Special Education
Cycle 4 (Child Count)
Data Reporting Requirements
for School Age Students
Need more Detailed Information?


Or call 501-683-7219.

All User Guides & Data Dictionaries are available on the Special Education Data & Research Website And MySped Support Tab
Special Education Data Reporting Requirements Timeline
School Age and Early Childhood

Cycle 2 (School Age Only)
Make sure...
- all students with active IEPs are active in the module by October 1
- Make sure the assigned grade level has been updated for non-graded students

Cycle 4 Submission
- December 1 Child Count
- Employee

Cycle 4 MySped Review period
- Child Count
- Employee

January 2 - 31

Cycle 7 Submission
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

Cycle 7 MySped Review period
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

October 15
December 15
June 15
September 1 - 30

eSchool systems are open year round for data entry. You may enter adds, updates, etc as they occur. MySped Resources is only open to review the data during the designated times as shown above.
Cycle 4 includes:
Personnel
Child Count for December 1 Reporting.
Cycle 4 Employee Module Submission: Data Collected

✓ Full Legal Name: first, middle, last

✓ Social Security Number

✓ Title Code: Each title code must be reported

✓ Building Code: If more than 1 building for same title code select the primary building code (88000 for Contract Staff)

✓ Grade Level: All represents K-12 only; EC must be reported separately

✓ License Number/Teacher Endorsement codes (132.131.alp333)

✓ Certification Status

✓ Classroom Aide: Applies to teacher and speech path title codes only

✓ Provider FTE – can’t be more than 1.00
Teachers: The selection is to be based on teacher assignment as well as Section 17.00 and Section 30.00 of the Special Education Program Standards.

<table>
<thead>
<tr>
<th>Code</th>
<th>Position Description</th>
<th>Related Service Providers</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>Early Childhood Teacher (Early Childhood only)</td>
<td>04 – Occupational Therapist</td>
</tr>
<tr>
<td>50</td>
<td>Self-Contained 1:6 Teacher (School Age only)</td>
<td>05 – Physical Therapist</td>
</tr>
<tr>
<td>51</td>
<td>Self-Contained 1:10 Teacher (School Age only)</td>
<td>06 – PE Adaptive Teacher</td>
</tr>
<tr>
<td>52</td>
<td>Self-Contained 1:15 Teacher (School Age only)</td>
<td>07 – Recreational Therapist</td>
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<tr>
<td>53</td>
<td>Resource Room Teacher (School Age only)</td>
<td>08 – Psychological Examiner</td>
</tr>
<tr>
<td>54</td>
<td>Itinerant Instructor (school age and/or early childhood)</td>
<td>09 – Educational Examiner</td>
</tr>
<tr>
<td>55</td>
<td>Consulting Teacher (School Age only)</td>
<td>10 – Psychologist</td>
</tr>
<tr>
<td>56</td>
<td>Hospital/Homebound (School Age only)</td>
<td>11 – Medical/Nursing Staff</td>
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<tr>
<td>57</td>
<td>Co-Teaching Teacher (School Age only)</td>
<td>12 – Audiologist</td>
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<td>58</td>
<td>Indirect Teacher (School Age only)</td>
<td>14 – School Social Worker</td>
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<tr>
<td>59</td>
<td>Integrated Classroom Model Teacher (School Age only)</td>
<td>17 – Counselor</td>
</tr>
<tr>
<td>20</td>
<td>Speech Therapist (school age and/or early childhood)</td>
<td>18 – Orientation and Mobility Service</td>
</tr>
<tr>
<td>13</td>
<td>Classroom Instructional Aide/Paraprofessional</td>
<td>19 – Educational Interpreter (Deaf)</td>
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**Paraprofessional**

<table>
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<tr>
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<th>Position Description</th>
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<tr>
<td>13</td>
<td>Classroom Instructional Aide/Paraprofessional</td>
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</table>

