Special Education Data Reporting Requirements for Early Childhood Students for Cycles 2, 4 & 7
Session Overview

Current School Year Reporting Requirements:

**Cycle 2 Submission**: Reports Child Count for Child Nutrition - October 1 (District students served on campus)

**Cycle 4 Submission** includes: Employee & Child Count - December 1

**Cycle 7 Submission** includes: Referral Tracking, Exits, Outcomes, & Kindergarten Conference
Don’t forget:

Face-to-Face Data Entry Training
For New Data Entry Personnel, LEA Supervisors, and EC Coordinators

@ APSCN Computer Lab (Corner of Main & Capitol)
101 E. Capitol Ave., Suite 114
Little Rock, AR

Check our website for training schedule.
https://arksped.k12.ar.us/DataAndResearch/TrainingSchedule.html
(Bring your parking & snack money!)
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 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 7 Submission**
- SA and EC Referrals
- SA and EC Exits
- EC Outcomes
- SA Coordinated Early Intervening Services (CEIS)
- Discipline

- **October 15**
- **December 15**
- **January 2 - 31**
- **June 15**
- **September 1 - 30**

**Cycle 4 MySped Review period**
- Child Count
- Employee

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

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: Special Education
Employees & Child Count
Teacher Folder counts and Speech Pathologist Caseload

✓ Must have teacher in Staff Information and Sped Employee before they can enter on EC Screen

✓ If child receives speech services only and the speech therapist holds the folder for due process, then Speech Therapist ID needs to be in both locations (teacher and therapist). Contract staff CAN hold folders.

✓ School Districts should make Contract staff inactive.
Cycle 4 Employee Module Submission: Data Collected

- Full Legal Name: first, middle, last
- Social Security Number
- Title Code: Each title code must be reported
- Grade Level: PS
- Building Code: 88000 or valid district building code
- 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>Teacher/Provider Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 - Early Childhood Teacher</td>
<td>Early Childhood only</td>
</tr>
<tr>
<td>50 - Self-Contained 1:6 Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>51 - Self-Contained 1:10 Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>52 - Self-Contained 1:15 Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>53 - Resource Room Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>54 - Itinerant Instructor</td>
<td>School age and/or early childhood</td>
</tr>
<tr>
<td>55 - Consulting Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>56 - Hospital/Homebound</td>
<td>School Age only</td>
</tr>
<tr>
<td>57 - Co-Teaching Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>58 - Indirect Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>59 - Integrated Classroom Model Teacher</td>
<td>School Age only</td>
</tr>
<tr>
<td>20 - Speech Therapist</td>
<td>School age and/or early childhood</td>
</tr>
</tbody>
</table>

**Paraprofessional**

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 - Classroom Instructional Aide/Paraprofessional</td>
<td></td>
</tr>
</tbody>
</table>

**Other Providers**

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Special Education Supervisor</td>
<td>LEA Supervisor/EC Coordinator ONLY</td>
</tr>
<tr>
<td>02 - Other Special Education Administrators</td>
<td>non-clerical</td>
</tr>
<tr>
<td>15 - Voc. Ed. Teacher - Job Coach</td>
<td></td>
</tr>
<tr>
<td>16 - Work Study Coordinator/CCE</td>
<td>Secondary Transition</td>
</tr>
<tr>
<td>21 - Speech Language Assistant/Aide</td>
<td></td>
</tr>
<tr>
<td>22 - Occupational Therapy Assistant/Aide</td>
<td></td>
</tr>
<tr>
<td>23 - Physical Therapy Assistant/Aide</td>
<td></td>
</tr>
<tr>
<td>24 - School Psychology Specialist</td>
<td></td>
</tr>
<tr>
<td>25 - Other</td>
<td>See below</td>
</tr>
</tbody>
</table>

Related Service Providers

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 - Occupational Therapist</td>
<td></td>
</tr>
<tr>
<td>05 - Physical Therapist</td>
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<tr>
<td>06 - PE Adaptive Teacher</td>
<td></td>
</tr>
<tr>
<td>07 - Recreational Therapist</td>
<td></td>
</tr>
<tr>
<td>08 - Psychological Examiner</td>
<td></td>
</tr>
<tr>
<td>09 - Educational Examiner</td>
<td></td>
</tr>
<tr>
<td>10 - Psychologist</td>
<td></td>
</tr>
<tr>
<td>11 - Medical/Nursing Staff</td>
<td></td>
</tr>
<tr>
<td>12 - Audiologist</td>
<td></td>
</tr>
<tr>
<td>14 - School Social Worker</td>
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</tr>
<tr>
<td>17 - Counselor</td>
<td></td>
</tr>
<tr>
<td>18 - Orientation and Mobility Service</td>
<td></td>
</tr>
<tr>
<td>19 - Educational Interpreter (Deaf)</td>
<td></td>
</tr>
<tr>
<td>25 - Other</td>
<td>See below</td>
</tr>
</tbody>
</table>
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.
Certification Status

