childhood Sessions for Districts, Educational Cooperatives, and State Agencies that use eSchool:**
 - ◆ November 19, 10:00 a.m.
 - ◆ November 19, 1:00 p.m.

- ◆ **Conway Human Development Center (CHDC) and Arkansas Department of Corrections School System (ADC) :**
 - ◆ November 21, 10:00 a.m.

In addition, to ensure the highest accuracy in data reporting to OSEP, the Office of Special Education provides districts an opportunity to review the December 1 child count and personnel data collected. Local educational agencies can review and modify the special education child count and personnel data through the MySped Resource application at <https://arksped.ade.arkansas.gov/>

The review period in MySped Resource is January 1- 31.

Child Count Reminders

As we move into another child count cycle and you prepare to submit your Cycle 4 student data there are a few items we want to remind you about.

1. **MAKE** sure all children identified as being a child with a disability is entered into the appropriate special education module in eSchool.
 - Only LEAs operating an early childhood special education program this school year should have active student records in the Early Childhood Module.
 - Every District and Charter School should have students in the School Age Module. Besides those served in the LEA buildings, students served in other settings **MUST** be in eSchool as well. Such as
 - Students with IEPs in a day school or day treatment facility on December 1;
 - Private school/homeschool students on a service plan;
 - Students with IEPs in a juvenile detention centers (JDC) on December 1;
 - Students with IEPs in a county jail whom your LEA is serving on December 1;
 - Students with IEPs in residential treatment facilities on December 1.
2. **ALL** students need to have a lead teacher assigned in the appropriate module. This **MUST** be updated annually in the early childhood and school age module. The information is used by monitoring.
3. **ANY** student receiving speech services **MUST** have a speech pathologist assigned in the appropriate module.
4. **NO** student should be marked as temporary unless there is a temporary IEP. Students on a temporary IEP have not been found eligible; therefore, will be removed from the official count.

Child Count Reminders

5. ALL School Age Programs need to run the [Special Ed Grade Synchronization Script](#) located in the eSchool menu under Administration > Utilities. This will align the assigned grade in the school age module with the grade level in demographics. This information is used for statewide assessment.
6. ALL K-12 students coded as non-graded (EE, SM, SS) in demographics MUST have the assigned grade MANUALLY updated in the school age module. This is critical for it is used for statewide assessment.
7. ALL K-12 students should have one of the following codes in the alternate portfolio/assessment field. This information is used for assessment purposes.
 - ◆ NA = Not Applicable or Null (default) - Applies to ALL student with IEPs who are not taking an alternate assessment (DLM)
 - ◆ ALMS = Alt Literacy, Math & Science (Grades 3 thru 10) - Applies to ALL students with IEPs who are in grades 3-10 and are taking the alternate assessment but are not required to take the Alternate English Language Proficiency.
 - ◆ AELP = Alt English Language Proficiency (ONLY Grades K thru 2 or Grades 11 thru 12) - Applies only to students who are NOT in grades 3 -10 and meet the requirements for the alternate English Language Proficiency exam.
 - ◆ BOTH = BOTH Alt English Language Proficiency AND Alt Literacy, Math & Science (Grades 3 thru 10) - Applies to students who are in grades 3-10 and are required to take the alternate assessment and the alternate English Language Proficiency exam.
 - ◆ PAAHS = Past Alternate Assessment in HS. This applies to students in who are beyond grade 10 , took the alternate assessment in high school, and as the alternate pathway flag on the SIS/Misc. screen. This prevents the student from being pulled into other end of course exams.

Child Count Reminders

8. ALL School Age Programs need to run the [Special Ed Grade Synchronization Script](#) Early Childhood Programs need to verify each students home school district and have the resident LEA field updated in eSchool.
9. Early Childhood Programs need to verify the physical address in eSchool is correct. The address is what determines the resident (home) district. There are two websites that may assist in locating the address and associated school district in county tax records.
 - ◆ <https://www.actdatascout.com>
 - ◆ <https://www.arcountydata.com/>

School age programs will have the opportunity to verify the information submitted by the early childhood programs during the January Cycle 4 Review in MySped Resource. During the review period, any corrections to the information MUST be made by the early childhood program. This information is used for federal and state early childhood allocations.

Ensuring data quality is the first step in connecting the pieces to tell your LEA's story effectively!