**Other Providers**

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<th>Position Description</th>
<th>Related Service Providers</th>
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<tr>
<td>01</td>
<td>Special Education Supervisor (LEA Supervisor/EC Coordinator ONLY)</td>
<td>21 – Speech Language Assistant/Aide</td>
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<tr>
<td>02</td>
<td>Other Special Education Administrators (non-clerical)</td>
<td>22 – Occupational Therapy Assistant/Aide</td>
</tr>
<tr>
<td>15</td>
<td>Voc. Ed. Teacher – Job Coach</td>
<td>23 – Physical Therapy Assistant/Aide</td>
</tr>
<tr>
<td>16</td>
<td>Work Study Coordinator/CCE/Secondary Transition</td>
<td>25 – Other: See below</td>
</tr>
</tbody>
</table>
Certification Status

Certification Status: Teacher/Provider – (Cycle 4)
The certification status of the special education teacher or provider. This is personnel who have met SEA-approved or SEA-recognized certification, licensing, registration or other comparable requirements that apply to the area in which the individuals are providing special education or related services.

NOTE: Any teacher coded as A-C must have an ALP on file. The LEA should be prepared to submit the documentation upon request.

A. 1st Year Teaching Special Education, Not Fully Certified in Special Education
B. 2nd Year Teaching Special Education, Not Fully Certified in Special Education
C. 3rd Year Teaching Special Education, Not Fully Certified in Special Education
D. Fully Certified/Highly Qualified Special Education Teacher/Speech Pathologist
   ✓ Teachers must have ADE license endorsement for special education.
   ✓ Speech Pathologists must be licensed by the Arkansas Board of Examiners for Speech-Language Pathology and Audiology or have an ADE teacher licensure endorsement code of 198 or 317.
E. Non-Teacher Certified

✓ All paraprofessionals must have completed the special education and early childhood core modules to be considered certified.
✓ This code includes special education supervisors, early childhood coordinators, and special education administrators who meet the minimum qualifications of the job (Title Code 01).
✓ This status also includes “Other Special Education Administrators (Title Code 02).

F. Private Provider Certified

✓ Contract Personnel who hold a Certification/License for his/her job assignment
✓ This includes contracted teachers not employed by the district

G. Non-Teacher Not Certified

✓ This includes all paraprofessionals who have NOT completed the special education core module.
✓ This includes LEA special education supervisors and early childhood coordinators who do not meet the minimum qualifications of a LEA Supervisor or EC Coordinator. There should be an ALP on file.
✓ This status also includes “Other Special Education Administrators” (Title Code 02).
H. Private Provider Not Certified
✓ Contract Personnel who do NOT hold a Certification/License for his/her job assignment.

I. Other Certification Status, Not Fully Certified
✓ This code is specifically for student interns. These students are conducting testing, providing services, and reviewing records under the direct supervision of a certified/licensed speech pathologist or psychological examiner in preparation of receiving their license. Student interns in the area of speech pathology may have a pending certification/license number which should be provided.
✓ Anyone identified with this code is considered not fully certified.

✓ If a district believes it has another situation for which this code can be used, its ADE Special Education Area Supervisor should be consulted prior to its use.
Cycle 4 Employee Module Submission:

Calculation chart below based on a 40 hour work week. **Total FTE cannot be greater than 1.00**

<table>
<thead>
<tr>
<th>Hour</th>
<th>FTE</th>
<th>Hour</th>
<th>FTE</th>
<th>Hour</th>
<th>FTE</th>
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<th>FTE</th>
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<tr>
<td>0.5</td>
<td>0.01</td>
<td>11</td>
<td>0.27</td>
<td>21</td>
<td>0.52</td>
<td>31</td>
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<tr>
<td>1</td>
<td>0.02</td>
<td>12</td>
<td>0.30</td>
<td>22</td>
<td>0.55</td>
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<td>0.60</td>
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<tr>
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<td>0.10</td>
<td>15</td>
<td>0.37</td>
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<td>0.65</td>
<td>36</td>
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<tr>
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<td>0.17</td>
<td>18</td>
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<td>29</td>
<td>0.72</td>
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<td>30</td>
<td>0.75</td>
<td>40</td>
<td>1.00</td>
</tr>
</tbody>
</table>

