Arkansas Department of Education • Office of Special Education

MySPED Resource

User Guide

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

Office of Special Education
IDEA Data & Research
arksped.ade.arkansas.gov

Division of Elementary & Secondary Education

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1. About MySPED Resource

MySPED Resource is a secure website run by the Arkansas Department of Education (ADE), Office of Special Education (OSE). ADE is the state education agency. OSE is the part of ADE that oversees special education.

MySPED is where your district checks and confirms its special education data before the state reports it to the federal government. The reports meet the rules of the Individuals with Disabilities Education Act (IDEA). IDEA is the federal special education law.

A few words used in this guide:

- **LEA —** Local Education Agency. This means your school district, charter, or program.
- **SPED —** Special education.
- **eSchool / APSCN —** the ADE state student system where staff first type in data. MySPED pulls that data in so you can review it.
- **Cycle —** a set time of year when the state opens certain screens for review (for example, Cycle 4 and Cycle 7).

You mostly use MySPED to review data, fix errors, and export data to Excel. This guide shows each main page and what you can do there.

Every field on the MySPED screens is defined in the DESE Special Education Data Dictionaries. This guide links the right dictionary to each screen. You can also open the full list here:

Reference: DESE Special Education Data Dictionaries (all areas)

MySPED, eSchool, and the Reporting Cycles

MySPED does not work on its own. It is one step in a yearly process that moves your special education data through several ADE systems in a set order:

- **eSchool / APSCN —** districts and co-ops first enter student and staff data in the APSCN Special Education Module.
- **MySPED Resource —** that data is pulled into MySPED, where you review, verify, and correct it so the state can report accurate data to the federal government under IDEA.
- **ADE and SPED Finance —** when review is complete, the Data and Research Office sends the results on to ADE and SPED Finance for processing, including funding.

Two collection cycles set this calendar each year:

Cycle 4 (December 1 child count and personnel). We download the December 15 eSchool child count and personnel data and upload it into MySPED for additional error checking in January. Each district has the month of January to finalize updates for the December 1 SPED child count and personnel. Errors that remain after January may result in fiscal consequences, because the Data and Research Office sends the results to ADE and SPED Finance for processing.

Cycle 7 (June 15 deadline). We receive district entries into eSchool and upload them into MySPED for September district clearing.

Tip: Watch for the Cycle 4 and Cycle 7 windows each year. Fixing errors inside the cycle window helps your district avoid potential reporting and funding problems later.

2. Before You Start

Here is what you need before you sign in:

- Your 4-digit LEA number. This is your district ID.
- Your MySPED password. The password is case-sensitive, so type it exactly, with the same capital and lower-case letters.

A few tips:

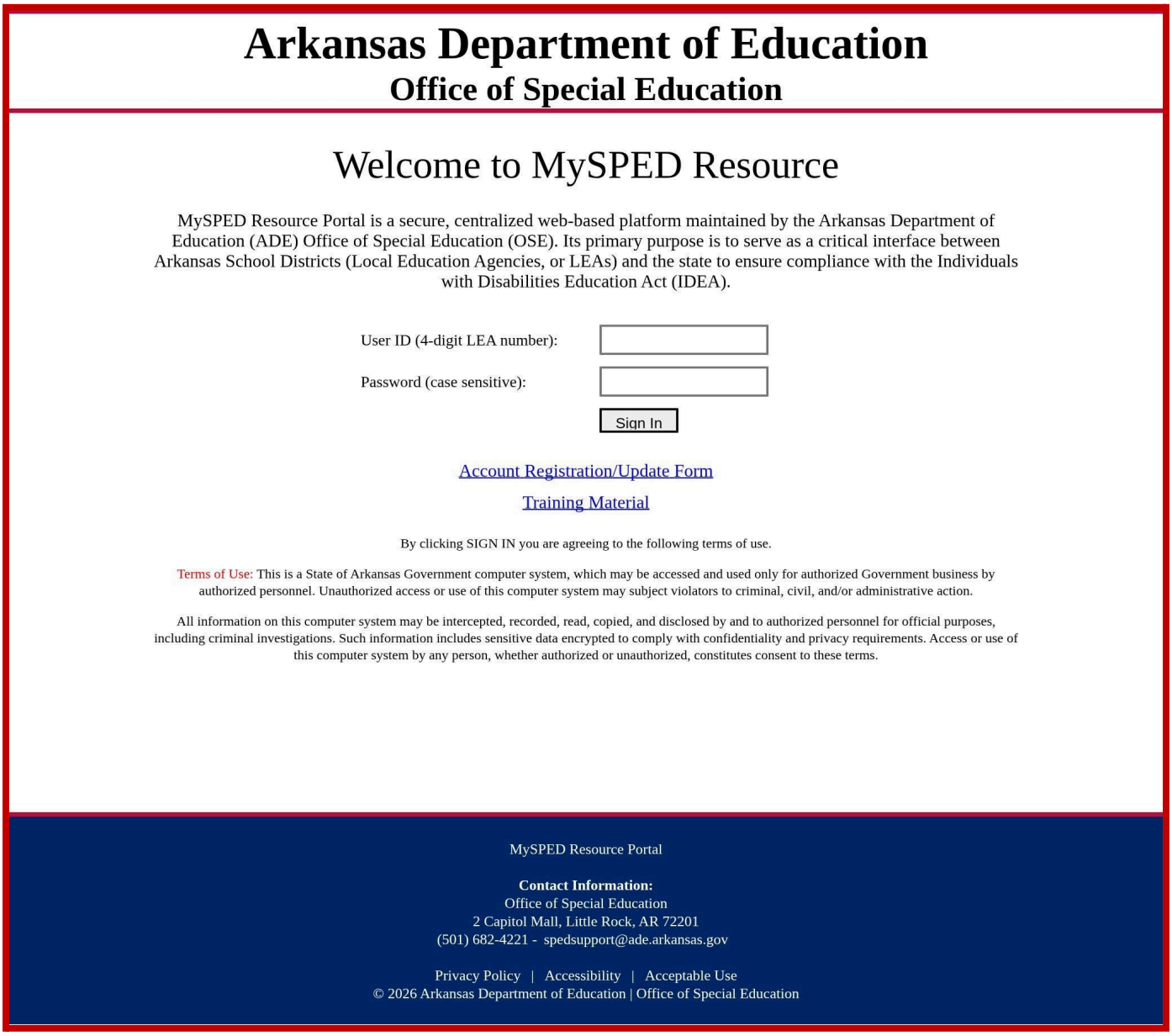
- Use a current web browser such as Microsoft Edge, Mozilla Firefox, or Google Chrome.
- Press SAVE before you leave a screen. Look for a message in red at the top that says your data was saved.
- If you do not have a login, ask your supervisor or email the OSE help address in Section 15.

