



For technical difficulty,
call 1-501-683-7219.

Welcome!

DDS Cycle 4 MySped Review For the 2011/2012 School Year

11.22.11

10 AM/2 PM

1 Hour

For Audio, dial
1-712-432-0600.
Access code: 931504#
Press *6 to mute your phone.





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WebEx Session Overview

Cycle 4 Review includes:

Personnel

Child Count

for December 1 Reporting.

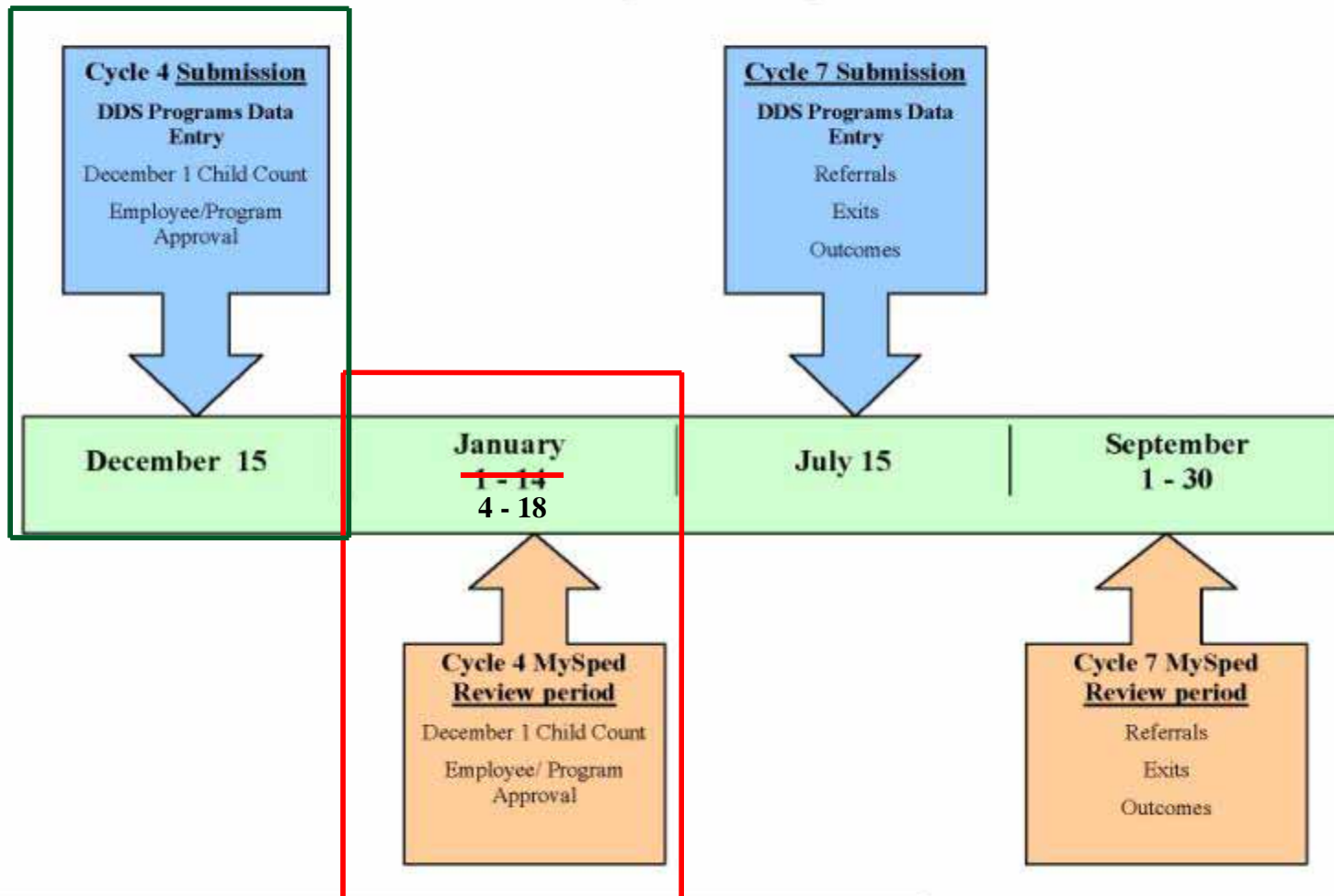
For Audio, dial
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Access code: 931504#

Press *6 to mute your phone.



Special Education Data Reporting Requirements Timeline DDS 3 - 5 year Programs



DDS Programs application in MySped Resources is open year round for student data entry. You may enter adds, updates, etc as they occur. Employee Program is only open December 1 - 15 of every year to enter DDS personnel.

MySped Resources for review is only open during the designated times as shown above.



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Need more Detailed Information?

Visit: <http://arksped.k12.ar.us>

Or call 501-683-7219.

All User Guides & Data
Dictionaries are available
on the Special Ed Data &
Research Website.