To calculate Contract Staff FTE:
1. How many hours a week do you work with children/students?
2. How many hours a week do you work with children/students in my program?
Teacher Folder counts and Speech Pathologist Caseload

- EC and SA Modules MUST enter Teacher ID
- Enter the folder holder in the Teacher Field
- Teacher/Speech Therapist must be in Staff Information and District Define Tab completed before they can enter on SA or EC Screen
- If student is speech only, enter Speech Therapist is both Teacher and Therapist fields, and their ID needs to be in both locations
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Entry/Withdrawal</td>
<td>Not Assigned</td>
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<tr>
<td>Assigned Grade</td>
<td>06 - Sixth Grade</td>
</tr>
<tr>
<td>Medicaid Eligible</td>
<td></td>
</tr>
<tr>
<td>Alternate Portfolio</td>
<td>N/A - Not Applicable or Null (default)</td>
</tr>
<tr>
<td>Secondary Trans Date</td>
<td></td>
</tr>
<tr>
<td>Referral Date</td>
<td></td>
</tr>
<tr>
<td>Last Evaluation Date</td>
<td></td>
</tr>
<tr>
<td>Eligibility Determining Date</td>
<td></td>
</tr>
<tr>
<td>Annual Review Date</td>
<td></td>
</tr>
<tr>
<td>Temporary Student</td>
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</tr>
<tr>
<td>Educational Placement</td>
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<tr>
<td>Name of Provider</td>
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<tr>
<td>Speech</td>
<td></td>
</tr>
<tr>
<td>Date Speech Terminated</td>
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<tr>
<td>Time Served Unit</td>
<td>PD</td>
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<tr>
<td>Extended School YR</td>
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<tr>
<td>Charter School</td>
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<tr>
<td>School Choice</td>
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<tr>
<td>School Choice LEA</td>
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<tr>
<td>Therapist (Speech/Other)</td>
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<tr>
<td>ELL</td>
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<tr>
<td>Medicaid Number</td>
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<tr>
<td>Transfer</td>
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<tr>
<td>Person Referring</td>
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<tr>
<td>Primary Disability</td>
<td></td>
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<tr>
<td>Resident LEA</td>
<td></td>
</tr>
<tr>
<td>Provider LEA</td>
<td></td>
</tr>
<tr>
<td>Date Speech Entered</td>
<td></td>
</tr>
<tr>
<td>Edu Placement Last Year</td>
<td></td>
</tr>
<tr>
<td>Time Served Amount</td>
<td></td>
</tr>
<tr>
<td>Early Childhood Program</td>
<td></td>
</tr>
<tr>
<td>School Choice Improvement</td>
<td></td>
</tr>
<tr>
<td>Special Ed Teacher</td>
<td></td>
</tr>
</tbody>
</table>
Cycle 4 Submission: Child Count

✓ This is a one day “snapshot” representation. Report all children with an Active IEP who were found eligible for services on or before December 1.

✓ Students with an ENTRY DATE after December 1 will not be included in the count.

✓ Temporarily placed students are not part of the actual count for they have not been found eligible for IDEA services.

✓ Withdraw all children dismissed before December 1.

✓ Use Exit Code with SA in the Parenthesis.

✓ If they received services on December 1, then the exit is December 2nd.