3. Signing In

Go to the MySPED sign-in page at arksped.ade.arkansas.gov. Then follow these steps:

- In the **User ID** box, type your 4-digit LEA number.
- In the **Password** box, type your password. Remember, it is case-sensitive.
- Click **Sign In**.

When you click Sign In, you agree to the Terms of Use shown on the page. This is a State of Arkansas computer system for official work only.



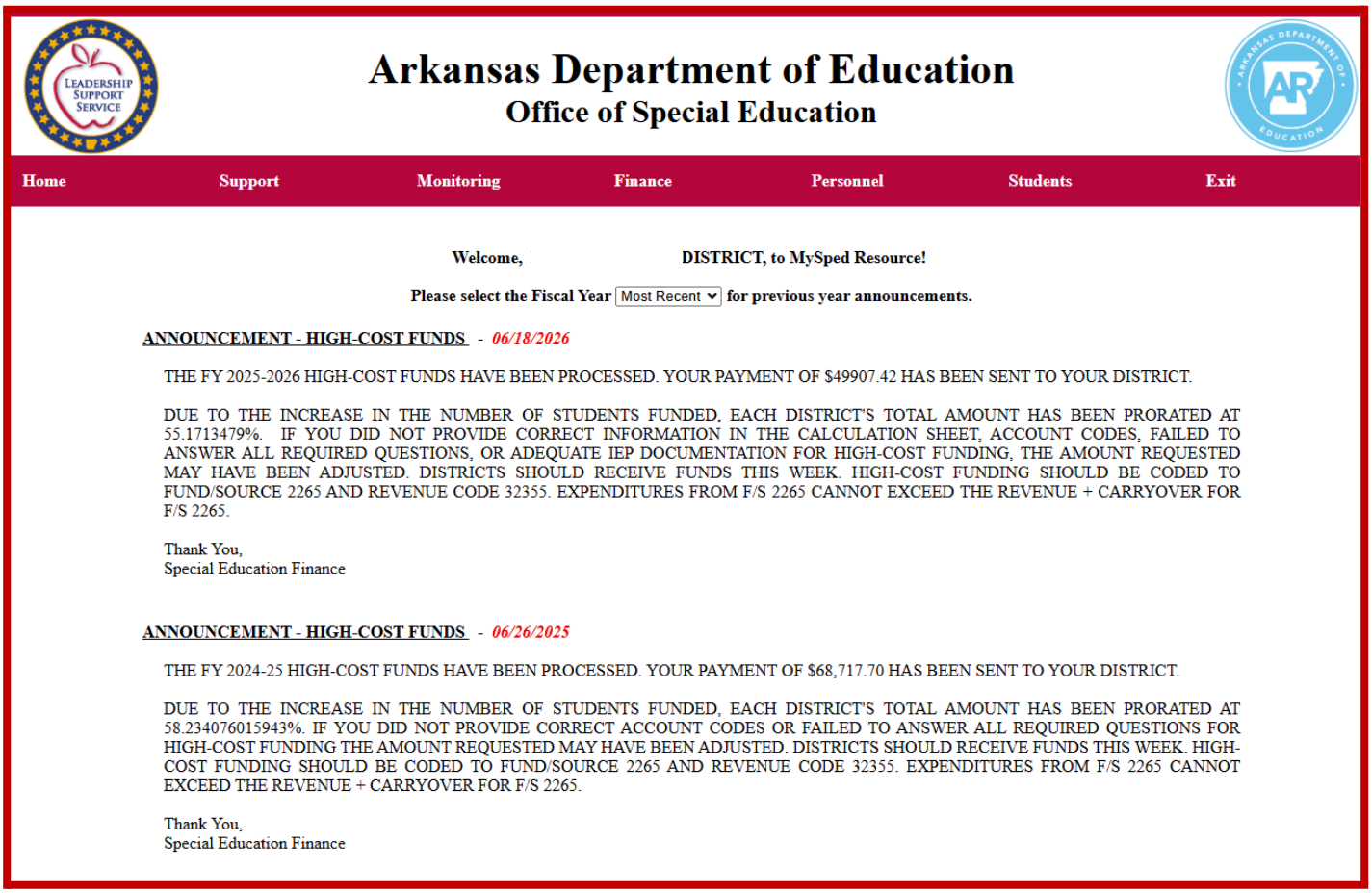
The MySPED Resource sign-in page.