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SPECIAL EDUCATION

<http://arksped.k12.ar.us>

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Welcome to the Arkansas Department of Education, Special Education website. Our website has been designed to offer straightforward access to useful special education information for parents, teachers, school administrators, and members of the public.

Users of the Special Education website can print or save any document found on the website. To save, right click on the document, select the "Save Target As" option, and then Save. To print, right click on the document and select the "Print Target" option. Documents originally posted on the home page or on secondary pages that are no longer in their original locations can likely be found in the [Archives](#) section of the website. Click on the Archives link above to find a moved document. If a document cannot be located in Archives, contact spedsupport@arkansas.gov.

LEA Annual Performance Report – 5/2/11

The Office of Special Education Programs in the U. S. Department of Education requires that States report annually to the public on the performance of each local education agency (LEA) on 14 of 20 indicators as compared with targets established by the State in the State Performance Plan (SPP). The Local Education Agency Annual Performance Reports are available for public viewing on the [Data & Research](#) page. To review a copy of Arkansas's State Performance Plan and Annual Performance Report go to the [policy page](#).

2011 SPECIAL EDUCATION DATA SUMMIT, June 20-22, 2011 - 4/4/11

The IDEA Data & Research Office at the University of Arkansas Little Rock in partnership with the Arkansas Department of Education invites special education teachers, administrators and related service providers from across the State to attend the 2011 Special Education Data Summit. The conference will be held at the Embassy Suites Hotel, Little Rock. The conference will begin at 1:00 pm on June 20, 2011 and end at 12:00 noon on June 22, 2011. For registration and program information [click here](#) or contact the IDEA Data & Research Office at 501-683-7219.

SPED Home

General Supervision

Professional Development

Dispute Resolution

Data & Research

Funding & Finance

Medicaid In The Schools
(MITS)

SPED Commissioner Memos

Events

Technical Assistance for
Teachers & Schools

Direct Services for
Students & Families



Arkansas Department of Education



Supporting Documentation

2011/12 APSCN User Guides with Data Dictionaries

- ⇒ [Early Childhood User Guide - APSCN pdf](#)
- ⇒ [Referral Tracking User Guide - APSCN pdf](#)
- [School Age User Guide - APSCN pdf](#)
- [Coordinated Early Intervening Services \(CEIS\) User Guide - APSCN pdf](#)
- [SPED Employee-Program Approval User Guide - APSCN pdf](#)

2011/12 Data Dictionaries

- ⇒ [Early Childhood Data Dictionary pdf](#)
- ⇒ [Referral Tracking Data Dictionary pdf](#)
- [School Age Data Dictionary pdf](#)
- [Coordinated Early Intervening Services \(CEIS\) Data Dictionary pdf](#)
- [Discipline Data Dictionary pdf](#)
- [SPED Employee-Program Approval Data Dictionary pdf](#)

2011/12 MySped Review Procedures: Cycle 4

- ⇒ [DDS 3-5 Year MySped Review Procedures \(August 2011\) pdf](#)
- ⇒ [Early Childhood MySped Review Procedures \(August 2011\) pdf](#)
- [School Age MySped Review Procedures \(August 2011\) pdf](#)

2011/12 MySped Review Procedures: Cycle 7

- [EC MySped Cycle 7 Review Procedures 2011 \(August 2011\) pdf](#)
- [SchoolAge MySped Review Procedures Cycle7 2011 \(August 2011\) pdf](#)
- [DDS 3-5yr MySped Review Procedures Cycle7 2011 \(August 2011\) pdf](#)
- [EC MySped Cycle Review Using Excel \(August 2011\) pdf](#)
- [SA MySped Cycle Review Using Excel \(August 2011\) pdf](#)

Other Documents

- [SA Outline for Cycle 4 WebEx on Reporting 11-12 \(August 2011\) pdf](#)
- [EC Outline Cycle 4 WebEx on Reporting 11-12 \(August 2011\) pdf](#)
- [APSCN Training Reporting Requirements Table \(August 2011\) pdf](#)
- [SA & EC Reporting Requirements Timeline \(August 2011\) pdf](#)
- [EC 2011-12 Cycles 2-7 WebEx Overview \(August 2011\) pdf](#)
- [Early Childhood APSCN Data Form 2011-12 \(August 2011\) pdf](#)
- [School Age APSCN Data Form 2011-12 \(August 2011\) pdf](#)
- [School Age Calculating Educational Environment \(August 2011\) pdf](#)
- [School Age 2011-2012 Cycles 2-7 WebEx Overview \(August 2011\) pdf](#)
- [School Age Q & A 2010/11 Cycles 2-7 WebEx Overview \(September 2010\) pdf](#)
- [School Age Cycle 4 WebEx Q&A \(December 2010\) pdf](#)
- ⇒ [DDS Federal Reporting Timeline 2011-2012 \(August 2011\) pdf](#)
- ⇒ [DDS 2010-2011 Cycles 4 7 WebEx Overview \(August 2011\) pdf](#)
- ⇒ [DDS MySped Application IDEA Training Guide \(August 2011\) pdf](#)
- ⇒ [DDS Training Opportunities 2010-2011 \(September 2010\) pdf](#)
- ⇒ [DDS Reporting Requirements Table 2011-2012 \(August 2011\) pdf](#)
- ⇒ [DDS MySped Data Form 2011 \(August 2011\) pdf](#)
- [DDS Cycle 4 WebEx Q&A \(December 2010\) pdf](#)
- [CEIS Data APSCN Form 2011-2012 \(August 2011\) pdf](#)

Supportive documents can be found at the bottom of the webpage. Arrows indicate documents related to DDS reporting & reviewing your data.



