Arkansas Department of Education • Office of Special Education

ADAPT

Accessible Data Analysis and Publishing Tool

User Guide

A step-by-step guide for LEA Special Education Supervisors

Office of Special Education
IDEA Data & Research
ose-adapt-viewer.ade.arkansas.gov



Division of Elementary & Secondary Education

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1. About ADAPT

ADAPT stands for **A**ccessible **D**ata **A**nalysis and **P**ublishing **T**ool. It is a public website where the Arkansas Division of Elementary and Secondary Education (DESE), Office of Special Education (OSE), posts the state's special education data so anyone can read it.

The data on ADAPT comes from the reports Arkansas must send to the federal government under the Individuals with Disabilities Education Act (IDEA). IDEA is the federal special education law.

ADAPT is different from MySPED Resource in three important ways:

- **No login.** ADAPT is open to the public. You do not need a password or an LEA number.
- **No student records.** ADAPT shows totals and percentages only. You will never see a student name, a Social Security Number, or a single student's record.
- **Read only.** You cannot change data in ADAPT. You review and correct your district's data in eSchool and MySPED. ADAPT shows the finished, published totals.

A few words used in this guide:

- **LEA —** Local Education Agency. This means your school district, charter, or program.
- **SPED —** special education.
- **Part B —** the part of IDEA that covers children and youth ages 3 through 21.
- **Part C —** the part of IDEA that covers early intervention for infants and toddlers, birth through age 2.
- **Suppressed —** a number that has been hidden on purpose so no child can be identified. See Section 13.
- **FERPA —** the Family Educational Rights and Privacy Act, the federal student privacy law.

> *You mostly use ADAPT to look up published state totals, read plain-language explanations, and download the numbers to Excel. This guide shows each page and what you can do there.*

The direct link to ADAPT is ose-adapt-viewer.ade.arkansas.gov.

Reference: DESE Special Education Data Dictionaries (all areas)

2. Before You Start

Here is what you need before you open ADAPT:

- An internet connection. That is all. There is no login, no LEA number, and no password.
- A current web browser such as Microsoft Edge, Mozilla Firefox, or Google Chrome.

A few tips:

- ADAPT works on a computer, a tablet, or a phone. On a small screen the side menu collapses to icons.
- ADAPT is built to meet Web Content Accessibility Guidelines (WCAG) 2.2 Level AA. It works with screen readers, braille displays, and keyboard-only navigation.
- You can change the text size, spacing, color theme, and layout at any time. See Section 14.
- Because ADAPT is public, you can safely share a link with families, school boards, and community partners.

3. Opening ADAPT

Type ose-adapt-viewer.ade.arkansas.gov into your browser address bar and press Enter. The Home page opens right away.

There is no sign-in step and no Terms of Use box to accept. If the page does not load, check your internet connection first, then contact the Office of Special Education using the information in Section 19.

Two keyboard shortcuts are useful if you do not use a mouse:

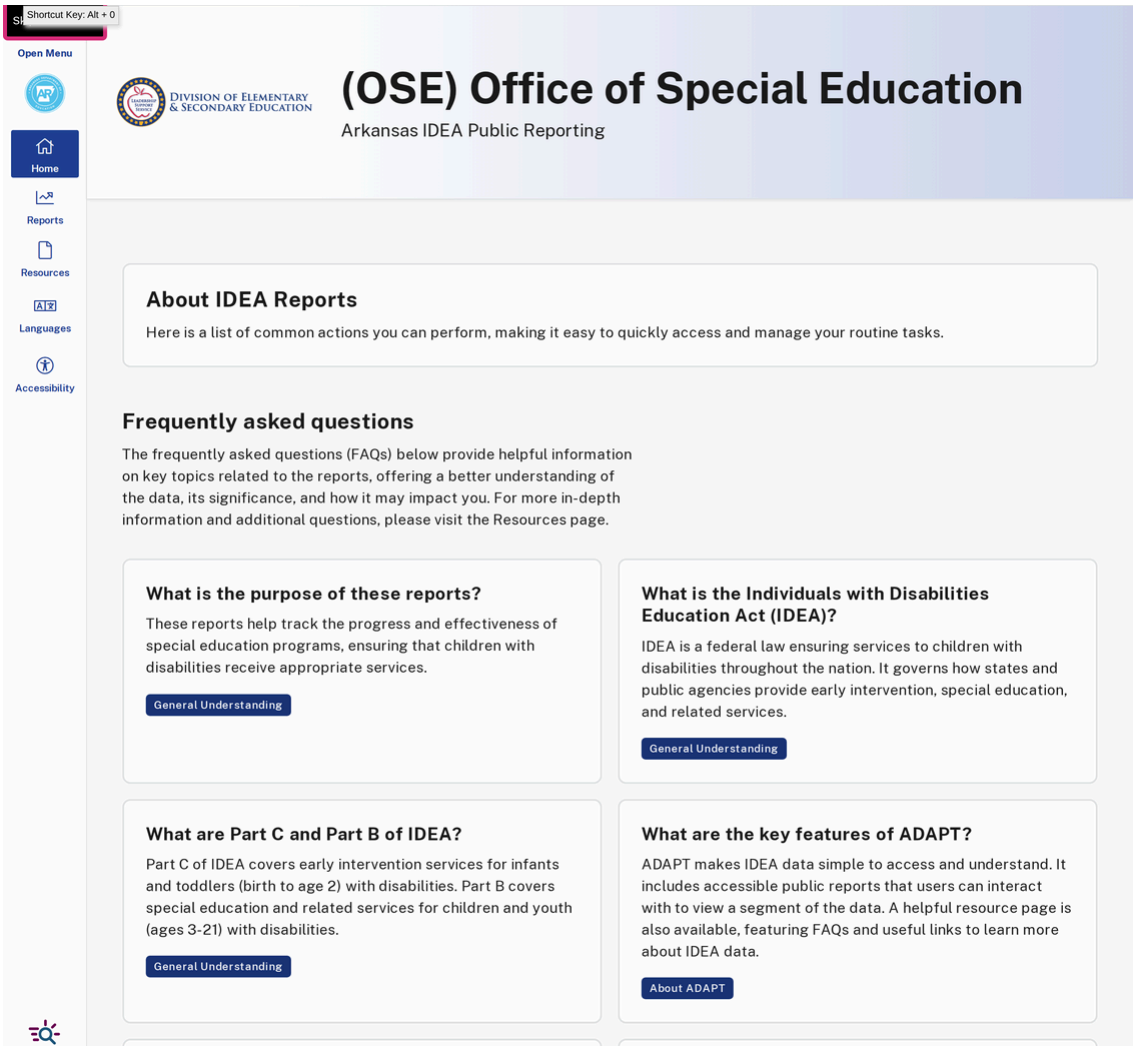
- **Alt + 0 —** opens the "Skip to a section" menu at the top of the page. This jumps you straight to the main content or to a section of the page.
- **Tab —** moves forward through the links and buttons on a page. Shift + Tab moves backward. Press Enter or the space bar to select.

