

## School Age

### 2009-2010 Cycles 2, 4, and 7 Overview

### 2009 Cycle 2 Employee/Program Approval

### 2008-2009 Cycle 7 MySped Resource Review

#### Data and Research Web Page has Updated Information:

<http://arksped.k12.ar.us/sections/dataandresearch.html> under “Supporting Documents”

1. APSCN Reporting Requirements table and timeline for 2009-2010 for School Year
2. Overview of Training Opportunities for School Age and Early Childhood
3. School Age APSCN Data Form with Race/Ethnicity Changes and 09/10 updates
4. Cycle 2 Employee Data Reporting - overview document
5. Manual: *School Age MySped Review Procedures Cycle 7*
6. Calculating Educational Environment for School Age 2009-2010
7. This document: *School Age 2009-2010 Cycles 2, 4, & 7 Overview*
8. New Federal Race and Ethnicity Q & A

#### 2009 Cycle 2 Employee Program

Review *APSCN Cycle 2 Data Reporting: Special Education Employees* document

- Begin entering for October 1 personnel. Continue to update for December 1 Cycle 4.
- Begins Program approval through Area Supervisor, Monitoring section of ADE
- **New:** Teacher folder count by race has changed to reflect new federal changes:
  1. Hispanic or Latino
  2. American Indian/Alaskan Native
  3. Asian
  4. Black or African American
  5. Native Hawaiian/Pacific Islander
  6. White
  7. 2 or more

#### 2009 Cycle 4 Employee Program and December 1 Child Count (December 15, 2009 APSCN deadline)

School Age Cycle 4 Reporting	District Annual Performance Report (APR)	Monitoring Profile
<b>1. December 1 Child Count</b>	Indicator 5: School Age Least Restrictive Environment (LRE) Indicator 9 & 10: Disproportionality	Graduation Rates Dropout Rates Disproportionality
<b>2. Educational Placement</b>	Indicator 5: School Age Least Restrictive Environment (LRE)	School Age Least Restrictive Environment (LRE)
<b>3. Employee Program</b>	Not a part of APR - November, 2010 Federal Reporting	Program Approval

**Cycle 4 Child Count** - report all students served on December 1, 2009

**School Age Module**

- Student Demographics - Name, Age, race/Ethnicity, Gender  
 Data comes from Student Registration:

**New Federal Race/Ethnicity Numbered Codes in field:**

1. Hispanic or Latino
2. American Indian/Alaskan Native
3. Asian
4. Black or African American
5. Native Hawaiian/Pacific Islander
6. White
7. Two or more

- Educational Placement - Calculation as a % of instructional time with regular class  
 (See Calculating LRE examples)
- Withdraw all students not served on December 1, 2009.

**2009-2010 Cycle 7 Referrals and Exits (June 15, 2009 APSCN deadline)**

School Age Cycle 7 Reporting	District Annual Performance Report (APR)	Monitoring Profiles
1. Completed Referrals	Indicator 11: Child Find	Not Applied
2. School Age Exits	Indicators 1 & 2: Graduation and Dropout	Graduation and Dropout
3. Discipline	Indicator 4: Out-of-School Suspensions and Expulsions	Discipline
4. Secondary Transition	Not Applied	Secondary Transition
5. Early Intervening Services	Not Applied	Not Applied

**Referral Tracking** - complete *prior* to putting student in Special Ed Module

**New Field:** 'Part C & B Concurrent' - *Applies to Early Childhood Only*

- Student Demographics
- Follow Due Process
  - 60 day timeline from Parent Consent Date to Evaluation Date  
 Reasons timelines were exceeded:  
**New**-Added **AT** = Additional testing determined by IEP Team  
**HV** = Failed hearing/visual Screening (i.e. waiting for glasses)  
**Clarified** EV = Evaluations not completed in accordance with timelines 'due to IEP Team' (includes evaluators)
  - 30 day timeline from Evaluation Date to Eligibility Determination Date (EDD)  
 Reasons timelines were exceeded:  
**Clarified** EV = Evaluations not completed in accordance with timelines 'due to IEP Team' (includes evaluators)

- Reasons for Referral Completion - help explain circumstances in referral process
  - Clarified EI** = Placed in CEIS; 'use of VI-B funds'
  - New-Added NT** = IEP Team determined no testing required (only referral conference was held)

### **School Age Module (cycle 7 continued)**

- Student Demographics - (New Race/Ethnicity Numbered Codes)
- Secondary Transition - used for Monitoring to review

### **Exits**

- Exit status codes are important - especially as it relates to graduation

**Early Intervening Services Module** - Students identified as being at risk for Special Education and/or students referred to Special Education, but determined to go into Early Intervening Services instead and VI-B set-aside monies are used.