4. The Home Page

After you sign in, you land on the Home page. The Home page shows a welcome message with your district name and a list of announcements from the IDEA Data & Research team.

Two things to notice:

- **Fiscal Year** box — use this drop-down to pick a school year. Choose “Most Recent” to see the latest announcements.
- **Announcements** — these tell you when review windows open, when data is updated, and when deadlines are due. Read them each time you sign in.

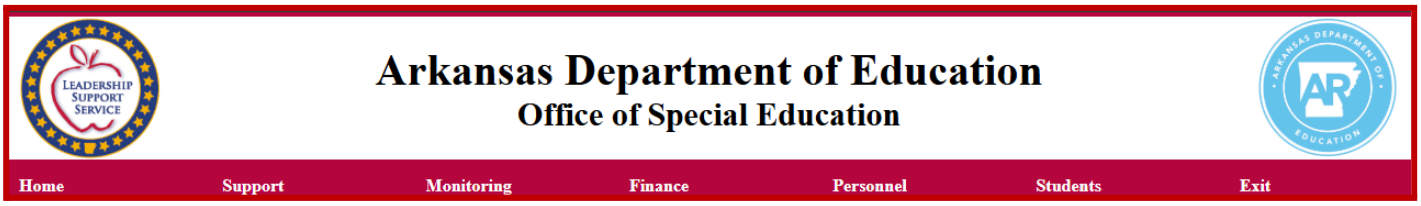


The Home page shows your district name and current announcements.

5. Moving Around: The Menu Bar

The red menu bar sits at the top of every page. Click a word to open that area. The menu never changes so that you can jump to any area at any time.

- **Home —** the welcome page and announcements.
- **Support —** file sharing and data resources.
- **Monitoring —** accountability and results reports.
- **Finance —** money, reimbursement, and compliance forms.
- **Personnel —** special education staff and paraprofessional records.
- **Students —** student data entry and student reports. This is where you spend most of your time.
- **Exit —** sign out of MySPED, or switch to a different LEA.



Hovering over a menu opens its drop-down options.

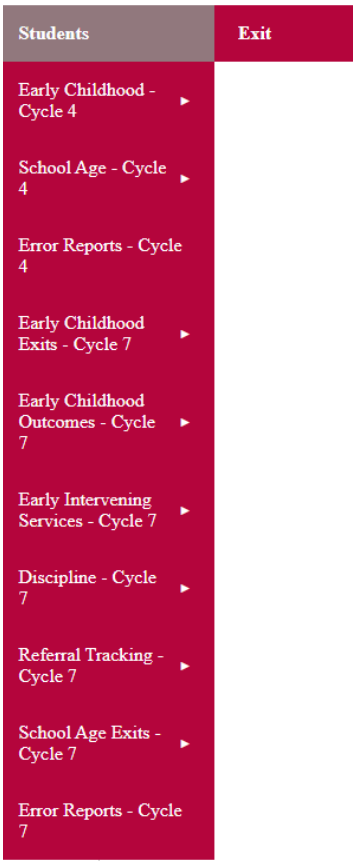
When you point your mouse at a menu word, a drop-down list of choices opens under it.

Here are the drop-down choices under each menu:

- **Home —** opens the welcome page (no drop-down).
- **Support —** ADE OSE FileShare; Data and Research (eSchool User Guides, PowerSchool Trainings- if your district is participating *(see Monitoring)*); RDA Rubric.
- **Monitoring —** Special Education Monitoring and Management System (SMMS); Results Driven Accountability (RDA) Determination Matrix; How Determinations Were Made; Family Outcome Survey Results; Comprehensive Coordinated Early Intervening Services (CCEIS) Profiles (Significant Disproportionality); CCEIS/Sig Dispro Overview; Demographics.
- **Finance —** Maintenance of Effort; Budget Annual Financial Report (AFR) Compliance; Extended School Year; Residential (In-State and Out-of-State); High-Cost Occurrences Registry; Fiscal Risk Assessment; CCEIS Info.
- **Personnel —** Special Ed. Employees; Paraprofessional (training and certificates); Error Reports (Cycle 4).
- **Students —** Early Childhood; School Age; Error Reports; Early Childhood Exits; Early Childhood Outcomes; Early Intervening Services; Discipline; Referral Tracking; School Age Exits.
- **Exit —** Change LEA; Sign Out.

6. The Students Area

Click Students on the menu bar to open the Student Home page. This page is a list of links, grouped by topic. Each group matches a federal reporting area.



The main groups are identified by eSchool reporting cycles. In addition, each section has reports that you can run to gather district-level data on commonly asked reporting requests:

Cycle 4:

- **Early Childhood —** district list of IEP students ages 3-5.
- **School Age —** district list of IEP students grades K–12.
- **Error Reports —** error reports that identify issues to correct and include guided resolution procedures.