4. The Home Page

The Home page is the welcome screen. It has three parts, from top to bottom:

- **Welcome banner —** shows "(OSE) Office of Special Education" and "Arkansas IDEA Public Reporting" with the DESE seal.
- **Frequently asked questions —** six short question-and-answer cards that explain IDEA, Part B and Part C, and what ADAPT is. Each card carries a tag such as "General Understanding" or "About ADAPT".
- **Latest Reports —** the five most recently published reports, each with a short description and the date it was posted. Select "View More Reports" to see the full list.

Select "View More FAQs" under the question cards to open the full FAQ list on the Resources page.



The ADAPT Home page: welcome banner and the frequently asked question cards. The Latest Reports list sits below.

5. Moving Around: The Sidebar Menu

The menu in ADAPT runs down the left side of the screen instead of across the top. It stays in the same place on every page, so you can jump anywhere at any time.

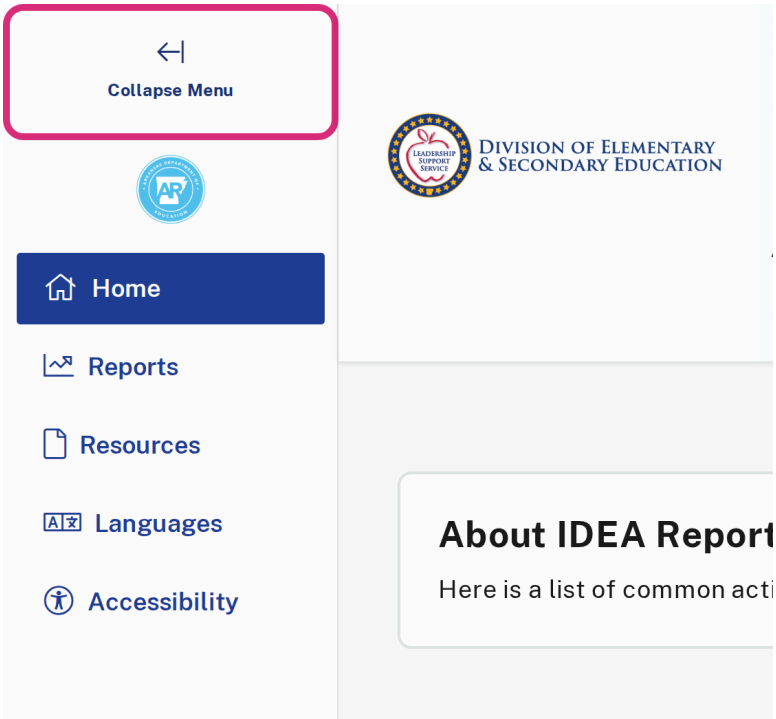
By default the menu shows small icons with labels underneath. Select "Open Menu" at the top to widen it into full words, and "Collapse Menu" to shrink it back.

The five menu choices are:

- **Home —** the welcome page, FAQs, and the latest reports.
- **Reports —** the full list of published reports. This is where you spend most of your time.
- **Resources —** useful links for parents and students, plus the complete FAQ list.
- **Languages —** switch the site between English and Spanish.
- **Accessibility —** change text size, spacing, color theme, and layout.

Languages and Accessibility are not pages. Selecting either one slides a settings panel out from the left. Your choice applies to the whole site right away.

Just under the page title you will also see a breadcrumb trail, such as "Home > Reports > Reports". Select any step in the trail to go back to that page.



The sidebar menu expanded with the "Collapse Menu" control at the top.