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Tips for Navigating MySped Resource Review

- ✓ Use the Tab key or the mouse to navigate through the fields
- ✓ Data Entry format is mm/dd/yyyy.
- ✓ Press **SAVE** before Exiting Each Student Record.
- ✓ Look for message in red at top of screen (**Success! Data has been saved**) to verify data has been saved. If the data did not save, the message will state the related problem. Correct the data as indicated in the message and press **SAVE** again before exiting the screen.
- ✓ Press **Exit** to go back

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Reasons for Making Changes In Data

- ✓ To update since submission cycle
- ✓ To correct typos
- ✓ To correct inaccurate coding & empty fields that are required for Federal Reporting
- ✓ To correct program glitches & data that didn't transfer correctly

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Cycle 4 Review:

Ways to views the data in MySped Resource:

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✓ Drop-down Menu

SCREEN: Early Childhood - Exit Status
LEA: 9250 Easter Seals
MESSAGE:

Exit Status: -- All Exit Status --
Disability: -- All Disabilities --
Educational Environment: -- All Disabilities --

Get Data

Add Student

	SSN	
✕ Akkard	639024230	0
✕ Clesi	Zachary	679097593 0

Exit Status: -- All Exit Status --

Disability: -- All Exit Status --

- Deceased
- Kindergarten Eligible
- Moved Known to be continuing with EC SpEd Services
- No Longer requires Services
- Not Placed
- Parent Refused Services
- Reached Maximum age (6)
- Unknown Status

Get Data

Add Student

✓ Then use the "Get Data" button to sort the data.



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Cycle 4 Review: Using the Export to Excel Function

It is highly recommended you save and keep excel files to your computer or on a disc as a backup for Dec. 1 Child Count for each year.

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Access code: 931504#
Press *6 to mute your phone.



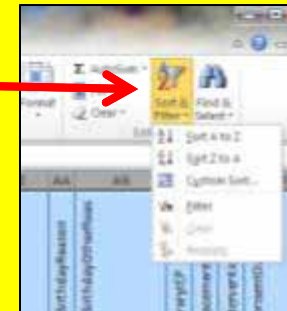
Note: You will need to rename the file as it simply downloads as an “ExcelReport.”

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Cycle 4 Review:

Sorting the Information in Excel*

1. Removing the Header (rows 1 – 4) will make it easier to sort your data.
2. Left click Column A cell 1.
3. *****“Control A” – selects all the data.*****
4. Select Data on the menu ribbon ABOVE Spreadsheet.
5. Choose sort option, and come down to choose the filter option



*(Some steps may be different, depending on your version of Excel. If you need help, call the number at the top of this page.)

For Audio, dial
1-712-432-0600.

Access code: 931504#

Press *6 to mute your phone.





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Cycle 4 Review: Sorting the Information in Excel*

6. Choose the header you want to sort the data by – using the “arrow” & drop down menu.
7. Click on “Select All”, and all boxes will uncheck.
8. Choose the items you want to search for. Press OK.
9. Identify the needed changes by looking for blanks, inaccurate coding, dates, inaccurate chronological sequence, etc.
10. **BE SURE** to make the corrections in MySped Resource Review and in the DDS Program!!!

*(Some steps may be different, depending on your version of Excel. If you need help, call the number at the top of this page.)

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.





For technical difficulty,
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Cycle 7 Review: Steps for Sorting the Information In Microsoft Office 2003

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.

1. First cell - (A5) 'SSN' is selected. 'Ctrl A' highlights area in order to sort

2.

3.

Steps to sort in excel.

ID	SSN	FirstName	Middle	Age	Race	Cell	Resident
1							
2							
3							
4							
5	0000	101010101	Done				
6	0000	101010101	Done				
7	0000	101010101	Done				
8	0000	101010101	Done				
9	0000	101010101	Done				
10	0000	101010101	Done				
11	0000	101010101	Done				
12	0000	101010101	Done				
13	0000	101010101	Done				
14	0000	101010101	Done				
15	0000	101010101	Done				
16	0000	101010101	Done				