- Student Demographics **New**: Now being pulled from Student Registration
- Service types - separate screen with entry and withdrawal for each service
- Entry/Withdrawal

Exit Status Code

**New-Added RP** = Reached Program Eligibility (i.e. student transfers to another school that does not have the same CEIS support services in the district's program)

### **Discipline**

- Student Demographics
- Discipline Fields from Student Management
  - *Date of Discipline*
  - *Infraction*
  - *Action Taken*
  - *Days of suspension* (both in school and out of school)
  - *Shortened Expulsion*: Was expulsion reported for infractions shortened to a term of less than one-year by the chief administering officer?
  - *Alternative Placement*: Was the expulsion reported referred to an alternative school or program
  - *Special Education Status*: Each infraction is cross referenced with the special education module to determine if they were enrolled in special education at the time of the discipline incident

## **2008-2009 Cycle 7 MySped Resource Data Review**

**Cycle 7 reports** all students served between July 1, 2008 and June 30, 2009. All data are entered in APSCN and reviewed in September in MySped Resource Application. This is the data that will be used in the calculations for the State Performance Plan (SPP) and the Annual Performance Report (APR) submitted February 1, 2010. The determination letters you receive spring, 2010 (state whether you 'met requirements' or 'need assistance,' etc.) will use this data.

**School Age Cycle 7 MySped Review Manual** will assist in School Age Cycle 7 (FY 08/09) data in MySped Resource. Posted on Data and Research web page: <http://arksped.k12.ar.us/sections/dataandresearch.html>

## Why review data if it was entered and submitted to APSCN in June?

You want to be able to ensure the data for your district was submitted properly and that it accurately reflects the reporting requirements for the fiscal year July 1, 2007 through June 30, 2008.

### Possible Reasons for Making Changes in Data

1. **Updates** are needed to reconcile between the reporting period ended and APSCN submission
2. Data entry **typos** when keying in APSCN Special Education Module
3. Inaccurate **coding** when keying in APSCN Special Education Module
4. Formulas or glitches in the **programming**
5. Data **not transferring** correctly from APSCN to MySped
6. **Blank fields** may exist that should be completed
7. Problems may occur with reports not generating the accurate count. For example, if age is invalid, the program for the report will not include it in the count.

### Applications to Review for Cycle 7

- Referral Tracking - ADD late referrals
- Exits
- School Age - Discipline
- Secondary Transition
- School Age - Early Intervening Services

### Ways to View Data through MySped Resource

(Detailed instructions found in new manual on web: *School Age MySped Review Procedures Cycle 7*)

- Individual Student
- Drop-down Menu
- Column Sort
- Export to Excel
- Reports

### Reminders for 08-09 Cycle 7 Review

1. **Review period:** MySped will be open **September 1 - 30**.

#### 2. **Correcting the Data**

Once you have completed the review process using MySped Resource, you will need to make any necessary corrections. Make corrections and updates in three possible places:

- **Update MySped** to report accurate data (**'Save' before Exiting**);
- **Update APSCN** to maintain accurate data;
- **Update your own personal file** for record keeping and backup. We recommend you use the export to Excel function to save your own Excel file. This allows you to refer to your data at anytime and serves as a backup file in the event of technical difficulties. *Remember, when you are reviewing, corrections will need to be made in the individual student or employee application in MySped and possibly APSCN;* and,
- **Create and save a new Excel worksheet on your computer** once all changes have been made to serve as a backup.

### 3. Referral Tracking

- Major area to check: Are all birth dates valid? Age listed is the age as of the referral date.
- Add in any referrals that transpired from July 1, 2008 thru June 30, 2009. The date of referral is considered the date to be reported for that fiscal year. *You may have had referrals that were not complete prior to the June 15<sup>th</sup> deadline to report in APSCN. Do not forget to include those referrals in MySped Resources.*
- Verify Reason for exceeding timelines
  - If 'Other' reason was used, is it clearly explained what the other reason was?
- All referrals are included, regardless of whether the student was paced or not.

4. **Exits** - Graduates - Contact Jody Fields for all seniors coded as grade 12 in 2008/09 and is re-enrolled for 2009/2010. The grade level will be changed to 'SS' in Dec.1, 2009 Child Count and not be counted as a graduate.

### 5. Discipline -

- *Enter whether services were being provided while expelled in individual student screen.*

#### MySped Review:

--Select--	
--Select--	
01-In-School Suspension	
02-Out-of-School Suspension	
03-Expelled	
04-Expelled for Weapons	
05-Corporal Punishment	
06-Other	
07-No Action	
08-Alternative Learning Environment	
09-Expelled for Drugs	
10-Expelled for Dangerousness	

Expulsion Services

--Select--
--Select--
No
Yes

- In addition, verify number of days for in-school and out-of-school suspensions.

6. **Early Intervening Services** - Students identified as at risk for Special Education and have budgeted VI-B set-aside monies. Verify Service types with begin and end dates for each type of service.

### 7. Secondary Transition -

- Account for all students served 16 years or older.
- Verify student's placement. If student's plan was in place, but left, delete student in MySped.

### Need More Detailed Information?

Refer to the updated **APSCN Training Guides and Data Dictionaries** located on the Special Education website: <http://arksped.k12.ar.us> . Click on **Data and Research** under 'Supporting Documents' or call our office: 683-7219

If you or your staff are new to APSCN data entry and would be interested in hands-on training for data entry issues: **School Age: September 16 or 18, 9am - 3pm at APSCN's computer lab in Little Rock.**

**Registration is now full. Please call Katina and ask your name be put on a waiting list.**