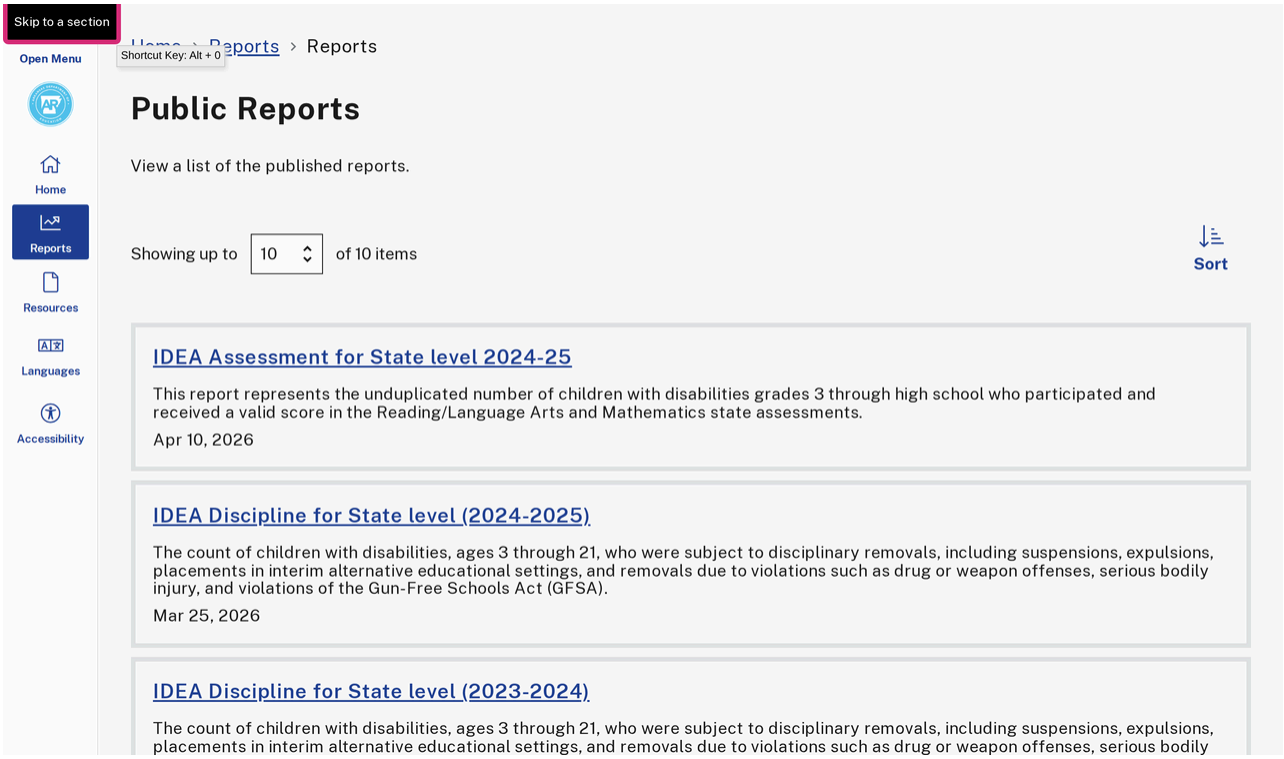
6. The Reports Page

Select "Reports" in the sidebar to open the Public Reports page. This page lists every report Arkansas has published on ADAPT. Each entry shows the report name as a link, a short description of what the report counts, and the date it was posted.

Two controls sit above the list:

- **Showing up to —** a drop-down that sets how many reports appear on the page at once. The choices are 5, 10, 25, and 50. The heading tells you how many you are seeing out of the total, for example "Showing up to 10 of 10 items".
- **Sort —** select this to flip the list between newest-first and oldest-first.

Select any report name to open it.



The Public Reports page. Use "Showing up to" and "Sort" to control the list.

The table below lists the reports published on ADAPT as of July 30, 2026, and what each one counts. New school years are added as OSE publishes them, so always check the Reports page for the current list.

Report	What it counts
IDEA Child Count and Educational Environments	An unduplicated count of children with disabilities ages 3 through 21 who receive special education, broken out by disability, race and ethnicity, and sex.

Report	What it counts
IDEA Discipline	Children with disabilities ages 3 through 21 who were subject to disciplinary removals, including suspensions, expulsions, placements in interim alternative educational settings, and removals for drug, weapon, serious bodily injury, and Gun-Free Schools Act violations.
IDEA Assessment	An unduplicated count of children with disabilities in grades 3 through high school who participated and received a valid score on the state Reading/Language Arts and Mathematics assessments.
IDEA Personnel	The number of full-time equivalent (FTE) special education teachers, related service personnel, and paraprofessionals employed or contracted to serve children with disabilities ages 3 through 21.
Children with Disabilities (IDEA) Exiting	An unduplicated count of students with disabilities ages 14 through 21 who were in special education at the start of the reporting period and were not in special education at the end of it.

Reports published on ADAPT as of July 30, 2026.

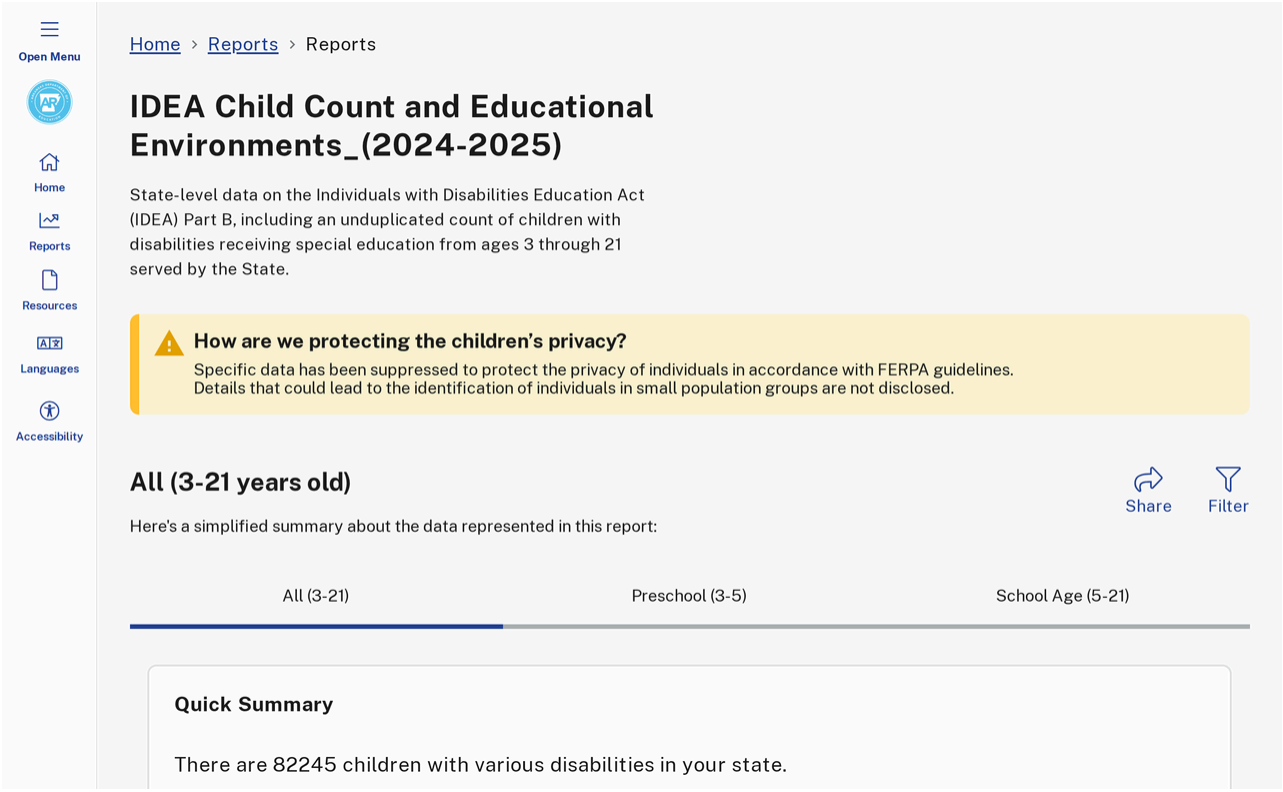
> *Every report currently on ADAPT is a state-level report. ADAPT does not publish district-by-district or school-by-school numbers. For your own LEA's data, use MySPED Resource.*