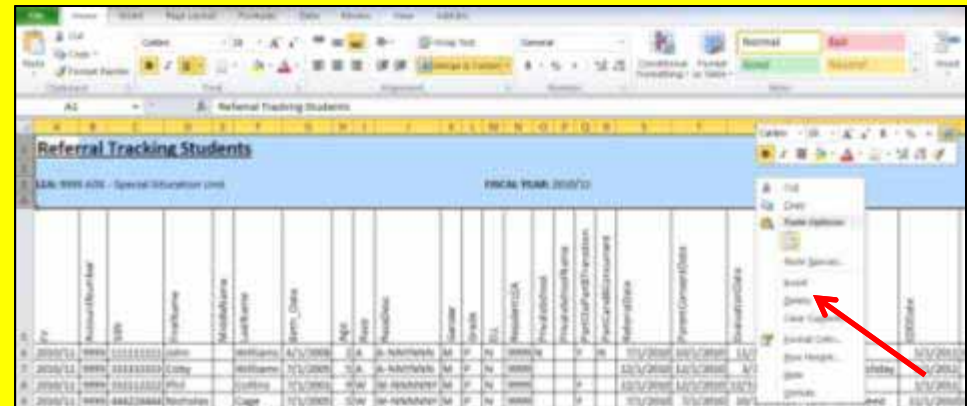


For technical difficulty,
call 1-501-683-7219.

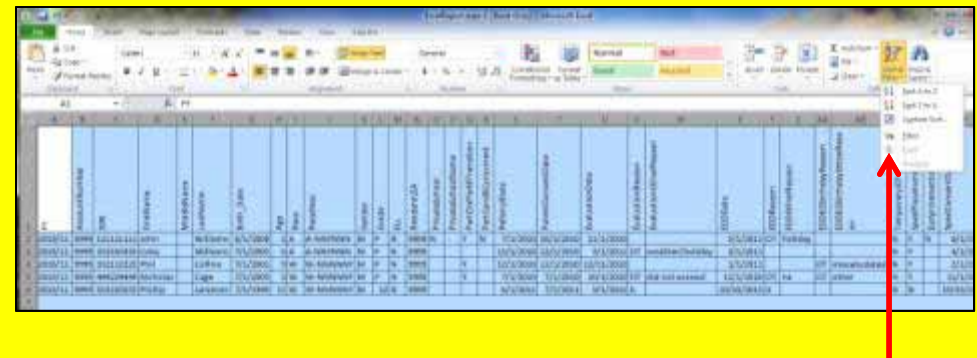
Cycle 7 Review: Steps for Sorting the Information In Microsoft Office 2007 & 2010

For Audio, dial
1-712-432-0600.
Access code: 931504#
Press *6 to mute your phone.

1. Delete
Header
By
highlighting
header, right
click, & delete



2. "Control – A".
3. Then choose
filter option from
the Sort menu.





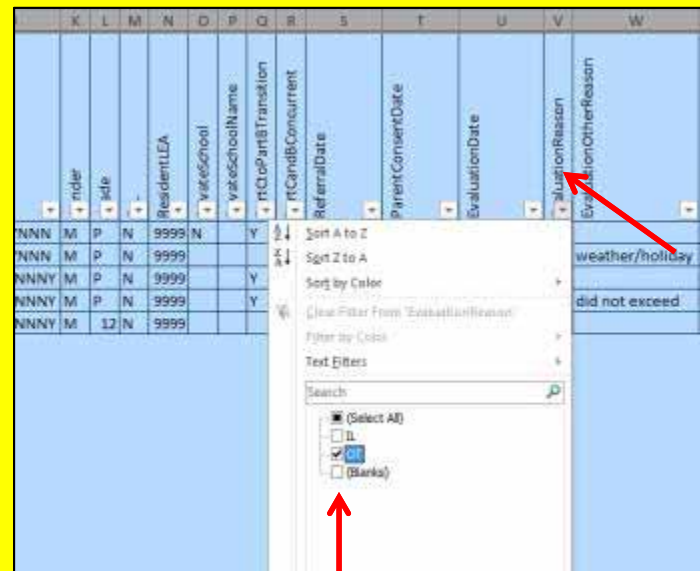
For technical difficulty,
call 1-501-683-7219.

Cycle 4 Review: Steps for Sorting the Information In Microsoft Office 2007 & 2010

For Audio, dial
1-712-432-0600.
Access code: 931504#
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4. Use the drop down menus to search through subgroups of information, checking for errors.

5. Corrections need to be made in APSCN & MySped Resource





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Cycle 4 Review: **Sorting the Information**

20 Ways to Sort Data in Excel

For Audio, dial
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1. ID number
2. SSN
3. Last Name
4. Gender
5. Age
6. Race
7. Resident LEA
8. Program Type
9. ELL
10. Exit Code
11. Exit Date
12. Kindergarten Transfer Code
13. Kindergarten Transfer Date.
14. Reason Eval Exceeds Timelines
15. Reason EDD Exceeds Timelines
16. Reason EDD Transition Exceeds 3rd Birthday
17. Referral Process Complete
18. Reason Referral is Complete
19. Special Education Placement (y/n)
20. Coor. Early Intervening Placement (y/n)



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Cycle 4 Review:

Ways to views the data in MySped Review:

✓ **ERROR REPORTS!!!!!!!!!!!!**

For Audio, dial
1-712-432-0600.

