



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

Welcome!

State Agency Cycle 4 MySped Review For the 2011/2012 School Year

11.23.11
10 AM
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.

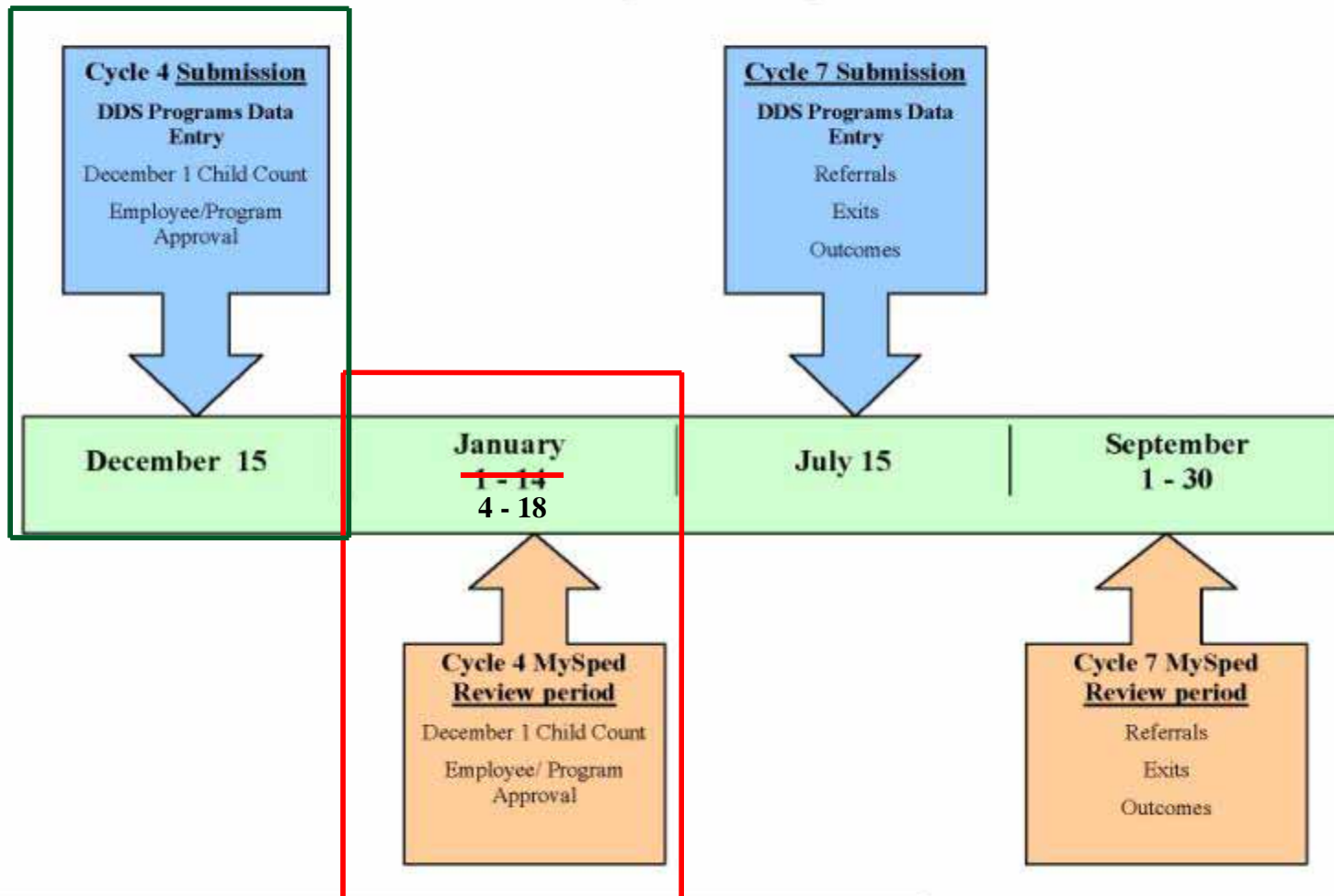
For Audio, dial
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Special Education Data Reporting Requirements Timeline DDS 3 - 5 year Programs



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>

[MySPED Resource](#) | [FAQs](#) | [Contact Us](#)
[Policy](#) | [Archives](#) | [Site Requirements](#)