7. Opening and Reading a Report

Every report page is laid out the same way. Working from the top down:

1. **Report title and description —** the name of the report and one or two sentences explaining exactly what is counted.
2. **Privacy notice —** a yellow box headed "How are we protecting the children's privacy?" It explains that some numbers are hidden under FERPA. See Section 13.
3. **Share and Filter —** two controls on the right side. See Sections 12 and 10.
4. **Tabs —** a row of tabs that split the report into age groups or topics. See Section 8.
5. **Quick Summary —** a plain-language box that gives the headline number and points out the most common and least common categories.
6. **Data sections —** one card per breakdown, such as Disabilities, Race and Ethnicity, or Sex. Each card shows a horizontal bar for every category, with the percentage and the count beside it, and a Total at the bottom.

The bars are there to help you compare at a glance. Every bar also shows its exact percentage and count in text, so you never have to measure a bar to read the number.



A report page: title, privacy notice, Share and Filter, tabs, Quick Summary, and data cards.

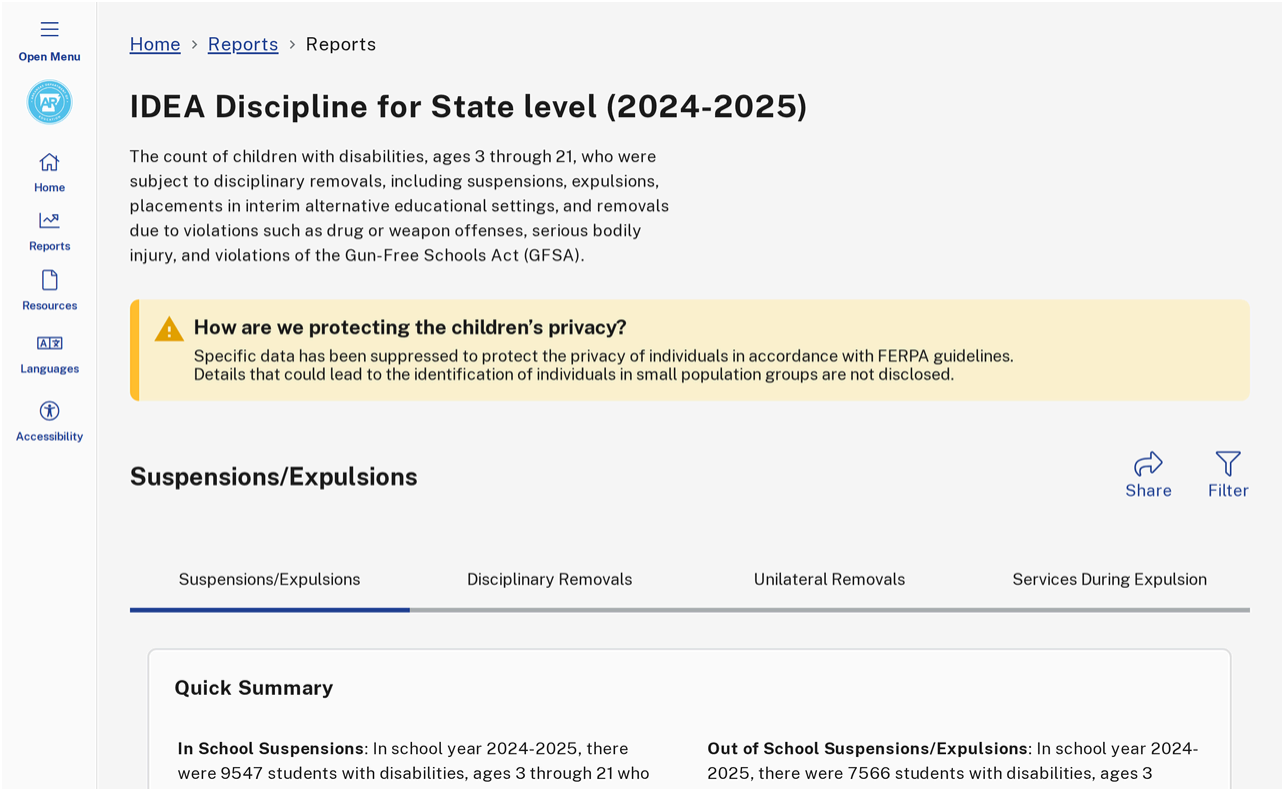
8. Report Tabs

Most reports are divided into tabs. Selecting a tab reloads the Quick Summary and the data cards for that group. The tabs you see depend on the report.

Two common patterns:

- **Age-group tabs —** the Child Count report uses "All (3-21)", "Preschool (3-5)", and "School Age (5-21)".
- **Topic tabs —** the Discipline report uses "Suspensions/Expulsions", "Disciplinary Removals", "Unilateral Removals", and "Services During Expulsion".

Only one tab is open at a time, and the open tab is marked with a heavy blue underline as well as bold text. If you use a keyboard, press Tab to reach the tab row, then use the left and right arrow keys to move between tabs.



The Discipline report uses topic tabs instead of age-group tabs.

9. Explain, Glossary, and Data

Every data card has the same three buttons under its heading. Each one is a switch: select it once to turn it on, select it again to turn it off. They work card by card, so you can turn a tool on for one card and leave it off for another.

Explain

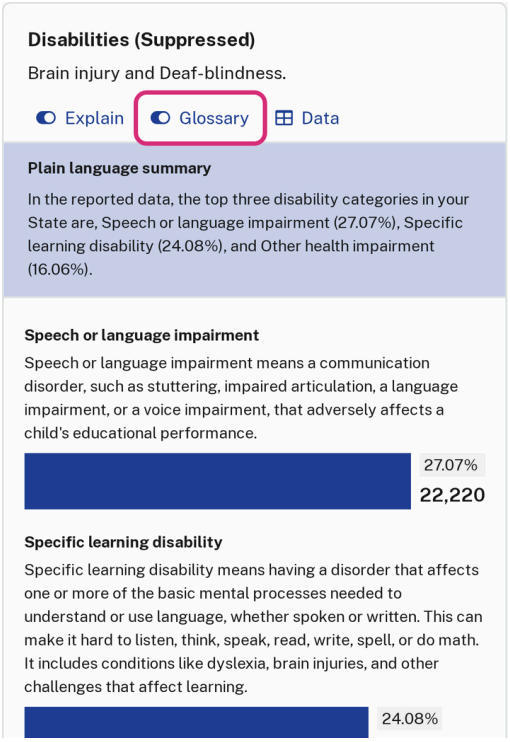
Turns on a shaded "Plain language summary" box at the top of the card. The summary states the main finding in one or two sentences — for example, which three disability categories are the largest, or what share of removals lasted fewer than ten days. This is useful language to reuse in a board report or a parent newsletter.