Access code: 931504#

Press *6 to mute your phone.



Finance	Personnel	Students
Special Education Unit, to MySp		< Early Childhood - Cycle 4
		< School Age - Cycle 4
Fiscal Year <input type="button" value="Most Recent"/> for prev		< Referral Tracking - Cycle 7
		< Discipline - Cycle 7
CE OF EFFORT (MOE) - 08/29/2		< School Age - Transition - Cycle 7
indicate that over seventy districts		< School Age Exits - Cycle 7
10. Many of these districts did no		< Early Childhood Exits - Cycle 7
		Early Intervening Services - Cycle 7
		Early Childhood Outcomes - Cycle 7
		< Error Reports - Cycle 7
Report - Early Intervention Services		
Report - Discipline		
Report - EC Exits & Outcomes		
Report - Referral Tracking EC1		
Report - Referral Tracking EC2		
Report - Referral Tracking EC3		
Report - Referral Tracking SA1		
Report - Referral Tracking SA2		
Report - SA Exits		
Report - SA Secondary Transition		



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Cycle 4 Review:

Ways to views the data in MySped Review:

- ✓ **ERROR REPORTS!!!!!!!!!!!!**
 - ✓ Located at the bottom of the Student Tab
 - ✓ Are dynamic, and disappear as corrections are made
 - ✓ Except for Referral Tracking, corrects must be made in Personnel and in the DDS Program.

For Audio, dial
1-712-432-0600.
Access code: 931504#
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Referral Tracking Error Report - School Age

First Name	Last Name	Consent Date	Eval Date	SPC Date	09 Date Time Line	30 Date Time Line	Reason	Other Reason	Error Message
		(1)	(2)	(3)	2-1	3-2			

Report run: 10/13/2011 at 10:20:10 AM



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Cycle 4 Review:
Employee/Program Approval
Federally Reported Fields

1. Name
2. Teacher Licensure ID (<http://adedata.arkansas.gov/>)
3. SSN
4. Title Code of Service Provider
(1 of 59 codes. An employee is reported for each Title Code the serve. An employee may possibly be entered 2 or more times, but the FTE must not be greater than 1.0, per employee.)
5. Licensure or Endorsement number.
6. Certification Status
7. Building Code
8. Paraprofessional (If Applicable)
9. Provider FTE
10. Teacher Folder/Speech Path Caseload Count
11. Primary Disability
12. Per Period Range (Minimum/Maximum Students)

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.





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Cycle 4 Review: **Employee Program Approval**

- ✓ Report all **personnel** hired specifically to work with Children with disabilities, **employed on Dec. 1, 2011**.
- ✓ **Enter December 1 - 15** and review **January 4 – 18** in MySped Resource.
- ✓ Be sure to include *Teacher Caseload counts & Title Codes. FTE in total for each employee cannot be greater than 1.00*
- ✓ For Caseload counts, report Sp. Ed. Teacher Folder Responsibilities, Speech Path. Actual caseload.
- ✓ An employee is entered separately for each of the 59 Title Service Provider code capacities they fill.

For Audio, dial
1-712-432-0600.

Access code: 931504#
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Cycle 4 Review: Employee Program Approval

1. Go to <http://arksped.k12.ar.us>.
2. Click on the MySped Resource link by flashing red arrow.

For Audio, dial
1-712-432-0600.
Access code: 931504#
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SPECIAL EDUCATION

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The Arkansas IDEA Data and Research Office is a partnership of the University of Arkansas at Little Rock and Arkansas Department of Education. IDEA Data and Research is housed in the College

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3. Sign in: type in with your User Idea (9***) and password.
4. Click on Personnel and drag down to [Program Approval](#).

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



Support	Finance	Personnel	Students	Exit
Welcome, ADE - Special Education Unit, to My		Inservice Training Needs >		
Please select the Fiscal Year <input type="text" value="MostRecent"/> for		LEA Supervisor Quarterly Report		DDS Programs
		Personnel Needed >		
		Program Approval		
		Paraprofessional >		
ARRA-IDEA REMINDER - 07/30/2011				

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Cycle 4 Review: Employee Program Approval

- To update an employee, click on the “notebook”.
- To remove an employee, click on the red X.
- To add an employee, click on add employee link

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



SCREEN: Program Approval
LEA: 9999 ADE - Special Education Unit
MESSAGE:

	Last	First	Middle	SSN	Title/Service Prov Code	Grade Level
	X	Sagan	Dana	Bobita	584125962 03	ALL
	X	Smith		P	123456789 03	PS
	X	T	T		123597863 03	JH
	X	Testing	Paraprofessional	Nonteacher	22222222 13	E
	X	Trying2	Trying2		444444444 03	PS
	X	Turner	Lisa	K	456126543 03	ALL
	Add Employee					

[1] Page 2

Refer to User Guides & Data Dictionaries to fill in the blanks &
choose from the drop down menus.