✓ If they received services on November 30th and were no longer in district on December 1 the exit date is November 30th
Cycle 4 Submission:
Child Count data collected from Demographics

- Student State ID (10 numbers)
- Student’s name
- Social Security Number
- Gender
- Birthdate
- Ethnicity Codes
- Federal Race Code
- ELL – (yes/no?)
- Building (State reporting building)
- Grade Level
Cycle 4 Submission: Child Count
data collected from SA Student Screen

- Entry Date (SA Student Screen entry/withdrawal screen)
  - Will NOT pull if not made active
- Assigned Grade level: CAN  NOT = EE, SM, OR SS
- Disability
- Educational Placement
  - The following is required if Educational placement is PP
    - Name of Provider and Resident LEA
  - The following is required if Educational placement is one of the following: DI, DB, RI, RB, HH, CF
    - Name of Provider and Provider LEA
- Temp placement
- Alternate Portfolio/Assessment (see next slide)
- Charter School (Y/N)
- School Choice
  - General or Improvement
  - School Choice Resident LEA
- Special Ed Teacher
- Speech Therapist
✓ Alternate Assessment Field in eSchool

With the change to **DLM** as the Alternate Assessment for 2018-19, there are only three allowable codes.

According to the SIS Handbook:

- Indicate if a student’s IEP requires them to take an alternate assessment for the statewide assessment.
- This applies to grades 3-10 for literacy, mathematics, & science; and literacy and mathematics for grade 11.
- All other students should be marked N/A.

- N/A = Not Applicable
- **ALM** = Alt_Literacy & Math (Grade 11 only)
- **ALMS** = Alt_Literacy, Math & Science (Grades 3 thru 10)

**REMEMBER THAT YOU ARE INDICATING THE STUDENT’S ASSESSMENT FOR THE CURRENT FISCAL YEAR.**

**ALL ALTERNATE ASSESSMENT FIELDS ARE RESET TO “N/A” AT ROLLOVER**
Cycle 4 Submission: Child Count

Educational Placement Codes

**DB** Publicly Funded Facility

**DI** Private Day School

**HH** Hospital/Homebound

**RB** Public Residential

**RG** Regular Class with Special Education
   (80% or more of the school day in the regular classroom)

**RI** Private Residential

**RR** Resource Room
   (between 40% to 79% of the school day in the regular classroom)

**SC** Self-contained
   (40% or less of the school day in the regular classroom)

**CF** Correctional Facility

*PP* Parentally Placed in Private Schools/Home Schooled

**Enter Provider LEA & Name of Provider**

*Enter Resident LEA & Name of Provider*
Use of Non-Graded Codes

There is really only two reasons to use non-graded grade level codes

✓ Seniors who are staying until they are 21

✓ A self-contained student’s grade level is not part of the building where the student’s classroom is located.

✓ A fifth grade student is in a self-contained classroom which is located at the K-4 elementary building. Since the building is K-4 grade 5 cannot be entered in to SMS. The grade level is entered as SM in the SMS and the assigned grade (A-Grade) level being 05 in the SA Module
Cycle 4 Review includes:

Personnel

Child Count for December 1 Reporting.
Cycle 7 Review:

The look of ARKSPED and the MYSPED portal has changed.

https://arksped.k12.ar.us/index.html

Welcome to the new ARKSPED Portal.

This webpage now only hosts information regarding applications to support Special Education in the state of Arkansas. If you are looking for the main website of the Special Education Unit at the Arkansas Department of Education, click here to go to the new ADE SEU website.

NO DATA WILL BE SAVED UNTIL AFTER JUL 10, 2017 8:00 AM
Welcome to MySped Resource

User ID: 
Password: 
Sign In

Four-digit LEA number
Password as submitted to SEU

Note: Your LEA number is your User ID. Passwords are case sensitive.

Account Registration/Update Form
Training Material

By clicking SIGN IN you are agreeing to the following terms of use.

Terms of Use: This is a State of Arkansas Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
MySped Resource:
Account Registration Form

This MySped Resource username and password will allow your district to access all Special Education online reporting applications. The password you choose must

- be unique (districts cannot have the same password),
- consists of at least eight alphanumeric characters (letters and/or numbers),
- have at least one number,
- have no spaces, and
- be all lower case.