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).
Certification Status

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>
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<td>8</td>
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<tr>
<td>9</td>
<td>0.22</td>
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<td>0.50</td>
<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
**Early Childhood General Information**

*Reminder: Make sure you have activated or inactivated a student in the module’s entry/withdrawal screen.*

<table>
<thead>
<tr>
<th>Entry/Withdrawal:</th>
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</thead>
<tbody>
<tr>
<td>Resident LEA:</td>
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<tr>
<td>Temporary Student:</td>
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<tr>
<td>Primary Disability:*</td>
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</table>

<table>
<thead>
<tr>
<th>Transfer:</th>
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</thead>
<tbody>
<tr>
<td>County:</td>
</tr>
<tr>
<td>ELL:</td>
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<tr>
<td>Educational Environment:*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Referral Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Referring:</td>
</tr>
<tr>
<td>Placement Date:</td>
</tr>
<tr>
<td>Agency Name:</td>
</tr>
<tr>
<td>Teacher ID:</td>
</tr>
<tr>
<td>Paraprofessional ID:</td>
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<tr>
<td>Program Type:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agency City:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech ID:</td>
</tr>
<tr>
<td>Other ID:</td>
</tr>
<tr>
<td>New Student School Year:</td>
</tr>
</tbody>
</table>

| Transition Conference Date: |
| Conference LEA: |

| Entry Assessment Date: |
| Entry Kldg/Skills Func Score: |

<table>
<thead>
<tr>
<th>Assessment 1 Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess1 Soc Emtnl Func Score:</td>
</tr>
<tr>
<td>Assess1 Kldg/Skills Func Score:</td>
</tr>
<tr>
<td>Assess1 Self Help Func Score:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment 2 Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess2 Soc Emtnl Func Score:</td>
</tr>
<tr>
<td>Assess2 Kldg/Skills Func Score:</td>
</tr>
<tr>
<td>Assess2 Self Help Func Score:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exit Assessment Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit Soc Emtnl Func Score:</td>
</tr>
<tr>
<td>Exit Kldg/Skills Func Score:</td>
</tr>
</tbody>
</table>

| Entry Soc Emtnl Func Score: |
| Entry Self Help Func Score: |

| Assess1 Soc Emtnl Func Imprv: |
| Assess1 Kldg/Skills Func Imprv: |
| Assess1 Self Help Func Imprv: |

| Assess2 Soc Emtnl Func Imprv: |
| Assess2 Kldg/Skills Func Imprv: |
| Assess2 Self Help Func Imprv: |

| Exit Soc Emtnl Func Imprv: |
| Exit Kldg/Skills Func Imprv: |
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. If they received services on December 1 then the exit is December 2nd.

(Use Exit Code with EC in the Parenthesis.)

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

Student’s full legal name
Social Security Number
Gender
Birthdate
Ethnicity Code(s)
Race Code(s)
Resident LEA
Entry Date
Primary Disability
Educational Environment
ELL
Program Type
Temporary Placements
SPED Teacher & ID Number
Speech Therapist & ID Number
Cycle 4 Submission: Child Count

Educational Placement Codes

A1 Reg EC program 10+ hrs a week w/majority of sped services in EC program.

A2 Reg EC program 10+ hrs a week w/majority of sped services in other location.

B1 Reg EC program <10 hrs a week w/majority of sped services in EC program.

B2 Reg EC program <10 hrs a week w/majority of sped services in other location.

RS Residential

SP Separate Class

SS Separate School

HM Home

IO Itinerant Service Outside Home
Cycle 7: Special Education
Referral Tracking
Outcomes
Exits
Kindergarten Conference
1. Report all students referred between July 1 and June 30 of the fiscal year.

2. All dates are sequential & chronological.

3. **Timelines Are Important!** Timelines include:
   a) **60 calendar days** from Parent Consent to Evaluation Date
   b) **30 calendar days** from Evaluation Date to Eligibility Determination Date

4. **REMEMBER 60 DAYS MEANS 60 DAYS!**
Cycle 7 Submission
Referral Tracking:
Who counts as a new referral?