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Cycle 4 Review: Employee Program Approval 59 Title Codes

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



LEA: 9999 ADE - Special Education Unit
MESSAGE:

Last Name
First Name
Middle Name
SSN
Teachers ID
License/Endorsement#
Title/Service Prov Code
Other
Cert Status
Grade Level
FTE
SPED Aide
Building Code
Pr.Dis. Served
Period Range
Teacher Case Load
S.T. Course Student Count
OT. Non-Credit Course Student Count

Save Exit

--Select--

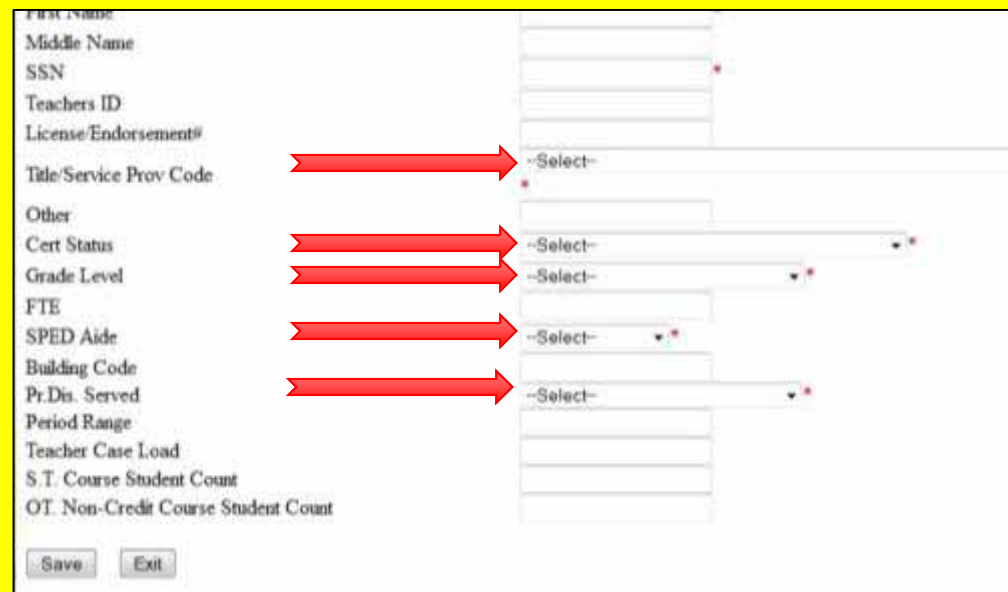
- 01 Special Education (LEA Supervisor / EC Coordinator ONLY)
- 02 Other Special Education Administrators (non-clerical)
- 03 Early Childhood Teacher (EC Only)
- 04 Occupational Therapist
- 05 Physical Therapist
- 06 PE Adaptive Teacher
- 07 Recreational Therapist
- 08 Psychological Examiner
- 09 Educational Examiner
- 10 Psychologist
- 11 Medical / Nursing Staff
- 12 Audiologist
- 13 Classroom Instructional Aide / Paraprofessional
- 14 School Social Worker
- 15 Voc. Ed. Teacher Job Coach
- 16 Work Study Coordinator /CCE / Secondary Transition
- 17 Counselor
- 18 Orientation and Mobility Services
- 19 Educational Interpreter (Deaf)
- 20 Speech Therapy (SA and/or EC)
- 21 Speech Therapy Assistant/Aide
- 22 Occupational Therapy Assistant/Aide
- 23 Physical Therapy Assistant/Aide
- 24 School Psychology Specialist
- 25 Other
- 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)
- 54 Itinerant Instructor Teacher (EC & SA)
- 55 Consulting Teacher 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)

Refer to User Guides & Data Dictionaries for Title Codes & Definitions.

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Cycle 4 Review: Employee Program Approval

8.



The screenshot shows a web-based form for entering employee information. The fields are as follows:

First Name	<input type="text"/>
Middle Name	<input type="text"/>
SSN	<input type="text"/>
Teachers ID	<input type="text"/>
License/Endorsement#	<input type="text"/>
Title/Service Prov Code	<input type="text" value="-Select-"/>
Other	<input type="text"/>
Cert Status	<input type="text" value="-Select-"/>
Grade Level	<input type="text" value="-Select-"/>
FTE	<input type="text"/>
SPED Aide	<input type="text" value="-Select-"/>
Building Code	<input type="text" value="-Select-"/>
Pr.Dis. Served	<input type="text" value="-Select-"/>
Period Range	<input type="text"/>
Teacher Case Load	<input type="text"/>
S.T. Course Student Count	<input type="text"/>
OT. Non-Credit Course Student Count	<input type="text"/>

At the bottom of the form are two buttons: "Save" and "Exit".

Red arrows point to the dropdown menus for Title/Service Prov Code, Cert Status, Grade Level, SPED Aide, and Building Code.