Cycle 7:

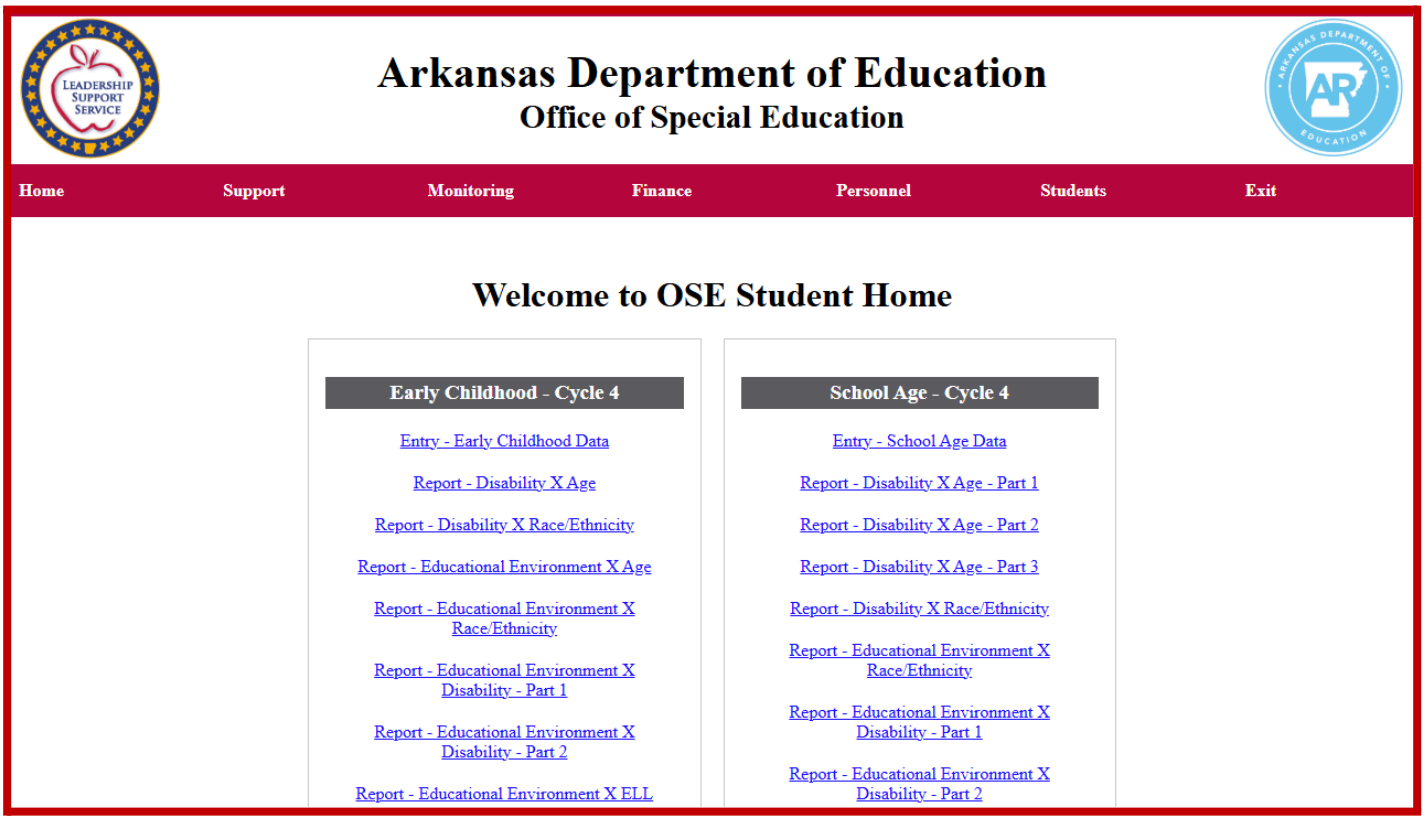
- **Early Childhood Outcomes —** outcome results for IEP students aged 3-5 aligning with S—Office of Special Education Programs (OSEP) State Performance Plan (SPP)/Annual Performance Report (APR) indicator 7
- **Early Intervening Services —** district list of IEP students receiving services ages 3-5.
- **Discipline —** district list of IEP students who received an infraction, action taken, and suspension.

- **Referral Tracking —** district list of IEP students' referrals, evaluation, and Emotional Disturbance Disorder (EDD)
- **School Age Exits —** district list of IEP students who have graduated or left the district.
- **Error Reports —** error reports that identify issues to correct and include guided resolution procedures.

Inside each group of resources, there are two kinds of links:

- **Entry links —** open a screen where you review or change data.
- **Report links —** create a summary you can save or print (see Section 12).

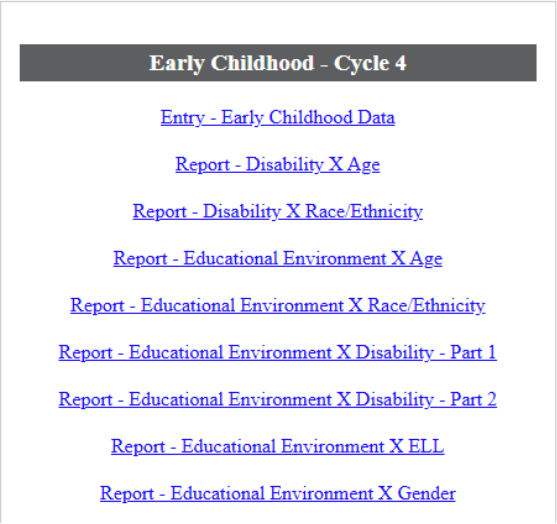
By clicking on the "Students" tab, you will see a table breaking down each drop-down option for an overview:



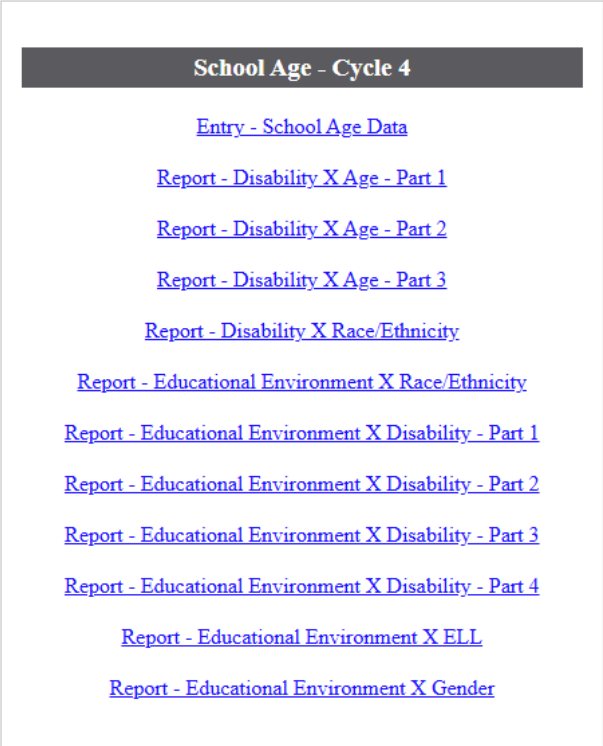
The Student Home page lists every student data area.

Cycle 4 detailed entry and report screens:

- **Early Childhood —** district list of IEP students ages 3-5.



- **School Age —** district list of IEP students grades K–12.



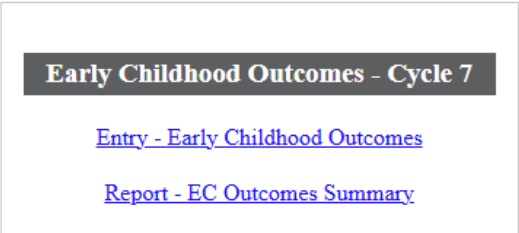
- **Error Reports —** error reports that identify issues to correct and include guided resolution procedures.

By clicking on the “Students->Error Reports – Cycle 4” link, you will see all error reports that are verified during the January cycle 4 correction period. These reports are updated every time you click on the report; therefore, if you make changes in MySPED and go back to an error report, it will take your changes into account and regenerate the report:

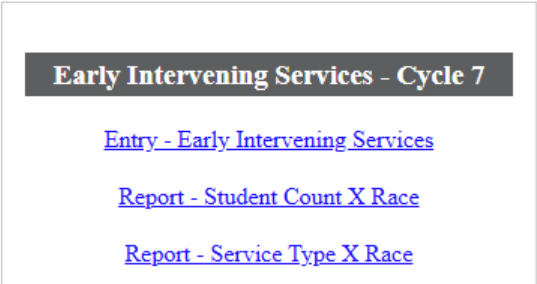
Report Name	Description
Alt Assessment Report	Alternate Assessments List
EC Demographics	Early Childhood Demographics
EC Duplicate SSN	Early ChildHood Duplicate SSN
EC Parent/Guardian	Early Childhood Parent/Guardian
SA Demographics	School Age Demographics
SA Duplicate SSN	School Age Duplicate SSN
SA non Graded Verification	School Age non Graded Verification
SA Verification of EC	School Age Verification
School List Error Report	School List Error Report

Cycle 7 detailed entry and report screens:

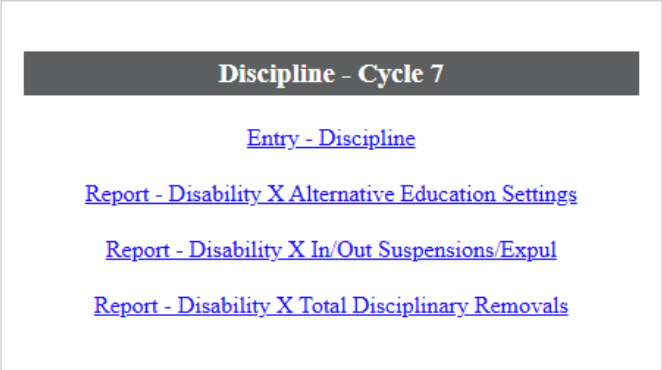
- **Early Childhood Outcomes —** outcome results for IEP students aged 3-5 aligning with S—Office of Special Education Programs (OSEP) State Performance Plan (SPP)/Annual Performance Report (APR) indicator 7



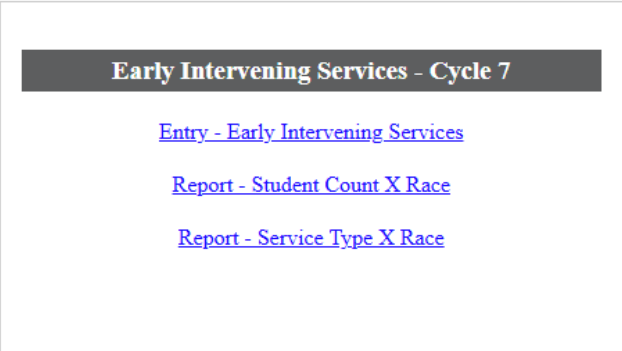
- **Early Intervening Services —** district list of IEP students receiving services ages 3-5.