1. Any student referred this school year.
2. Any student referred this year regardless whether they were placed or not placed.
3. Students who are referred but are not evaluated.
1. Students referred for additional testing are **NOT** new referrals.

2. Transfer students who may need additional testing are **NOT** new referrals.

Who does **NOT** count as a new referral?
Cycle 7 Submission
Referral Tracking:
Demographic data collected

Social Security Number
Grade
Name
Birthdate
Gender
ELL
Race
Resident LEA
Building Code

Pulled from Demographics in the eSchool System

CO-OPS, remember that all children not placed must be withdrawn from Demographics once the referral has been entered or when students exit your district/program.
Cycle 7 Submission: Referral Tracking

Referral Module

- Transition from Part C to Part B (yes/no?)
- Transition Part C & Part B Concurrent (yes/no?)
- Referral Date (required for all referrals)
- Parental Consent for Evaluation Date
- Evaluations Date
- Evaluation Reason for missing the 60 day timeline
- Eligibility Determination Date
- EDD Reason for missing the 30 day timeline
- Reason for EDD passing child’s 3rd birthday
- Other Reason for passing child’s 3rd birthday
- Temporary IEP before child’s 3rd birthday (yes/no?)
- Special Education Placement (yes/no?)
- Parent Consent to Place Date
- Reason Referral is complete
- Referral Complete (yes/no?)
Cycle 7 Submission
Referral Tracking:
Referral Module
Additional Required Fields

Transition Part C to B — a referral from a Part C program (0-3), to a Part B (3-5) Program (y/n)

C/B Concurrent — children determined to be eligible for early intervention services under Part C less than 90 days before their third birthdays (y/n)

NOTE: definition
Cycle 7 Submission: Referral Tracking
Referral Module Additional Required Fields

These questions are only addressed if one of the previous questions has been answered “yes”.

**EDD 3rd DOB Code**
If Part C to B transition or C to B Concurrent is yes, and the EDD was not made on or before the child’s 3rd Bday, why?

**EDD 3rd OT Reason**
If the eligibility determination is not in the drop down menu, then you must enter that reason here.

**3rd Bday TEMP IEP**
If EDD was not met, and the student is a Part C to B transition, Indicate if a temporary IEP is in place.
Reasons for Exceeding Timelines
A Compilation of 60 Day and 30 Day Timeline Reasons

- AT Additional testing determined by IEP Team
- IL Child or family illness/death delayed evaluations
- TR Transferred from another program during the due process
- EV Evaluations not completed in accordance with timelines due to Referral Team (includes evaluators)
- FM Family moved making the child unavailable
- HV Failed hearing/visual screening (i.e. waiting for glasses)
- PR Parent Refused Initial consent
- EC Family cancelled evaluations date(s) requiring it to be rescheduled
- PW Parent withdrew consent
- FC Family cancelled ED conference(s) requiring it to be rescheduled
- OT Other - please clearly specify other reason timeline was not met

Be aware that using the code EV means an automatic hit for being untimely and inaccurate in your data reporting.
If you select **OTHER Reason** for the missing the 60 day timeline and use any of the following reasons, it will count against the district or cooperative:

- Holidays
- Summer Vacation
- Waiting on report from Doctor
- Examiner is on maternity leave
- Use the provided codes rather than other.
Cycle 7 Submission:
Exit Codes

KE  Kindergarten Eligible

NS  No Longer Requires Services
For you to determine the child no longer needs services, you must have done a complete exit assessment and used the exit code of NS rather than KE.

PR  Parent Refused Services

MA  Reached Maximum Age (6yrs)

NP  Not Placed

US  Unknown Status

DI  Died

MK  Moved known to be continuing with EC Special Ed Services
Cycle 7 Submission:
Kindergarten Conferences, Outcomes & Exits

✓ For exit codes KE:

✓ Make sure Transition Conference LEA & Conference date are entered.

✓ For exit codes KE, NS, MA, and PR, the following is collected:

✓ Entry Assessment date & Exit Assessment date
  ✓ Assessment 1 & 2 are not pulled.

✓ Functional Assessment Scores
✓ Indicate Improvement.
  ✓ Personal improvement is as valid as numeric improvement.
Cycle 7 Submission:
Kindergarten Conference Codes

NS   Transitioned with no services to Kindergarten
(For this Kindergarten Transition code to be used, it means it is a decision of the school district or more commonly the parent, in which case a Revocation form must be signed by the parent and in the school folder.)