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

The screenshot shows a web interface with a table of data. The table has columns for 'Support', 'Finance', 'Grade', 'Disability', 'Ed Environment', and 'Date of Birth'. The 'Ed Environment' column is expanded to show a list of categories: Autism, Deaf-Blindness, Emotional Disturbance, Hearing Impairments, Intellectual Disability, Multiple Disabilities, Orthopedic Impairments, Other Health Impairments, Specific Learning Disabilities, Speech/Language Impairments, Traumatic Brain Injury, and Visual Impairments. A red arrow points to a 'Get Data' button located below the 'Ed Environment' list. To the right, a drop-down menu is open, showing a list of 'Exit Status' options: 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), and Unknown Status. The 'Get Data' button is highlighted with a red circle, and a red arrow points from the text 'Then use the "Get Data" button to sort the data.' to it.

Support	Finance	Grade	Disability	Ed Environment	Date of Birth
		All	All	All	
				Autism	
				Deaf-Blindness	
				Emotional Disturbance	
				Hearing Impairments	
				Intellectual Disability	
				Multiple Disabilities	
				Orthopedic Impairments	
				Other Health Impairments	
				Specific Learning Disabilities	
				Speech/Language Impairments	
				Traumatic Brain Injury	
				Visual Impairments	

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



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Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Reports

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Access code: 931504#

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Support	Finance	Personnel	Students
SCREEN: School Age Data			< Early Childhood - Cycle 4 (SCA
LEA: 9	Entry - School Age Data		< School Age - Cycle 4
MESSA	Report - Disability X Age - Part 1		< Referral Tracking - Cycle 7
	Report - Disability X Age - Part 2		< Discipline - Cycle 7
Grade	Report - Disability X Age - Part 3		< School Age - Transition - Cycle 7
Disability	Report - Disability X Race/Ethnicity		< School Age Exits - Cycle 7
Ed Envir	Report - Educational Environment X Race/Ethnicity		< Early Childhood Exits - Cycle 7
	Report - Educational Environment X Disability - Part 1		< Early Intervening Services - Cycle 7
Get Da	Report - Educational Environment X Disability - Part 2		< Early Childhood Outcomes - Cycle 7
	Report - Educational Environment X Disability - Part 3		< Error Reports - Cycle 7
Add Stu	Report - Educational Environment X Disability - Part 4		
	Report - Educational Environment X ELL		
	Report - Educational Environment X Gender		
		th	Age
		Grade	Race
		Disability	

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Cycle 4 Review: Using the Export to Excel Function

Other reports can be downloaded for review in Excel but cannot be modified there.

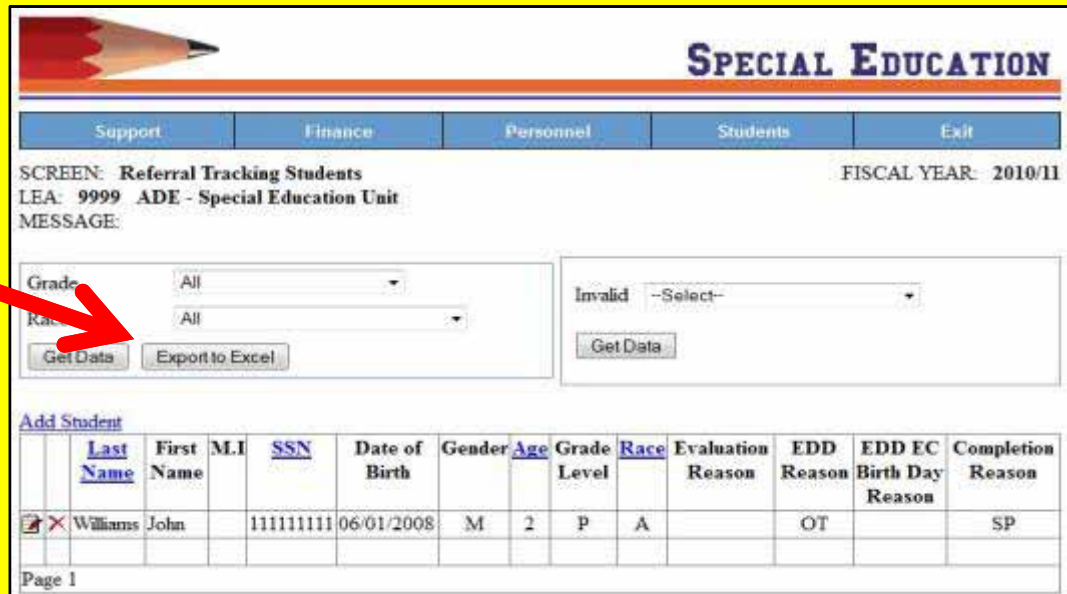
***** Changes and correction need to be made in BOTH MySped Resource AND the DDS Program.