Please complete all fields and return to Arkansas Department of Education, Special Education, Grants and Data Management. The fax number is 501-682-4313. The address is:

1401 W. Capitol
Victory Building, Suite 450
Little Rock, AR. 72201-2936

LEA Account Number (4 digit) __ __ __ __
LEA Name (district name) ____________________________
Password __ __ __ __ __ __ __ __ __ __ __ __ __ __
Password Hint ____________________________
Bookkeeper Password for financial access________________
Program Type:

☐ School age  ☐ Early Childhood  ☐ Both

LEA Supervisor (print) ____________________________
LEA Supervisor (signature) ____________________________
LEA Supervisor E-mail Address ____________________________
Superintendent (print) ____________________________
Superintendent (signature) ____________________________
Superintendent E-mail Address ____________________________
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
Tips for Navigating MySped Resource Review

✓ 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.
Cycle 4 Review: Employee

✓ 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

Refer to User Guides & Data Dictionaries to fill in the blanks & choose from the drop down menus.
An employee is added for each Title Code they serve under, so they may be entered multiple times. Remember that their FTE must be equal to or less than 1.0.
Cycle 4 Review:
Ways to views the data in MySped Review:

✓ ERROR REPORTS!!!!!!!!!
Cycle 4 Review:

Ways to view the data in MySped Review:

✓ Reports
Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Blue Hyper Links
✓ Individual records
Cycle 4 Submission: Child Count

Two new fields in MySped Resource
For Charter Schools ONLY

Alt District: for Charter School; pulled Cycle 4
(this field will automatically come from eSchool)

Prior Year LEA: for Charter School; pulled Cycle 4
(charters will have to add this into MySped)
Cycle 4 Review:

Ways to view the data in MySped Review:

✓ Drop-down Menus

✓ Use the “Get Data” button to sort the data.
Cycle 4 Review:

Ways to views the data in MySped Review:

✓ Error Reports

Error reports do NOT capture all possible errors!
Cycle 4 Review:

Ways to view the data in MySped Review:

✓ ERROR REPORTS:

✓ Are dynamic, and disappear as corrections are made
✓ Corrections must be made in MySped and in the eSchool.

<table>
<thead>
<tr>
<th>Error Message</th>
<th>SSN</th>
<th>FirstName</th>
<th>LastName</th>
<th>Race</th>
<th>RaceDesc</th>
<th>N/F</th>
<th>DOB</th>
<th>Age</th>
<th>Grade</th>
<th>A.Grade</th>
<th>Dis.Cd</th>
<th>LRE</th>
<th>Temp</th>
<th>Entry Date</th>
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Report ran on 11/24/2014 at 9:47:08AM
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<td>Alt Assessment Report</td>
<td>Alternate Assessments List</td>
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<td>Zero Teachers</td>
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<td>✔️</td>
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<td>School List Error Report</td>
<td>0</td>
<td>✔️</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
</tbody>
</table>
Cycle 4 Review: Using the Export to Excel Function

SAVE A COPY FOR YOUR RECORDS REGARDLESS!
Reports can be downloaded for review in Excel but cannot be modified there.

***** Changes and correction need to be made in 2 PLACES: MySped Resource AND in eSchool.
Cycle 4 Review:
Using the Export to Excel Function

**Note:**
- Choose the option to save rather than open the document.
- You will need to rename the file as it simply downloads as an “Excel Report.”
Cycle 4 **Review:**

**Sorting the Information in Excel**

1. Click on the box in the left corner
2. Click on Row 5 to highlight the row
3. Select the Data Tab on the menu bar ABOVE Spreadsheet.
4. Choose the filter option
## Cycle 4 Review: Filter and Sorting the Information in Excel

### Referral Tracking Students

**LEA: 0101 DEWITT SCHOOL DISTRICT**

<table>
<thead>
<tr>
<th>FY</th>
<th>AccountNumber</th>
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*Note: The image shows a dropdown menu with filter options.*
Cycle 4 Review: Sorting the Information in Excel

1. “Deselect” the Select All option.
2. Choose the field you wish to search for.
3. Identify the needed changes.
4. **BE SURE** to make the corrections in MySped Resource and in eSchool, if applicable.