For Audio, dial
1-712-432-0600.
Access code: 931504#
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An employee is added for each Title Code they serve under, so they may be entered multiple times.
Remember that their FTE must equal 1.0

Drop Down Boxes, indicated by arrows, are displayed on the next page.



For technical difficulty,
call 1-501-683-7219.

Cycle 4 Submission: Employee Program Approval

9. Drop down menu options.

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



LAST NAME
 First Name
 Middle Name
 SSN
 Teachers ID
 License/Endorsement#
 Title/Service Prov Code
 Other
 Cert Status
 Grade Level
 FTE
 SPED Aide
 Building Code
 Pr.Dis. Served
 Period Range
 Teacher Case Load
 S.T. Course Student Count
 OT. Non-Credit Course Student Count

--Select--
 01 Special Education (SEA Supervisor / EC Coordinator ONLY)
 02 Other Special Education Administrators (non-clerical)
 03 Early Childhood Teacher (EC Only)
 04 Occupational Therapist
 05 Physical Therapist
 06 PE Adaptive Teacher
 07 Recreational Therapist
 08 Psychological Examiner
 09 Educational Examiner
 10 Psychologist
 11 Medical / Nursing Staff
 12 Audiologist
 13 Classroom Instructional Aide / Paraprofessional
 14 School Social Worker
 15 Voc. Ed. Teacher Job Coach
 16 Work Study Coordinator /CCE / Secondary Transition
 17 Counselor
 18 Orientation and Mobility Services
 19 Educational Interpreter (Deaf)
 20 Speech Therapy (SA and/or EC)
 21 Speech Therapy Assistant/Aide
 22 Occupational Therapy Assistant/Aide
 23 Physical Therapy Assistant/Aide
 24 School Psychology Specialist
 25 Other
 30 Self-Contained 1.6 Teacher (SA Only)
 31 Self-Contained 1.10 Teacher (SA Only)
 32 Self-Contained 1.15 Teacher (SA Only)
 33 Resource Room Teacher (SA Only)
 34 Itinerant Instructor Teacher (IC & SA)
 35 Consulting Teacher Teacher (SA Only)
 36 Hospital/Homebound Teacher (SA Only)
 37 Co-Teaching Teacher (SA Only)
 38 Indirect Teacher (SA Only)
 39 Integrated Classroom Model Teacher (SA Only)

Save Exit

Grade Level
 FTE
 SPED Aide
 Building Code
 Pr.Dis. Served
 Period Range
 Teacher Case Load
 S.T. Course Student Count
 OT. Non-Credit Course Student Count

--Select--
 Early Childhood
 Elementary Through Senior High
 Elementary
 Junior and Senior High
 Junior High
 Junior High and Elementary
 Junior High and Middle School
 Middle and Elementary
 Middle School
 Senior High
 Senior High and Elementary
 Senior High and Middle School

SPED Aide
 Building Code
 Pr.Dis. Served
 Period Range
 Teacher Case Load

--Select--
 Full-time
 Full-time SLA
 Not Applicable
 Part-time
 Part-time SLA

Pr.Dis. Served
 Period Range
 Teacher Case Load
 S.T. Course Student Count
 OT. Non-Credit Course Student Count

--Select--
 Autism
 Cross Categorical
 Deaf-Blindness
 Emotional Disturbance (Serious)
 Hearing Impaired
 Mental Retardation
 Multiple Disabilities
 Not Applicable
 Orthopedic Impairments
 Other Health Impairments
 Pre School (Non Categorical)
 Specific Learning Disabilities
 Speech/Language Impairments
 Traumatic Brain Injury
 Visual Impairments

Save Exit

Cert Status
 Grade Level
 FTE
 SPED Aide
 Building Code
 Pr.Dis. Served
 Period Range

--Select--
 A 1 st Year Teacher SPED, Not Fully Certified
 B 2 nd Year Teacher SPED, Not Fully Certified
 C 3 rd Year Teacher SPED, Not Fully Certified
 D Fully Certified SPED, appropriate licensure
 E Non-teacher - Certified
 F Private provider - Certified
 G Non-Teacher - Not Certified
 H Private Provider - Not Certified
 I Other Certification Status, Not Fully Certified



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call 1-501-683-7219.

Cycle 4 Review: Child Count

- ✓ Report all children served on **December 1, 2011**.
- ✓ **Withdraw** all children dismissed **before** December 1, 2011.
- ✓ Enter **December 1 - 15** and review **January 4 – 18** in MySped Resource.
- ✓ **Verify** **Social Security Numbers** and **Birthdates** of current students.

(see Early Childhood Data Dictionary)

For Audio, dial
1-712-432-0600.
Access code: 931504#
Press *6 to mute your phone.





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Cycle 4 Review: Child Count Required Fields

- SSN
- Name
- Date of Birth
- Age
- Race
- Gender
- Resident LEA
- ELL?
- Primary Disability
- Educational Environment
- Temporary Student?
- Program Type
- Entry Date

(see Early Childhood Data Dictionary)

For Audio, dial
1-712-432-0600.