SAVE A COPY FOR YOUR RECORDS REGARDLESS!

For Audio, dial
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Access code: 931504#

Press *6 to mute your phone.



SPECIAL EDUCATION

Support Finance Personnel Students Exit

SCREEN: Referral Tracking Students FISCAL YEAR: 2010/11
LEA: 9999 ADE - Special Education Unit
MESSAGE:

Grade: All
Race: All
Invalid: --Select--

Get Data Export to Excel Get Data

[Add Student](#)

	Last Name	First Name	MI	SSN	Date of Birth	Gender	Age	Grade Level	Race	Evaluation Reason	EDD Reason	EDD EC Birth Day Reason	Completion Reason
	Williams	John		111111111	06/01/2008	M	2	P	A		OT		SP

Page 1



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call 1-501-683-7219.

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.

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

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



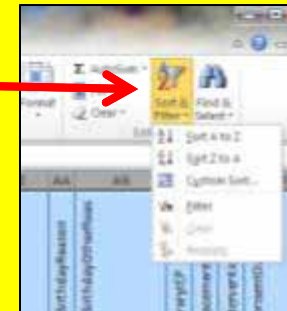
Note: You will need to rename the file as it simply downloads as an “ExcelReport.”

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

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	0000	101010101	Done				
2	0000	101010101	Done				
3	0000	101010101	Done				
4	0000	101010101	Done				
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				

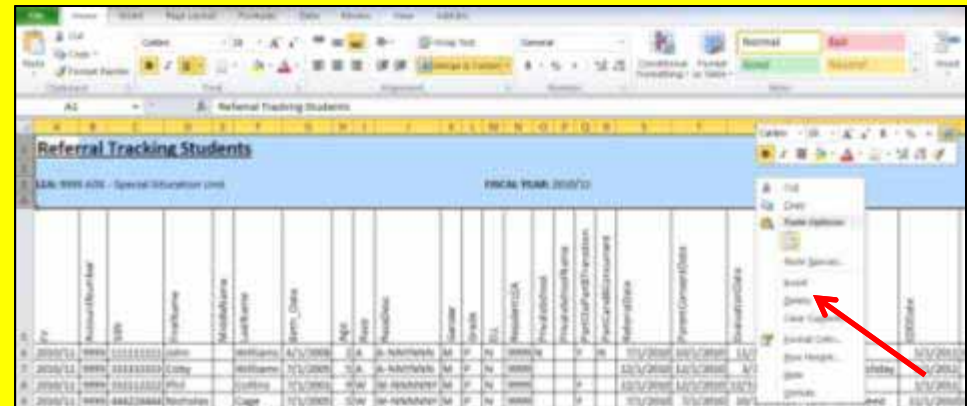


For technical difficulty,
call 1-501-683-7219.

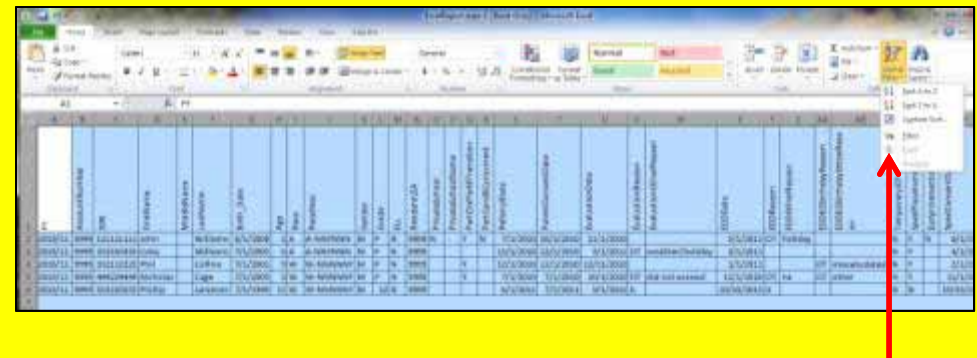
Cycle 7 Review: Steps for Sorting the Information In Microsoft Office 2007 & 2010

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.