TK   Transitioned to Kindergarten with Special Education re-evaluation required

KW   Kindergarten Waiver
Special Education Cycle 7 Review for Early Childhood Students
Cycle 7 Review:

The look of ARKSPED and the MYSPED portal has changed.
Cycle 7 Review:

Cycle 7:

- Referral Tracking, Exits, Outcomes, Kindergarten Conferences
- This data is used for required federal reporting
- MySped Resource will be open September 1 - 30.
- [https://arksped.k12.ar.us/index.html](https://arksped.k12.ar.us/index.html)
- Use *Early Childhood MySped Review Procedures Manual*

Why we review Cycle 7 Data:

✓ Verify submitted data

✓ Make updates to submitted

✓ Correct typos, inaccurate coding, programming glitches

✓ Correct data not transferring correctly

✓ Complete blank fields

✓ Correct errors or problems that keep data from being counted

✓ Be sure to check ALL error reports.
Referral Tracking

- Were all referrals submitted?
- Is the data correct?
  - Birthdate...ssn...gender...race
- Are the dates accurate?
  - Referral date
  - Consent to test date
  - Evaluation date
  - Eligibility determination date
  - Parent consent to serve date
- Are the reasons for missing the 60 and/or 30 day timeline correct?
- Did you provide an Other Reason if Other was selected?
- Were there any C to B Transitions or C & B Concurrent Referrals?
- If so, did the 3rd birthday fields need to be addressed?
- Are all referrals complete?
- Were the error reports reviewed?
- If you had ZERO referrals for the school year you must notify Dr. Jody Fields via email at jafields@ualr.edu

- We cannot identify all errors. Error reports only identify elements which may effect federal reporting...APR
Exits, Kindergarten Conference, & Outcomes

✓ Is the data correct?
✓ For KE, Kindergarten Conference info entered?
✓ For NS, PR, MA, & KE: Entry & Exit Assessment Dates, Functional Assessment scores, & Improvement entered?
✓ Is the exit reason correct?
✓ Did you review the exit & Outcome error reports?
✓ Exits and Kindergarten Conferences are on a separate link from the Outcome error reports.

✓ We cannot identify all errors; the error reports only identify those items which may effect federal reporting...
Discipline

✓ Early Childhood can report discipline too.

✓ Report students expelled from school/daycare, etc.
  ✓ Expulsion means a student has been expelled from the district and is not enrolled...NOT a change of placement because they are not allowed in a specific building

✓ Can be reported in MySped or eSchool.

✓ Contact Carmen Jordan (eSchool)/Jody Fields (MySped) to use the discipline module(s).
  Carmen’s email is carmen.jordan@arkansas.gov.
  Dr. Field’s email is jafields@ualr.edu.
Accessing MySped

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

MY SPED

SURVEYS

ASTIS
How to access MySped Resource

- Four-digit LEA number
- Password as submitted to SEU
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 _______________________________________
How to access MySped Resource

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

Please select the Fiscal Year [Most Recent] for previous year announcements.

Cycle 7
Cycle 7 Review:

Ways to view the data in MySped Review:

✓ Reports

Aggregate (Totals) in a PDF report format
Using MySped Resource to Review Cycle 7 Data

Ways to view the data in MySped Review:

✓ Individual Student
Cycle 7 Review:

Ways to view the data in MySped Review:

✓ Filter the Data using the drop-down Menu
Ways to views the data in MySped Review:

✓ ERROR REPORTS

Error reports do NOT capture all possible errors!

Cycle 7 Review:

CE OF EFFORT (MOE) - 08/29/2011

- Special Education Unit, to MySped
- Fiscal Year: Most Recent

- Early Intervention Services
- Discipline
- EC Exits & Outcomes
- Referral Tracking EC1
- Referral Tracking EC2
- Referral Tracking EC3
- Referral Tracking SA1
- Referral Tracking SA2
- SA Exits
- SA Secondary Transition

School Age - Cycle 7
School Age Exits - Cycle 7
Early Childhood Exits - Cycle 7
Early Childhood Outcomes - Cycle 7
Early Intervening Services - Cycle 7
Discipline - Cycle 7
Referral Tracking - Cycle 7
Referral Tracking EC1
Referral Tracking EC2
Referral Tracking EC3
Referral Tracking SA1
Referral Tracking SA2
SA Exits
SA Secondary Transition