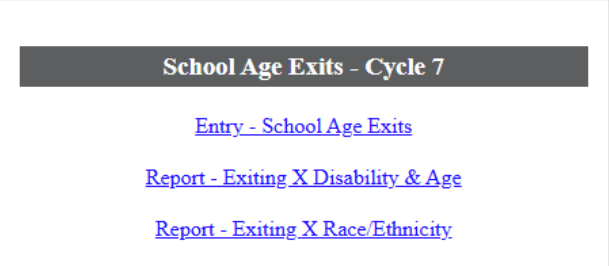
- **Discipline —** district list of IEP students who received an infraction, action taken, and suspension.



- **Referral Tracking —** district list of IEP students' referrals, evaluations, and Emotional Disturbance Disorder (EDD)



- **School Age Exits —** district list of IEP students who have graduated or left the district.



- **Error Reports —** error reports that identify issues to correct and include guided resolution procedures.

By clicking on the “Students->Error Reports – Cycle 7” link, you will see all error reports that are verified during the September Cycle 7 correction period. These reports are updated every time you click on the report; therefore, if you make changes in MySPED and go back to an error report, it will take your changes into account and regenerate the report:

Report Name	Description
CEIS	Missing Service Records, Missing/Invalid Exit Codes
Discipline	Missing Suspension Days, Missing Educational Service record
Zero Discipline	Missing records (Zero/No Discipline)
EC Exits and Outcomes	Missing Conference/Assessment Dates, Missing Exit Codes and Scores
Referral EC1	Missing/Invalid reasons for exceeding 60 and/or 30 day timelines
Referral EC2	Missing/Invalid reasons for EDD>3rd Bday
Referral EC3	Referral Completion Errors, Open Referrals
Referral SA1	Missing/Invalid reasons for exceeding 60 and/or 30 day timelines
Referral SA2	Referral Completion Errors, Open Referrals
Zero Referrals	Referral Tracking EC & SA (Zero/No Referrals)
SA Exits	Missing Exit Code for 12th graders from childcount, Missing Exit Code
Referral Tracking	Referral Tracking EC & SA – Evaluation Other Reason Verification

Field details: Early Childhood Data Dictionary

Field details: Discipline Data Dictionary

7. Reviewing Student Data (Entry Screens)

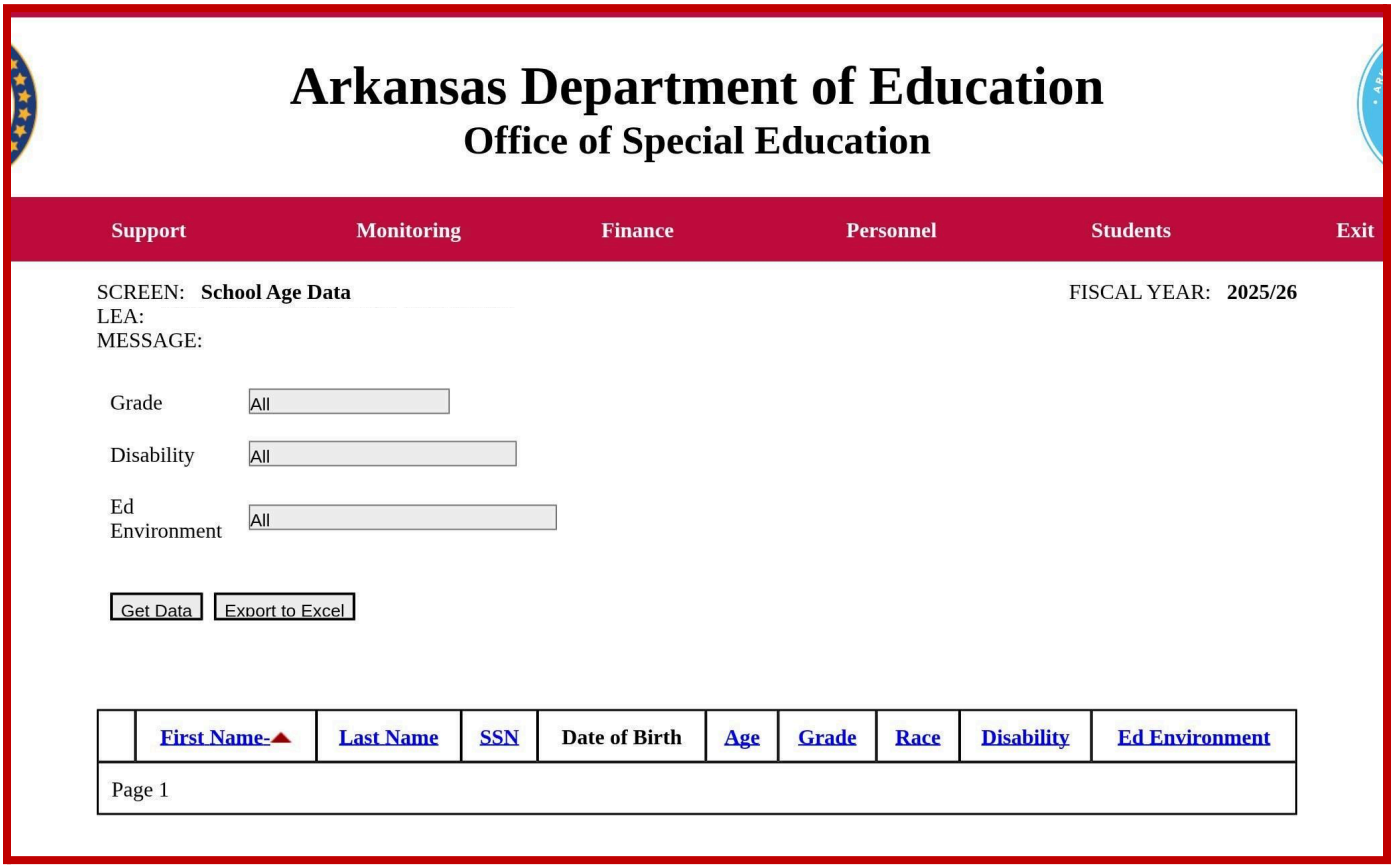
An Entry screen is where you will see all IEP student data for your December 1 child count. The example below is the School Age Data screen. Most Entry screens work the same way.