Glossary

Turns on a short, plain-language definition under every category label on the card. For example, under "Speech or language impairment" it explains that this means a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance. Turn this on when you are sharing a report with families or staff who are new to IDEA terms.

Data

Opens a dialog box that shows the same information as a plain table, with a column for the category, a column for the percentage, and a column for the count. The dialog also holds the download links. See Section 11. Select "Close" to return to the report.



A data card with both Explain and Glossary turned on.

10. Filtering a Report

Select "Filter" near the top right of a report to slide out the filter panel. The panel is headed "Make your filtering selections and hit apply."

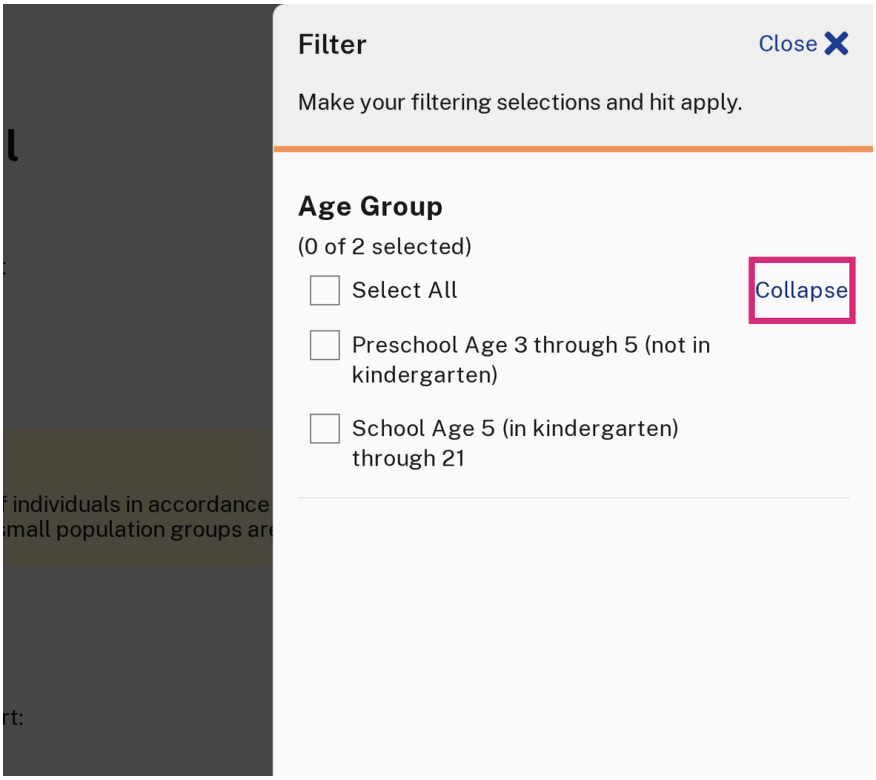
To use it:

7. Select "Expand" beside a filter group, such as Age Group, to show its choices.
8. Check the boxes you want. "Select All" checks every box in the group at once. The panel keeps a running count, for example "(0 of 2 selected)".
9. Select "Apply And Close" to update the report and close the panel.

Two other controls sit at the bottom of the panel:

- **Reset —** clears your selections and puts the report back to its full, unfiltered view.
- **Cancel —** closes the panel without applying anything.

> *Filter choices are not saved when you leave the page. If you want to keep a filtered view, download the data or copy the share link before you navigate away.*



The filter panel with the Age Group filter expanded.

11. Downloading Data to Excel or CSV

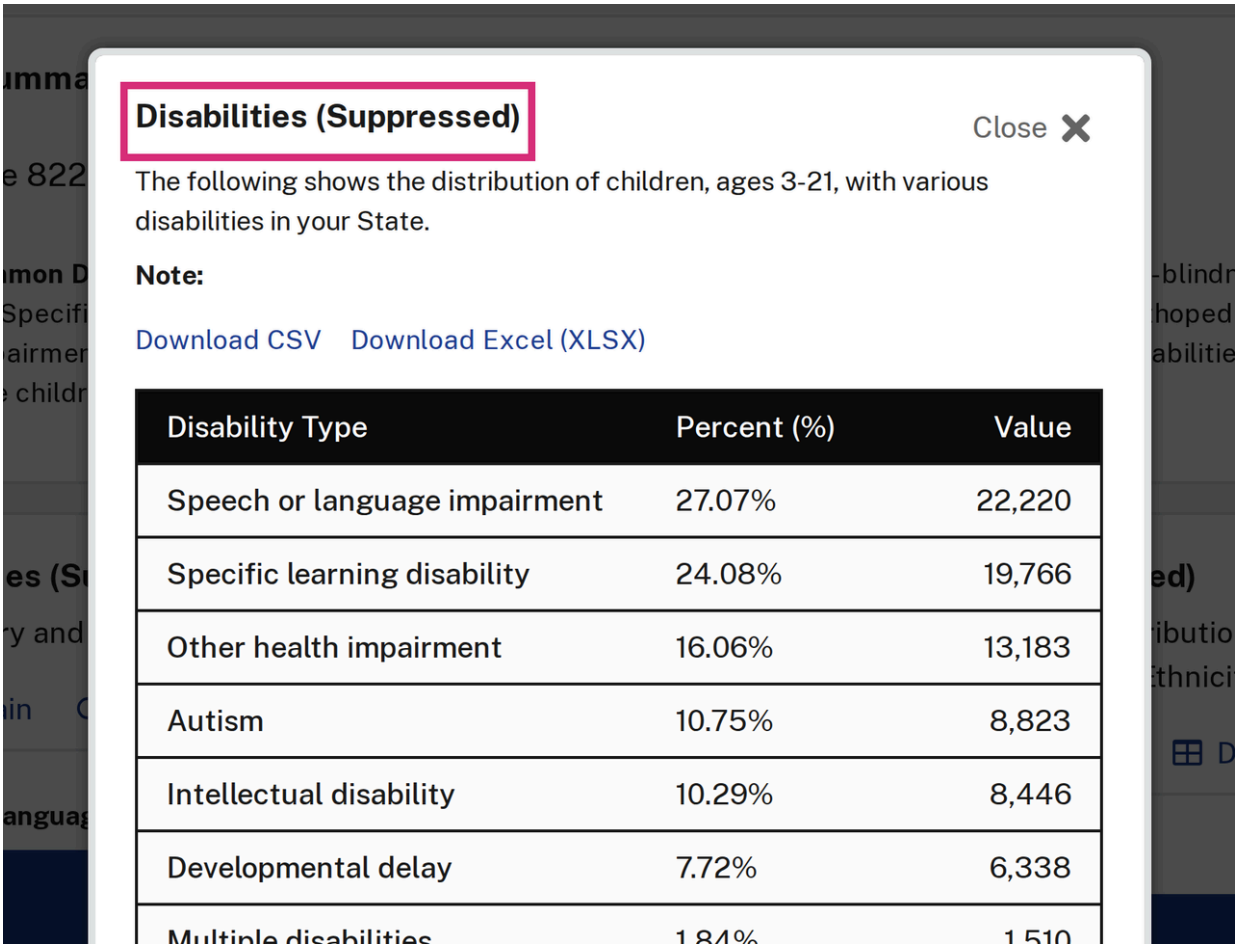
ADAPT lets you take any data card away with you as a file. This is the fastest way to move published state numbers into a spreadsheet, a board packet, or a grant application.