Errors: Early Childhood - Cycle 4
School Age - Cycle 4
Referral Tracking - Cycle 7
Discipline - Cycle 7
School Age - Transition - Cycle 7
School Age Exits - Cycle 7
Early Childhood Exits - Cycle 7
Early Childhood Outcomes - Cycle 7
Early Intervening Services - Cycle 7
Discipline - Cycle 7
Referral Tracking - Cycle 7
Referral Tracking EC1
Referral Tracking EC2
Referral Tracking EC3
Referral Tracking SA1
Referral Tracking SA2
SA Exits
SA Secondary Transition

Payment made in August was the first FY 2012 reimbursement for

Cycle 7 Review:

Ways to views the data in MySped Review:

✓ A Good ERROR REPORT is an empty error report

Referral Tracking Error Report - School Age

<table>
<thead>
<tr>
<th>FirstName</th>
<th>LastName</th>
<th>Consent Date</th>
<th>Eval Date</th>
<th>EDD Date</th>
<th>Days Time Line</th>
<th>Days Time line</th>
<th>Reason</th>
<th>Other Reason</th>
<th>Error</th>
<th>Other Error</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>2 - 1</td>
<td>3 - 2</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Report Name</td>
<td>Description</td>
<td>Errors</td>
<td>Status</td>
<td>Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>----------------------</td>
<td>------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>CEIS</td>
<td>Missing Service Records, Missing/Invalid Exit Codes</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Discipline</td>
<td>Missing Suspension Days, Missing Educational Service record</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EC Exits and Outcomes</td>
<td>Missing Conference/Assessment Dates, Missing Exit Codes and Scores</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Referral EC1</td>
<td>Missing/Invalid reasons for exceeding 60 and/or 30 day timelines</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Referral EC2</td>
<td>Missing/Invalid reasons for EDD&gt;3rd Bday</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Referral EC3</td>
<td>Referral Completion Errors, Open Referrals</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Referral SA1</td>
<td>Missing/Invalid reasons for exceeding 60 and/or 30 day timelines</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Referral SA2</td>
<td>Referral Completion Errors, Open Referrals</td>
<td>0</td>
<td>✔️</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>SA Exits</td>
<td>Missing Exit code for 12th graders</td>
<td>81</td>
<td>✗</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Zero Discipline</td>
<td>Missing records (Zero/No Discipline)</td>
<td>1</td>
<td>✗</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Zero Referrals</td>
<td>Referral Tracking SA &amp; EC (Zero/No Referrals)</td>
<td>2</td>
<td>✗</td>
<td>📄</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Data can be downloaded for review in Excel but cannot be modified there.

SAVE A COPY FOR YOUR RECORDS REGARDLESS!

- Changes and corrections are to be made in BOTH MySped Resource AND in eSchool, except for Referral Tracking (MySped only).

- After all changes and corrections are made in MySped Resource, export each data set to Excel and save for your records.

---

**Referral Tracking Students**

LEA: 9999 ADE - Special Education Unit  
FISCAL YEAR: 2010/11

<table>
<thead>
<tr>
<th>Year</th>
<th>Referral ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Age</th>
<th>Race</th>
<th>Code</th>
<th>Medicaid</th>
<th>IEP</th>
<th>504</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010/11</td>
<td>9999</td>
<td>John</td>
<td>Williams</td>
<td></td>
<td>06/01/2008</td>
<td>M</td>
<td>12</td>
<td>4</td>
<td>A-NNYNNN</td>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
<tr>
<td>2010/11</td>
<td>9999</td>
<td>Coby</td>
<td>Williams</td>
<td></td>
<td>07/01/2005</td>
<td>M</td>
<td>12</td>
<td>4</td>
<td>A-NNYNNN</td>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
<tr>
<td>2010/11</td>
<td>9999</td>
<td>Phil</td>
<td>Collins</td>
<td></td>
<td>07/01/2001</td>
<td>M</td>
<td>12</td>
<td>4</td>
<td>W-NNNNNY</td>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
<tr>
<td>2010/11</td>
<td>9999</td>
<td>Nicholas</td>
<td>Cage</td>
<td></td>
<td>07/01/2005</td>
<td>M</td>
<td>12</td>
<td>4</td>
<td>W-NNNNNY</td>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
<tr>
<td>2010/11</td>
<td>9999</td>
<td>Phillip</td>
<td>Jameson</td>
<td></td>
<td>07/01/1999</td>
<td>M</td>
<td>12</td>
<td>4</td>
<td>W-NNNNNY</td>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
</tbody>
</table>
Cycle 7 Review: Using the Export to Excel Function

Note: Downloads as “Excel File”...Must use Internet Explorer 9 or lower for the export to open directly!