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Cycle 4 Review: **Sorting the Information**

20 Ways to Sort Data in Excel

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



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
		< School Age Exits - Cycle 7
		< Early Childhood Exits - Cycle 7
indicate that over seventy districts		Early Intervening Services - Cycle 7
10. Many of these districts did no		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		



payment made in August was the first FY 2012 reimbursement for e

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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#

Press *6 to mute your phone.



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

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

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



SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
Welcome, ADE - Special Education Unit, to My		<ul style="list-style-type: none"> Inservice Training Needs > LEA Supervisor Quarterly Report Personnel Needed > Program Approval > Paraprofessional > 	DDS Programs	
Please select the Fiscal Year <input type="text" value="MostRecent"/> for				
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--

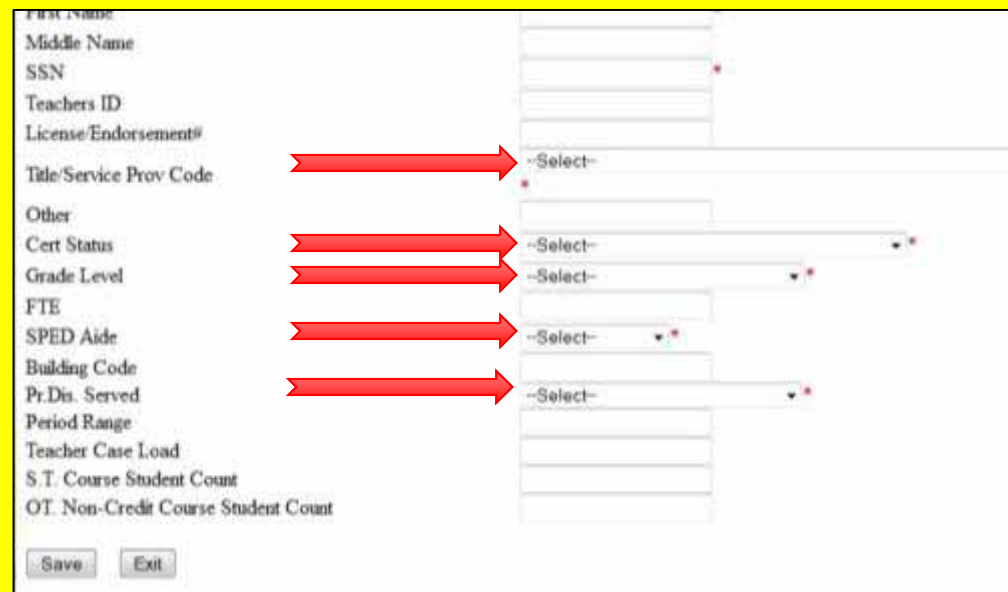
- 01 Special Education (LEA Supervisor / EC Coordinator ONLY)
- 02 Other Special Education Administrators (non-clerical)
- 03 Early Childhood Teacher (EC Only)
- 04 Occupational Therapist
- 05 Physical Therapist
- 06 PE Adaptive Teacher
- 07 Recreational Therapist
- 08 Psychological Examiner
- 09 Educational 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	-Select-
Other	<input type="text"/>
Cert Status	-Select-
Grade Level	-Select-
FTE	<input type="text"/>
SPED Aide	-Select-
Building Code	-Select-
Pr.Dis. Served	-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#
Press *6 to mute your phone.



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.



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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 (EC & 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



For technical difficulty,
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.





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

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.





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Cycle 4 Child Count:

Return Home, then move to the [Student Tab](#) to add new students.

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

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

SPECIAL EDUCATION

Support	Finance	Personnel	Students	Exit
---------	---------	-----------	----------	------

Welcome, ADE - Special Education Unit, to MySped Resource!