To download:

10. Select "Data" under the heading of the card you want.
11. In the dialog that opens, select "Download Excel (XLSX)" to open the file in Excel, or "Download CSV" for a plain text version you can load into almost any program.
12. The file downloads to your computer. Rename it after you save it so you can tell your downloads apart.
13. Select "Close" to return to the report.

The download matches the card exactly, including the tab and any filters you applied. Categories that are suppressed download as the word "Suppressed" rather than as a number or a blank cell.

> *Always record the report name, the school year, and the date you downloaded the file. ADAPT is updated as new reporting years are published, so a spreadsheet with no date on it can be hard to explain later.*

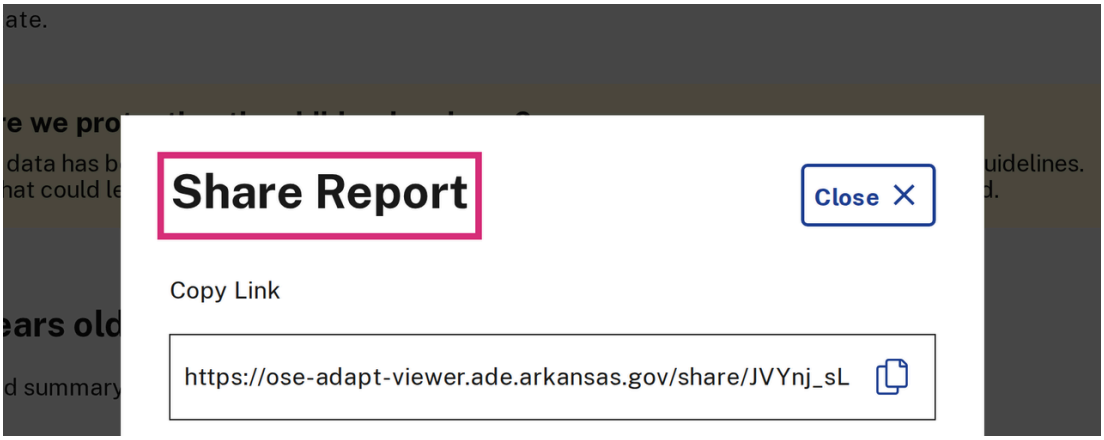


The Data dialog, with "Download CSV" and "Download Excel (XLSX)" above the table.

12. Sharing a Report

Select "Share" near the top right of a report to open the Share Report box. The box shows a short web link and a copy button beside it. Select the copy button to put the link on your clipboard, then paste it into an email, an agenda, or a newsletter.

Anyone can open a share link. They do not need a login, and they will see the same public report you saw. Because ADAPT never publishes individual student records, share links are safe to send outside your district.



The Share Report box with a copy link button.

13. Data Suppression and Student Privacy

You will see the word "Suppressed" in place of some numbers, and you will see "(Suppressed)" added to some card headings. This is deliberate, and it is not a mistake or a missing-data error.

The yellow notice at the top of every report explains it: specific data has been suppressed to protect the privacy of individuals in accordance with FERPA guidelines, and details that could lead to the identification of individuals in small population groups are not disclosed.

In plain terms, when only a very small number of children fall into a category, printing the exact count could let someone work out who those children are. So the count is hidden instead.

What this means when you use the numbers:

- A category marked "Suppressed" still has children in it. The count is hidden, not zero.
- Because some counts are hidden, the visible categories on a card may not add up to the Total shown at the bottom. This is expected.
- Do not try to work out a suppressed number by subtracting the visible categories from the total, and do not ask anyone else to. That would defeat the protection.
- When you quote a suppressed category in a report of your own, write "Suppressed" rather than a dash, a zero, or a blank.

14. Accessibility Settings

Select "Accessibility" in the sidebar to open the accessibility settings panel. The panel has four groups. Select a group name to expand it, then choose an option. Your choice applies to the whole site immediately — there is no Save button.

Text size

Changes how big the words appear. The choices are: decrease to 85 percent, default at 100 percent, increase to 125 percent, increase to 150 percent, and increase to 200 percent.

Spacing

Changes the distance between items on the page. The choices are compact, cozy (the default), comfort, and extra-comfort. More spacing can make a dense report easier to follow.