At the top, you will see the screen name, the fiscal year, and your LEA number and name. Below that are tools to help you review:

- Drop-down filters (**Grade**, **Disability**, and **Ed Environment**) — pick a filter to narrow the list.
- **Get Data** — click this to load the list of students that match your filters.
- **Export to Excel** — click this to save the list as an Excel file. Excel lets you sort and print the data. The file downloads as “Excel Report,” so rename it after you save it.

The grid columns show details like First Name, Last Name, SSN, Date of Birth, Age, Grade, Race, Disability, and Ed Environment. SSN means Social Security Number. To open one student, click the small notepad next to the row.

Note: This guide does not show real student names. Student data is private under IDEA, so keep it safe and only share it with staff who need it.



A School Age Entry screen with filters, Get Data, and Export to Excel. No students are loaded here.

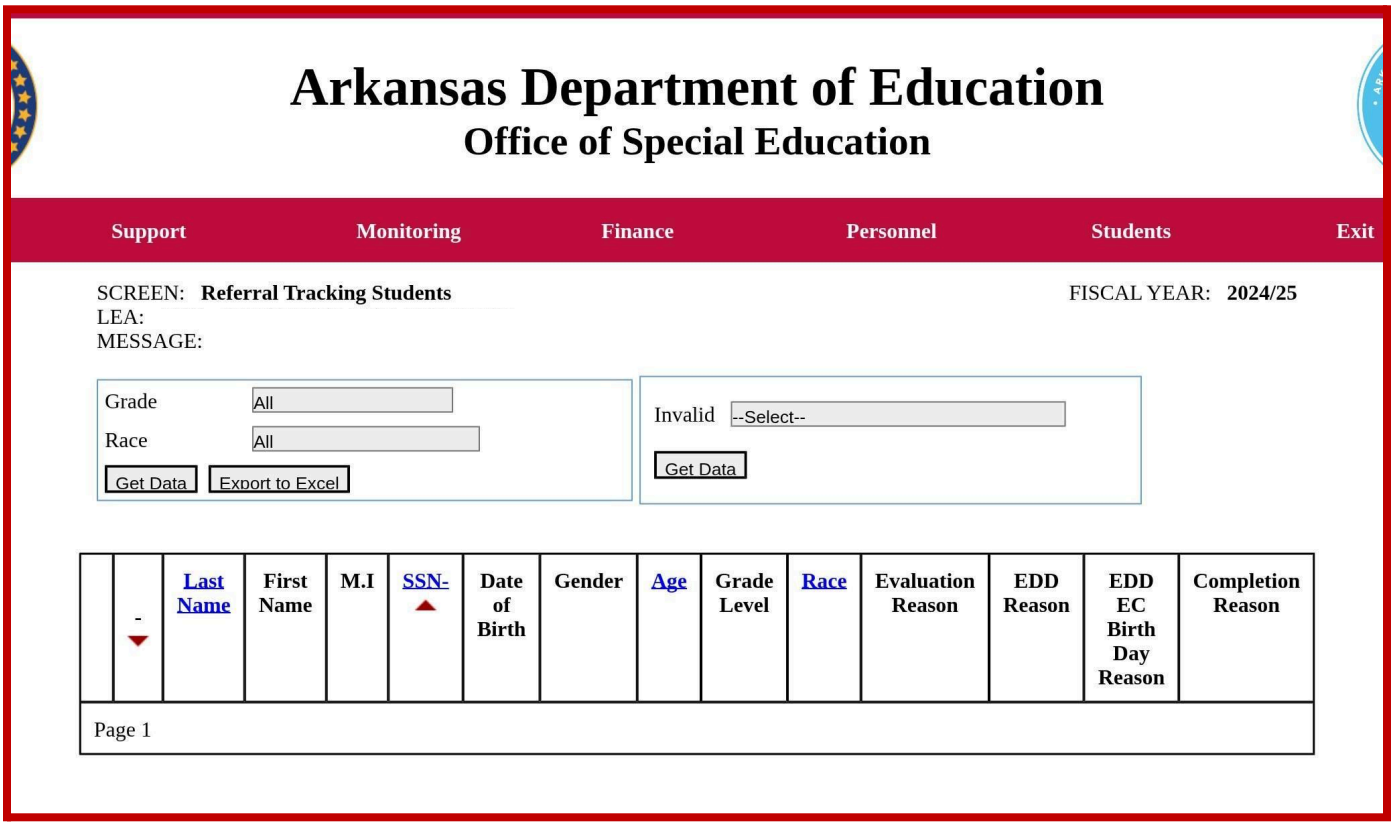
Field details: School Age Data Dictionary

8. Referral Tracking and Finding Errors

The Referral Tracking screen works like other Entry screens, but it adds a helpful tool for finding bad data.