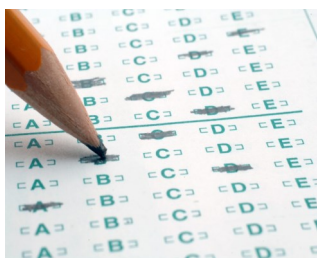
Special Education Employee Reminders

- ◆ Personnel specifically hired to serve students with disabilities MUST have a record in staff information and the district defined special education employee screen. This includes LEA employees and contracted private providers.
- ◆ The lead teacher and speech pathologist cannot be tied to a student record in the early childhood or the school age module unless they are entered into the district defined special education employee screen.
- ◆ Former special education employees MUST be removed from the special education employee screen. Making a person inactive in staff information does not remove them from sped employee. They must be manually removed.
- ◆ To know who is currently in the special education employee module run the report located in the menu under registration in Entry & Reports. On the far right side is a list of AR Special Education Reports and the top report is Sped Employee Listing. This will assist in identifying who needs to be removed or added.
- ◆ If a person has an FTE greater than 1 across LEAs, you will receive an email notifying you to review and correct. This is not a MySped Resource error message.
 - ◆ NO ONE can have an FTE greater than 1; therefore LEAs will have to work together to resolve the issue. Often the issue is that an LEA has failed to remove the person from the sped employee module in eSchool.

IMPORTANT NOTICE

The Process for Requesting Scantron Survey Forms has Changed

To request
Family Survey
Scantron Forms
out the request
form on the
OSE [website](#)



fill

under the related links heading.

When sending forms to IDEA Data & Research remember we cannot scan a photocopy. All photocopies MUST be entered into the family survey online site by the LEA.

If you need your online Family Survey Passcode reach out to Ta'Tianna for assistance—
tllee3@ualr.edu

IDEA Data & Research Office
UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
(501) 916-3219

TRAINING OPPORTUNITIES

- Data Entry Training for eSchool and MySped Resource is being offered virtually at this time.
- Training can be scheduled for an individual or group for your LEA.

Please refer to ASTIS for dates and times. ASTIS is located on the [ARKSPED Portal](#) page.

*Watch for Commissioner's Memo
for details about Cycle 4 and
Cycle 7 webinars.*

**Questions about training
opportunities?**



**Reach out to
Khala Quarles**
(501) 916-3219 or
kpquarles@ualr.edu

IDEA Data & Research Office

UA Little Rock
2801 S. University Ave
Stabler Hall - Suite 406
Little Rock, AR 72204
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DIS/APSCN

(501) 682-HELP (4357) Option 3
1-800-435-7989 Option 3
DIS.CallCenter@arkansas.gov (24 hour email)

Special Education Home Page

<https://dese.ade.arkansas.gov/offices/special-education>

Important links from the Special Education home page:

The IDEA Data & Research web page (<https://dese.ade.arkansas.gov/Offices/special-education/data-research>) is where you can find links to the

- Data Dictionaries
- User Guides (in MySped Resource under Support)
- Training Opportunities
- DATA Talk video series
- Recorded webinars, and more.

Please visit regularly as we are always adding new information.

ARKSPED Portal

A secured web portal where LEAs review and submit data to the ADE via MySped Resource. There is also a link to the **School Age and Early Childhood Family Outcomes Survey**. [Click here to visit the ARKSPED Portal](#)

Mac-O-Lantern and Cheese Bowls



Ingredients

Kosher salt
6 medium orange bell peppers
8 ounces elbow macaroni
1 1/4 cups half-and-half
8 ounces cream cheese, at room temperature
4 ounces mild Cheddar, shredded (about 1 1/2 cups)

1. Bring a large pot of generously salted water to a boil. Fill a large bowl with ice water.
2. Cut the tops off the peppers and reserve. Remove the seeds and membranes. Put the peppers and the tops in the boiling water and cook until just tender, 2 to 3 minutes. Plunge the peppers into the ice bath. Once cool, remove them and use a sharp knife to carve a jack-o-lantern face into one side of each pepper.
3. Return the water to a boil, add the macaroni and cook until al dente, about 6 minutes. Reserve 1 cup of the pasta water and drain (don't rinse the pasta).
4. Heat the half-and-half in a large saucepan over medium heat until it just comes to a simmer. Continue simmering until reduced to about 3/4 cup, about 10 minutes. Add the cream cheese and stir until melted. Whisk in the Cheddar until all the cheese is melted and the sauce is smooth.
5. Off the heat, add the macaroni to the saucepan and stir to combine. Stir in some of the reserved pasta water to thin the sauce if needed. Season with salt if needed. Let sit for 10 minutes, then divide the mac and cheese among the peppers and cap each with a pepper top.