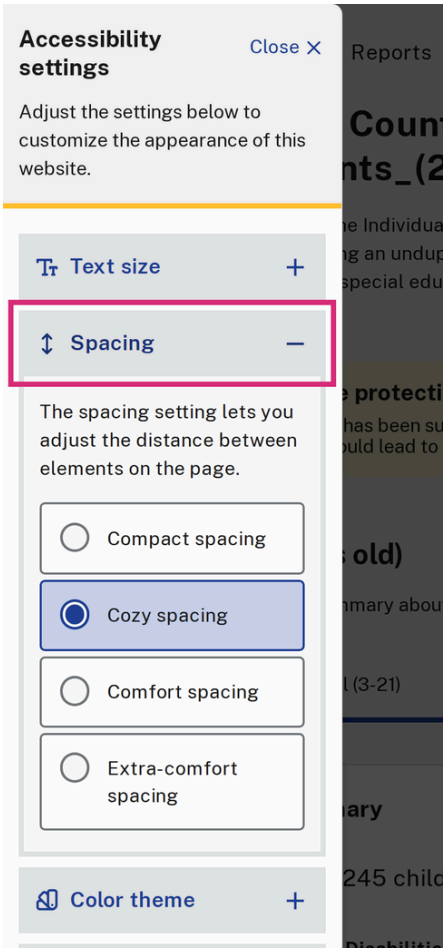
Color theme

Changes the color scheme. The choices are default light, default dark, high contrast, and monochrome. High contrast and monochrome are helpful in bright rooms and for readers with low vision or color vision differences.

Layout

Changes how content is arranged. The choices are default layout, which places data cards side by side, and single column, which stacks every card one under the other. Single column is often easier with a screen magnifier or on a narrow screen.

Select "Reset All Settings" at the bottom of the panel to return everything to the default, or "Close" to keep your choices and close the panel.

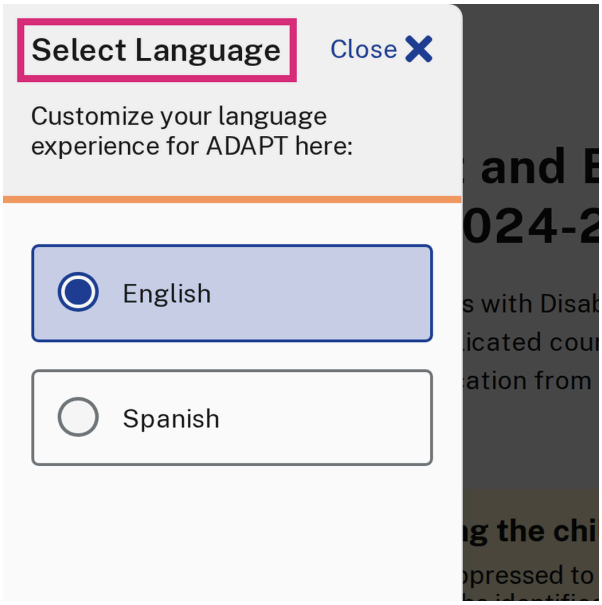


The accessibility settings panel with the Spacing group expanded.

15. Choosing a Language

Select "Languages" in the sidebar to open the Select Language panel. ADAPT is available in English and Spanish. Choose the language you want and the whole site changes, including the report text and the plain-language summaries.

This is useful when you are sitting with a Spanish-speaking family and want to show them published state data in their own language. Select "Close" when you are finished.



The Select Language panel offers English and Spanish.

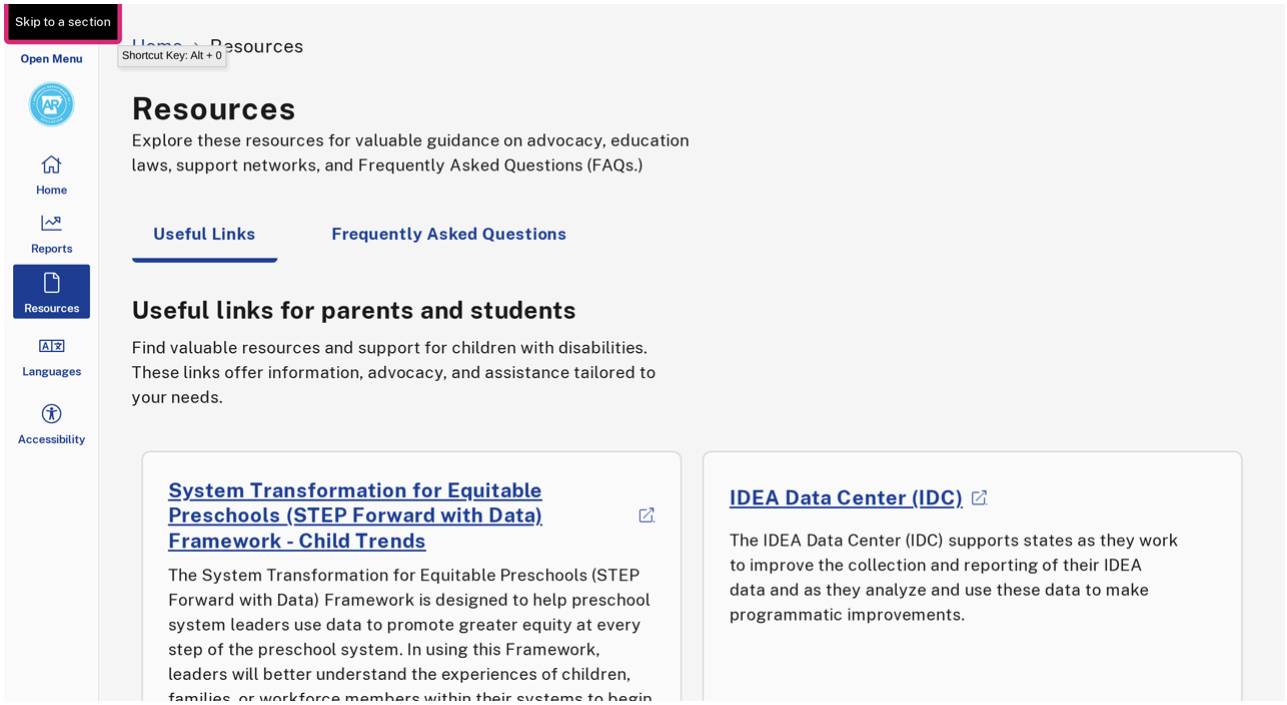
16. The Resources Page

Select "Resources" in the sidebar. The page has two tabs.