If you use another browser, open Excel Application first and then have Excel open the document. Save at this time and the file will be “clickable” in the future.
Cycle 7 Review: Sorting the Information in Excel

1. Click on the box in the top 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 7 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>
<th>SSN</th>
<th>FirstName</th>
<th>MiddleName</th>
<th>LastName</th>
<th>Birth_Date</th>
<th>RaceDesc</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>7/20/2004</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>10/4/2005</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>6/20/1997</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>10/21/2002</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>10/10/2000</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>12/21/1995</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>2/18/2006</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>12/20/1996</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>8/23/2001</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>6/14/1995</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>11/8/2004</td>
<td>W-NNNNNY</td>
</tr>
<tr>
<td>2011/12</td>
<td>101</td>
<td>xxxxxxxx</td>
<td>jjj</td>
<td></td>
<td></td>
<td>5/12/2005</td>
<td>B-NNNNNY</td>
</tr>
</tbody>
</table>
Cycle 7 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.**
## Cycle 7 Review:
### Sorting Information in Excel

<table>
<thead>
<tr>
<th>T</th>
<th>U</th>
<th>V</th>
<th>W</th>
</tr>
</thead>
<tbody>
<tr>
<td>ParentConsentDate</td>
<td>EvaluationDate</td>
<td>EvaluationReason</td>
<td>EvaluationOtherReason</td>
</tr>
<tr>
<td>10 10/1/2010</td>
<td>11/1/2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 12/1/2010</td>
<td>3/1/2011</td>
<td>OT</td>
<td>weather/holiday</td>
</tr>
<tr>
<td>10 12/1/2010</td>
<td>12/31/2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 7/1/2010</td>
<td>10/1/2010</td>
<td>OT</td>
<td>did not exceed</td>
</tr>
<tr>
<td>11 7/1/2011</td>
<td>9/1/2011</td>
<td>IL</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>U</th>
<th>V</th>
<th>W</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>EvaluationDate</td>
<td>EvaluationReason</td>
<td>EvaluationOtherReason</td>
<td>EDDDate</td>
</tr>
<tr>
<td>11/1/2010</td>
<td></td>
<td></td>
<td>5/1/2011</td>
</tr>
<tr>
<td>12/31/2010</td>
<td></td>
<td></td>
<td>1/1/2011</td>
</tr>
<tr>
<td>10/1/2010</td>
<td>OT</td>
<td>did not exceed</td>
<td>11/1/2010</td>
</tr>
<tr>
<td>9/1/2011</td>
<td>IL</td>
<td></td>
<td>10/15/2011</td>
</tr>
</tbody>
</table>
Cycle 7 Review:
Sorting the Information in Excel

1. Choose the column header.
2. Right click and choose insert.
1. Click in the first box in the new column.
Cycle 7 Review: Sorting the Information in Excel

1. Click in the first box in the new column.
2. Click on the Date & Time Tab at the top and choose Days360.
Cycle 7 Review:
Sorting the Information in Excel

1. Click in the first box in the new column.
2. Click on the Date & Time Tab at the top under Formula heading and choose Days option (older versions use Days360 option).
Cycle 7 Review: Sorting the Information in Excel

3. In the dialogue box enter the column/row containing the start & end date.
Cycle 7 Review: Sorting the Information in Excel

4. Right click in the field, and change the formatting back to “number.”
5. Click and hold the corner of the box, and drag it down to the end of the column.
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. Instructions will be attached to the Cycle 4 Commissioner’s Memo and eventually will be under the “About ASTIS” Link.
SIS will require correction before submission.

CO-OP’s be sure to make exiting students inactive in demographics.

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, the reason referrals are complete and open referrals need to be closed.

Referral Tracking: If there is Parent Consent to test, EDD Date needs to be entered, even if the student is not placed.

Exit Codes in eSchool: (CEIS, EC, SA) All exit codes are present in the withdrawal drop-down menu. Be sure to use those with EC in the parentethis.

Do not make IEP changes in placement for next year until AFTER cycle 7 is SUBMITTED. After Rollover has occurred, be sure the SPED utilities that updates the Education Placement Last Year field has been run.

Please join the eSchool TAC-HAC & SIS Listserv @ www.apscn.org under the APSCN header, and join the Data & Research listserv for updated information. https://lists.ualr.edu/scripts/wa?SUBED1=idea&A=1
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 early childhood 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:
Dr. Tammy Garrison, Training Coordinator
tsgarrison@ualr.edu
Crenisha Wright, Data Analyst
cmwright@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.