

# **School Age MySped Cycle Review Using Excel**

**Excel Tips  
Review in Excel**

**Excel Tutorial:** <http://office.microsoft.com/en-us/training/CR061831141033.aspx>

### Freeze the panes in a worksheet.

1. To freeze both row and column headings, place the active cell in the cell directly below the column headings you want to freeze and to the right of the row headings you want to freeze.  
*The cell is selected.*
2. Select the **Window** menu.  
*The **Window** menu appears.*
3. Select the **Freeze Panes** command.  
*The rows above the columns to the left of the active cell are frozen.*

### Create a List to Sort and Filter.

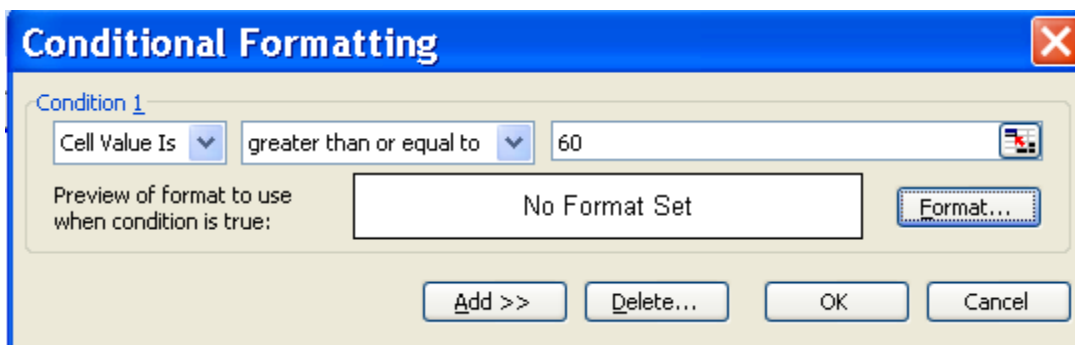
<http://office.microsoft.com/training/Training.aspx?AssetID=RC010801391033&CT=6&Origin=RC010801391033>

1. Select any cell in the list.  
*The cell is selected.*
2. Select the **Data** menu.  
*The **Data** menu appears.*
3. Point to the **List** command.  
*The **List** submenu appears.*
4. Select the **Create a List** command.  
*Create List table appears.*
5. Click box to indicate your list has headers.
6. Click OK.  
*Arrows appear in the column label cells.*
7. Click on any arrow to sort or filter data.  
*Only records meeting the criteria appear.*

If you have filtered on multiple fields, you must select (**All**) from each AutoFilter list to display all records. You can clear all filters at the same time by selecting the **Data** menu, pointing to the **Filter** command, and selecting the **Show All** command.

## Conditional Formatting

1. Select the range to which you want to search for data.  
(i.e. drag cell to high light or use <ctrl-shift-↓>)  
*The range is selected.*
2. Select the **Format** menu.  
*Format menu appears.*
3. Click on **Conditional Formatting**  
*Conditional Formatting table appears.*



4. Select appropriate logic and value.
5. Click on Format button in table.  
*Format table appears.*
6. Click on **Patterns Tab** and select color to high light requested value.
7. Click OK.  
*Conditional Formatting table appears.*
8. Click OK on **Conditional Formatting** table.  
*Column's cells will be high lighted that met criteria.*

**Calculate Date Difference.**

1. Give column the appropriate heading.
2. Select the cell into which you want to enter the formula to return an value.  
*The active cell moves accordingly.*
3. Type: =datedif(*click cell of first date, click cell of second date*, "d")
4. Hit ENTER  
*Value in days is displayed.*
5. Select original cell with value.
6. Drag down cell using bottom-right corner with cross to last data displayed in column.  
*Values are displayed in each cell of the column.*

**#Num!** = could not calculate: dates are either not sequential (early date to late date) or one of the cells is blank

**0** = Both cells are blank

**Highlighting worksheet.**

1. Select upper, far left cell of the worksheet.
2. Hit <Ctrl-A> on keyboard to highlight all the data.

**Highlighting column with data.**

1. Select first cell of column with data in it.
2. Hit <Ctrl-Shift-↓>

**Hide Columns in a worksheet.**

1. Select entire column.
2. Select the Format menu.
3. Select the **Column** submenu.
4. Click on the **Hide** command.

**Create a new column.**

1. Highlight column on worksheet to the right of the desired new column.
2. Select the Insert Menu.
3. Select the Columns command.  
*New column is displayed.*

## Referral Tracking and Excel

**Hide Columns****Freezing Panes****Reviewing Timelines**

Calculating > 60 Days using Date Difference.

1. **Create a new column** to the left of 'Evaluation Date'.
2. **Name the new column** to identify > 60 days.
3. **Calculate DateDif** under newly created heading.
4. Use **Conditional Formatting** to highlight any days greater than 60.
5. Review highlighted areas and error message of #NUM! to correct student's referral.
6. Verify Eval Reason for why timeline was over 60 days.

Calculating > 30 Days using Date Difference

1. Follow procedures of Parent Consent Date to Evaluate Date, but use Eval Date to EDD and > 30 days.
2. Verify EDD Reason for why timeline was over 30 days.

**Create List**

1. Sort by '**Referral Process Complete**' - All N's should be reviewed and changed to Y in MySped
2. Sort by **Sped Placement**. Compare Y code with **Completion Reason** Code of SP. (Sped Placement = N, then Completion Reason cannot be SP). Compare Sped Placement Y Code with Sped Consent Date (Parent gave consent to place the child).
3. Sort by **Completion Reason** and compare EI Code with **Early Intervention** code of Y

## Discipline

**Create List**

1. Sort by Action Taken - Review for Codes 3, 4, 9, and 10. Add Yes or No for Expulsion Services in MySped for each student.
2. Sort by Last Name -
  - Review for duplicate discipline, date of discipline, actions.
  - Review Action Taken Codes of 1 and 2 and verify the number of days suspended by In-school and by Out of school

## Secondary Transition

**Create List**

1. Sort by **Age**. Verify all 15 year olds that turned 16 during the fiscal year were served. If not, they should not be reported
2. Sort by **Educational Environment**. Verify accuracy, especially any who were in juvenile detention center or a residential placement.
3. Sort by **Last Name** for duplicates and Transition Date is date the initial transition plan in the IEP in your district.

## School Age Exits

**Create List**

1. Sort by **Exit Status**. Verify correct code. Check MA vs MK
2. Sort by **Grade**.
  - Verify all 12<sup>th</sup> graders will be graduating. Change to Nongraded if returning and notify Jody Fields
  - Verify Nongraded (SS) students (not counted as graduation)
3. Sort by **Age**. Verify all students are 14-21.

## Coordinated Early Intervening Services

**Create List**

1. Sort by **SSN**. Verify each child's history of services for the fiscal year.
2. Sort by **Grade**. Verify services for the grade the student is in.
3. Sort by **Withdrawal Date**.
  - Should any students be withdrawn?
  - Are there service end dates if withdrawn?
4. Sort by **Service Description**. Compare with Withdrawn and Entry Dates and Service End Dates.
5. Sort by **Race** AND by **Last Name**. Verify child has same race for every time they were entered.

## Cycle 4 Child Count

**Create List**

1. Sort by **Last Name** for possible duplicate records.
2. Sort by **SSN** for possible duplicate SSNs.
3. Sort by **Ed Environment**
  - Filter** by Ed Environment codes and verify
4. Sort by **Age** and verify 5-21 years of age
5. Sort by **Grade** and verify Non-graded codes have an Assigned Grade.