Failure to correct the DATA in MySped Resource may result in a citation for inaccurate reporting.
DATA & RESEARCH

About Us
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 of Education and Health Professions' Center for Applied Studies in Education (CASE). This program has been established to meet the growing data and reporting requirements of the Individuals with Disabilities Education Act of 2004 (IDEA) and to undertake IDEA related research.

The Arkansas IDEA Data and Research Office strives to provide quality data management, analysis, technical assistance, and research for the enhancement of the Arkansas Department of Education's general supervision of local education agencies' special education programs by ensuring accurate, valid, and timely data to support state and federal reporting.
Access to all materials and links for IDEA Data & Research office
eSchool User Guides are available in the 'Support' section of MySped Resource.
Cycle 7 Review:

The look of ARKSPED and the MYSPED portal has changed.

Welcome to the new ARKSPED Portal.

This webpage now only hosts information regarding applications to support Special Education in the state of Arkansas. If you are looking for the main website of the Special Education Unit at the Arkansas Department of Education, click here to go to the new ADE SEU website.

No data will be saved until after Jul 10, 2017 8:00 AM.
Cycle 7 Review:

There is a new portal to ASTIS, the new registration program for webinars and face to face training.
Common Errors and Things To Watch For Or Do

- SIS will require correction before submission.
- Duplicate SSN’s: match against SSN Card.
- Non-returning students for this fiscal year need to have a withdrawal date of the last day of last school term.
- Please Check Common errors: Birthdates & SSN, demographic information, educational placement, & entry/withdrawal information.
- If you do not have an SLP, OT & PT on staff, you must show one is available to utilize if needed at any time.
- Exit Codes in eSchool: (CEIS, EC, SA) All exit codes are present in the withdrawal drop-down menu. Be sure to use those with SA in the parentethis.
- Make sure that certification status for all employees is up-to-date at all times. Make sure aide codes are used correctly.
- Please join the eSchool TAC-HAC & SIS Listserv @ www.apschn.org under the APSCN header.
With the change to DLM as the Alternate Assessment for 2018-19, there are only three allowable codes.

According to the SIS Handbook:

- Indicate if a student’s IEP requires them to take an alternate assessment for the statewide assessment.

- This applies to grades 3-10 for literacy, mathematics, & science; and literacy and mathematics for grade 11.

- All other students should be marked NA.
  - **NA** = Not Applicable
  - **ALM** = Alt_Literacy & Math (Grade 11 only)
  - **ALMS** = Alt_Literacy, Math & Science (Grades 3 thru 10)

All data pulled for Cycle 7 & Cycle 4 will be pulled for Cycle 6 for assessment purposes.
Family Surveys

✓ All Family surveys are due by June 30.

✓ Surveys can be submitted electronically...online data entry or scan forms - by the parent or you if you wish to save the postage and enter the information online.

✓ If you photo copy a survey your office MUST key the survey into the online system
✓ Photo copies sent to IDEA Data & Research will be returned to the district

✓ Contact Nancy Rea at nerea@ualr.edu for surveys.

✓ Include the LEA, name of person requesting, a mailing address and phone number, the # of surveys needed, & indicate if envelopes are needed. Be sure to indicate school age forms are being requested.

✓ Be sure to “bubble in” the LEA #, Resident LEA #, Building Code, Race/Ethnicity Code(s), and the student’s Primary Disability Code for each survey.
For questions, contact:
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Dr. Jody Fields, Director
jafields@ualr.edu

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