Useful Links

A set of cards linking to national technical assistance centers and Arkansas resources. Each card has a short description of what the organization does. The set includes the IDEA Data Center (IDC), the Center for the Integration of IDEA Data (CIID), the Center for IDEA Early Childhood Data Systems (DaSy), the Early Childhood Technical Assistance Center (ECTA), the Privacy Technical Assistance Center (PTAC), the STEP Forward with Data Framework from Child Trends, the Arkansas Office of Special Education, a Related Services Tip Sheet, and the Behavior Analyst Certification Board (BACB).

Links marked with a small square-and-arrow icon open in a new browser tab, so ADAPT stays open behind them.

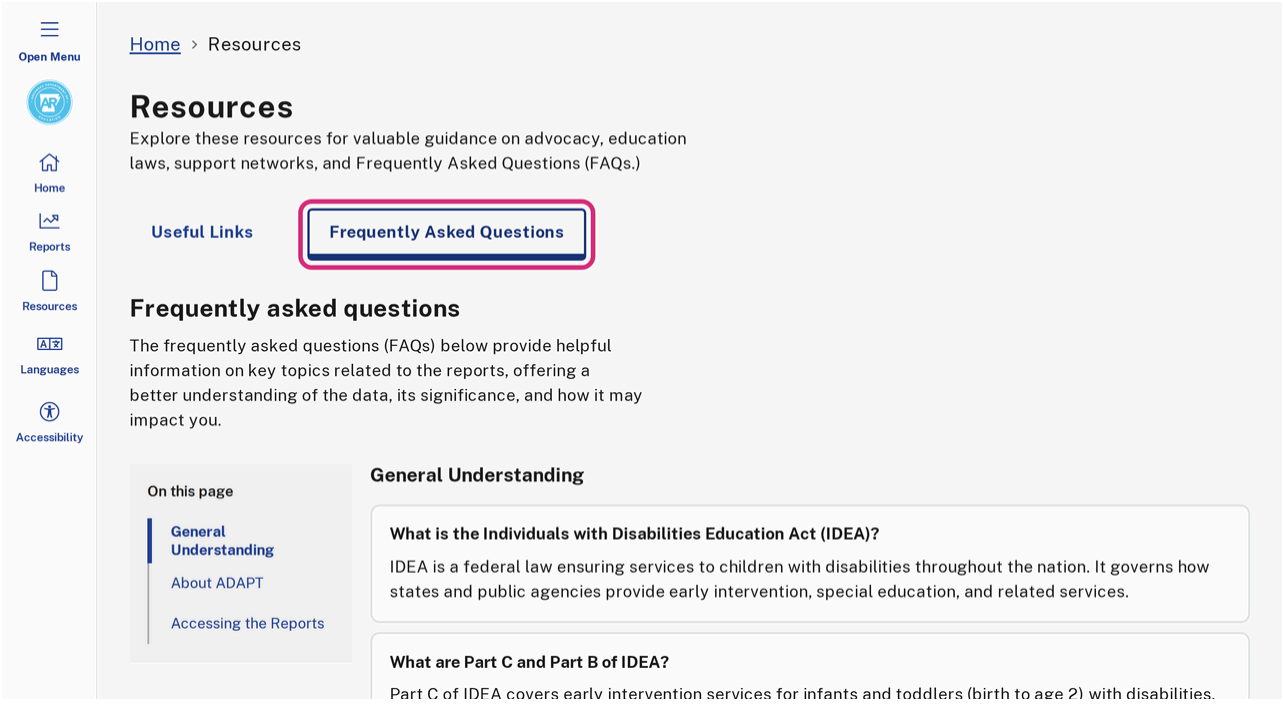


The Resources page, Useful Links tab.

Frequently Asked Questions

The complete FAQ list, grouped under three headings: General Understanding, About ADAPT, and Accessing the Reports. An "On this page" list at the top lets you jump straight to a group.

The FAQs are written in plain language and are a good handout for families or a new staff member who has not worked with IDEA data before.



The Resources page, Frequently Asked Questions tab.

17. How ADAPT Fits with eSchool and MySPED

ADAPT is the last step in a chain your district is already part of. Knowing where it sits helps you answer questions about the numbers.

14. **eSchool —** your staff enter special education data into eSchool, in APSCN, during the school year.
15. **MySPED Resource —** during the Cycle 4 and Cycle 7 review windows, you check that data in MySPED, clear the error reports, and confirm it is correct.
16. **Federal reporting —** OSE combines every district's confirmed data and submits the required IDEA reports for the state.
17. **ADAPT —** OSE publishes the state-level results here for the public to read.

Three practical points follow from that:

- **Fix problems upstream.** You cannot correct anything in ADAPT. If a published number looks wrong, the correction has to happen in eSchool and MySPED during a review window, and it will appear in a future publication.
- **Expect a lag.** ADAPT shows finished reporting years. The year you are working on now will appear after it has been reviewed, submitted, and published.
- **Use ADAPT for context, MySPED for your own data.** ADAPT is the right place to find the statewide figure to compare your district against, and MySPED is the only place to see your district's own student-level detail.

> *A common use: download the statewide percentages from ADAPT, pull your LEA's equivalent numbers from MySPED, and put them side by side in a single slide for your leadership team or school board.*

18. Getting Help

If you have questions or need help, contact the Office of Special Education:

- **Email:** spedsupport@ade.arkansas.gov
- **Phone:** (501) 682-4221
- **Mail:** Office of Special Education, 2 Capitol Mall, Little Rock, AR 72201

For questions about a report on ADAPT — what it counts, why a number is suppressed, or when the next year will be published — contact the IDEA Data & Research team using the contacts in Section 19.

For accessibility problems with the ADAPT website itself, use the "Accessibility" link in the page footer, which opens the State of Arkansas accessibility statement.

19. Contact and Support

Use the contacts below when you have a question about a specific part of the work. Each person works in the Office of Special Education at the Division of Elementary and Secondary Education.

ADAPT and IDEA public reporting questions

Laura Goadrich

Title: Director, IDEA Data & Research

Phone: (501) 682-4221

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MySPED Cycle 4 and Cycle 7 questions

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eSchool SPED questions

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