Please select the Fiscal Year for previous year at

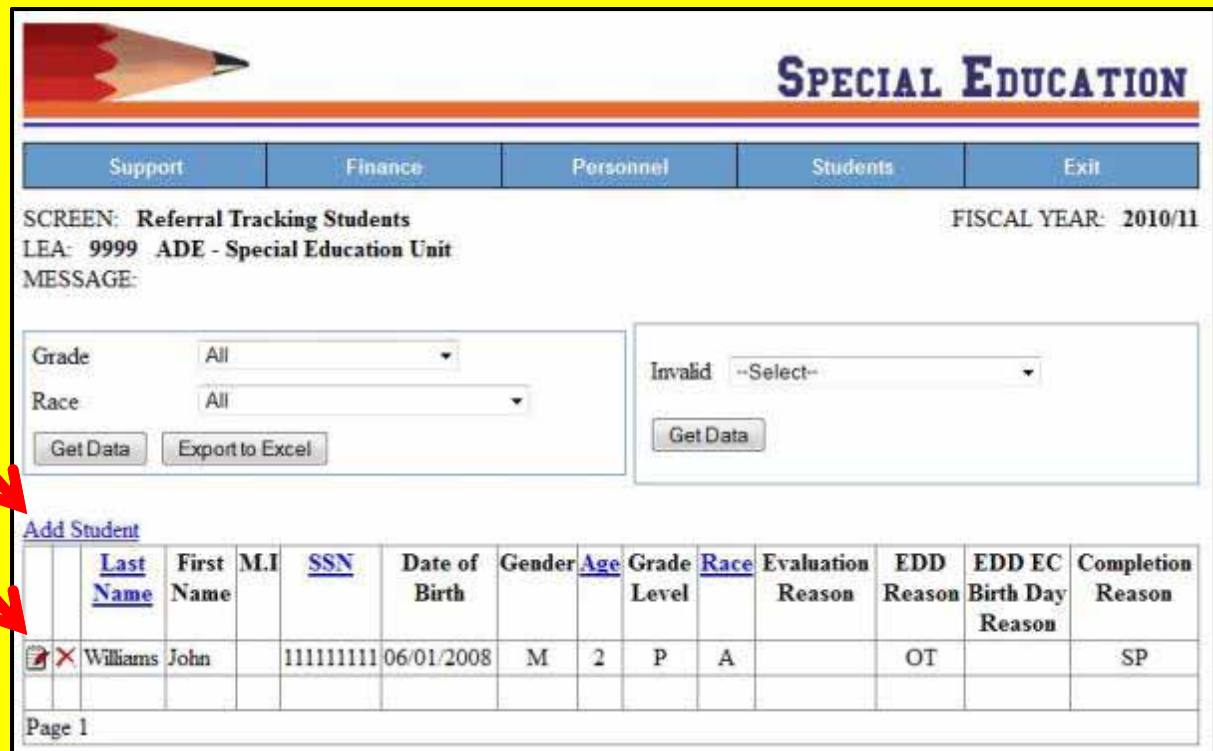
- Home
- Sign Out
- Sign In
- Change LEA

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.




Support Finance Personnel Students Exit

SCREEN: Referral Tracking Students FISCAL YEAR: 2010/11
LEA: 9999 ADE - Special Education Unit
MESSAGE:

Grade: All Invalid: --Select--
Race: All

Get Data Export to Excel Get Data

[Add Student](#)

	Last Name	First Name	M.I.	SSN	Date of Birth	Gender	Age	Grade Level	Race	Evaluation Reason	EDD Reason	EDD EC Birth Day Reason	Completion Reason
	Williams	John		111111111	06/01/2008	M	2	P	A		OT		SP

Page 1

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



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

Cycle 4 Child Count Review: Current Students

Support	Finance	Personnel	Students	Exit
SCREEN: School Age Data			FISCAL YEAR: 2010/11	
LEA: 9999 ADE - Special Education Unit				
MESSAGE:				
Last Name	<input type="text"/>	First Name	<input type="text"/>	
Middle Name	<input type="text"/>	SSN	<input type="text"/>	(123456789)
State ID	<input type="text"/>	Building Code	<input type="text"/>	
DOB	<input type="text"/> (mm/dd/yyyy)	Gender	<input type="text"/> --Select--	
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 type="checkbox"/> White			
Grade Level	<input type="text"/> --Select--	Alt Port	<input type="text"/> --Select--	
Assigned Grade	<input type="text"/> --Select--	ELL	<input type="text"/> --Select--	
Charter School	<input type="text"/> --Select--	Ed Environment	<input type="text"/> Choose Placement	
Disability	<input type="text"/> --Select--	Resident Lea	<input type="text"/>	
Provider Name	<input type="text"/>	School Choice Outside District	<input type="text"/> --Select--	
Private Provider LEA	<input type="text"/>	Temporary Student	<input type="text"/> --Select--	
School Choice General outside district	<input type="text"/> --Select--			
School Choice Prior LEA	<input type="text"/>			
Entry Date	<input type="text"/> (mm/dd/yyyy)			
<input type="button" value="Save"/>		<input type="button" value="Exit"/>		

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



Be sure to check both demographics for CURRENT students. See slide 32 for required fields.



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.