Access code: 931504#

Press *6 to mute your phone.





For technical difficulty,
call 1-501-683-7219.

Cycle 4 Child Count:

Return Home, then move to the [DDS Program](#) to enter new children.

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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Welcome, ADE - Special Education Unit, to MySped Resource!

Please select the Fiscal Year for previous year at

- Home
- Sign Out
- Sign In
- Change LEA

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
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Welcome, ADE - Special Education Unit, to MySped Resource!

Please select the Fiscal Year for previous year announcements.

[DDS Programs](#)

For technical difficulty,
call 1-501-683-7219.

Cycle 4 Child Count Review:

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



SPECIAL EDUCATION

SCREEN: Student Demographics
LEA: 9999 ADE - Special Education Unit
MESSAGE:

[Return to MySPED](#)
[Change LEA](#)

Search

Student Status Active Inactive Referrals (placement only)

Search by -- All --

Note: Last Name or First Name requires at least 3 characters.
SSN requires 9 digit numbers with no dashes.

Search

Export to Excel:

Referral Students (placed & not placed)

Active Students

Dec1 Students

[Add New Student](#)

	Last Name	First Name	Middle Name	SSN	Birth Date	Gender	Race
	Student	Enrolled	B.	444444444	12/16/2005	M	P
	only	Demographics	transferYes	300000000	05/20/2005	F	N
	Test2	Test	TEst1	123456878	07/06/2005	F	B
	Smith	Joe	J	055555555	01/01/2005	F	N
	Smithette	Joe	J	022222222	01/02/2005	F	N
	Finish	Hope	I	555656988	06/08/2005	F	H
	new changes	Checking		010101010	08/20/2006	F	T
	Check	Charlie		202020202	02/10/2007	M	H
	transfer tab	checking		555585555	01/02/2007	F	H

Page 1

Add new students, by clicking on the add new student link.
Update a student by clicking on the “notebook” link.



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Cycle 4 Review: Child Count

There are two parts of entering a new student – the demographic information and...

For Audio, dial
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Access code: 931504#
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SPECIAL EDUCATION [Return to MySPED](#)

SCREEN: Student Demographics
LEA: 9999 ADE - Special Education Unit
MESSAGE:

SSN

First Name

Middle Name

Last Name

DOB *(mm/dd/yyyy)

Gender Select

Race Hispanic/Latino American Indian/Alaskan Native Asian Black Native Hawaiian/Pacific Islander White

Grade Pre-School

ELL Select

Resident

Lea

Transfer Select

Referral Tracking | Early Childhood Enrollment | Early Childhood Outcomes | Early Childhood Exit | Early Childhood Review


For technical difficulty,
call 1-501-683-7219.

Cycle 4 Review: Child Count: DDS Program

The Enrollment Tab. **BOTH** must be completed for a student to be enrolled.

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



Referral Tracking | **Early Childhood Enrollment** | Early Childhood Outcomes | Early Childhood Exit | Early Childhood Review

Early Childhood Enrollment:

Entry Date: 01/02/2011 * (mm/dd/yyyy)

Primary Disability: Multiple Disabilities

Education Environment: Separate School

Program Type: -- Select --

Temporary Student: -- Select --

Note: If Entry Date is modified, all information data will automatically be cleared. So please click Save button to save entry.

Save | Cancel

ABC
Even Start
Head Start
Hippy
License Family Day Care Home
License Preschool
Other



For technical difficulty,
call 1-501-683-7219.

Cycle 4 Child Count Review: Current Students

For Audio, dial
1-712-432-0600.

Access code: 931504#
Press *6 to mute your phone.



Support		Finance		Personnel		Students		Exit		
SCREEN: Early Childhood Data						FISCAL YEAR: 2010/11				
LEA: 9999 ADE - Special Education Unit										
MESSAGE:										
Last Name	Student *	First Name	Sample *	SSN	666554444	(123456789)	Gender	Female *		
Middle Name		DOB	10/10/2006 (mm/dd/yyyy)	Race	<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Native Hawaiian/Pacific Islander <input checked="" type="checkbox"/> White *					
Resident Lea	6001	ELL	No	Disability Program Type	Multiple Disabilities		Entry Date	10/01/2004 (mm/dd/yyyy)	Temporary IEP	No
Ed Environment	Early Childhood Special Education Setting									
Save		Exit								

Be sure to check both demographics & enrollment for
CURRENT students as well in order for them to be
included in the December 1 Count.



For technical difficulty,
call 1-501-683-7219.

Thank You For Coming!

For questions, contact:

Dr. Tammy Garrison, Training Coordinator

tsgarrison@ualr.edu

Or Dr. Jody Fields, Director, IDEA Data & Research

jafields@ualr.edu,

Or call the IDEA Data & Research Office
at 1-501-683-7219.

For Audio, dial
1-712-432-0600.

Access code: 931504#

Press *6 to mute your phone.