- Use the **Grade** and **Race** filters, then click **Get Data** to see your referral records.
- Use the **Invalid** drop-down to find records with problems in one field, such as SSN, DOB/Age, Race, or Evaluation Reason. Pick a field and click **Get Data** to see only the records that need a fix.

Fixing “invalid” records early helps your Error Reports come back clean.



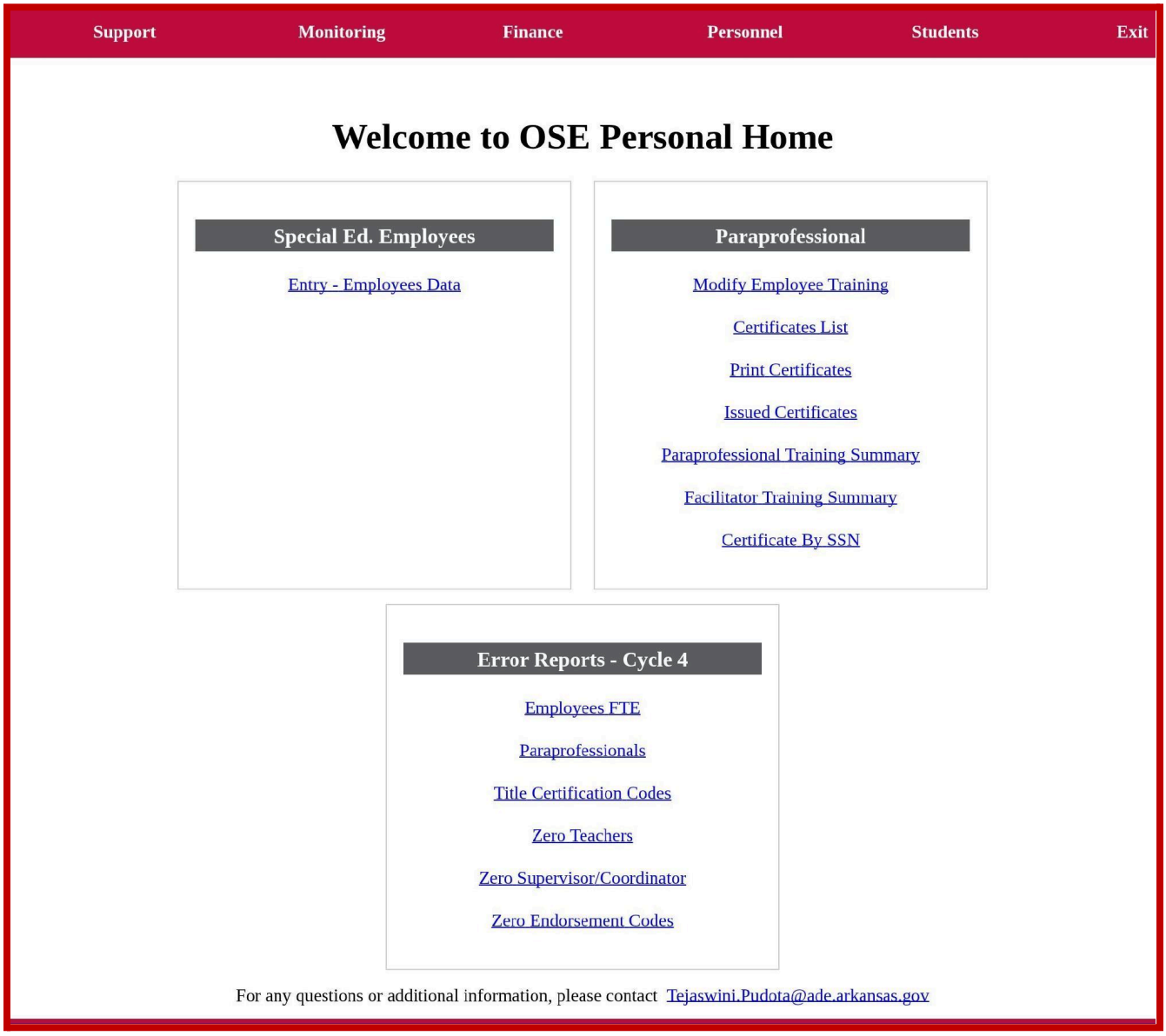
The Referral Tracking screen. The Invalid drop-down helps you find records to fix.

Field details: Referral Tracking Data Dictionary

9. The Personnel Area

Click Personnel to review your special education staff. This area has three parts:

- **Special Ed. Employees —** open the Entry screen to review district employee data.
- **Paraprofessional —** manage paraprofessional training and certificates. A paraprofessional is a teacher's aide. Here you can modify training, view a Certificates List, Print Certificates, see Issued Certificates, and view Training Summaries.
- **Error Reports (Cycle 4) —** check for staff data problems, such as Employees FTE, Zero Teachers, or Zero Endorsement Codes. FTE means full-time equivalent.



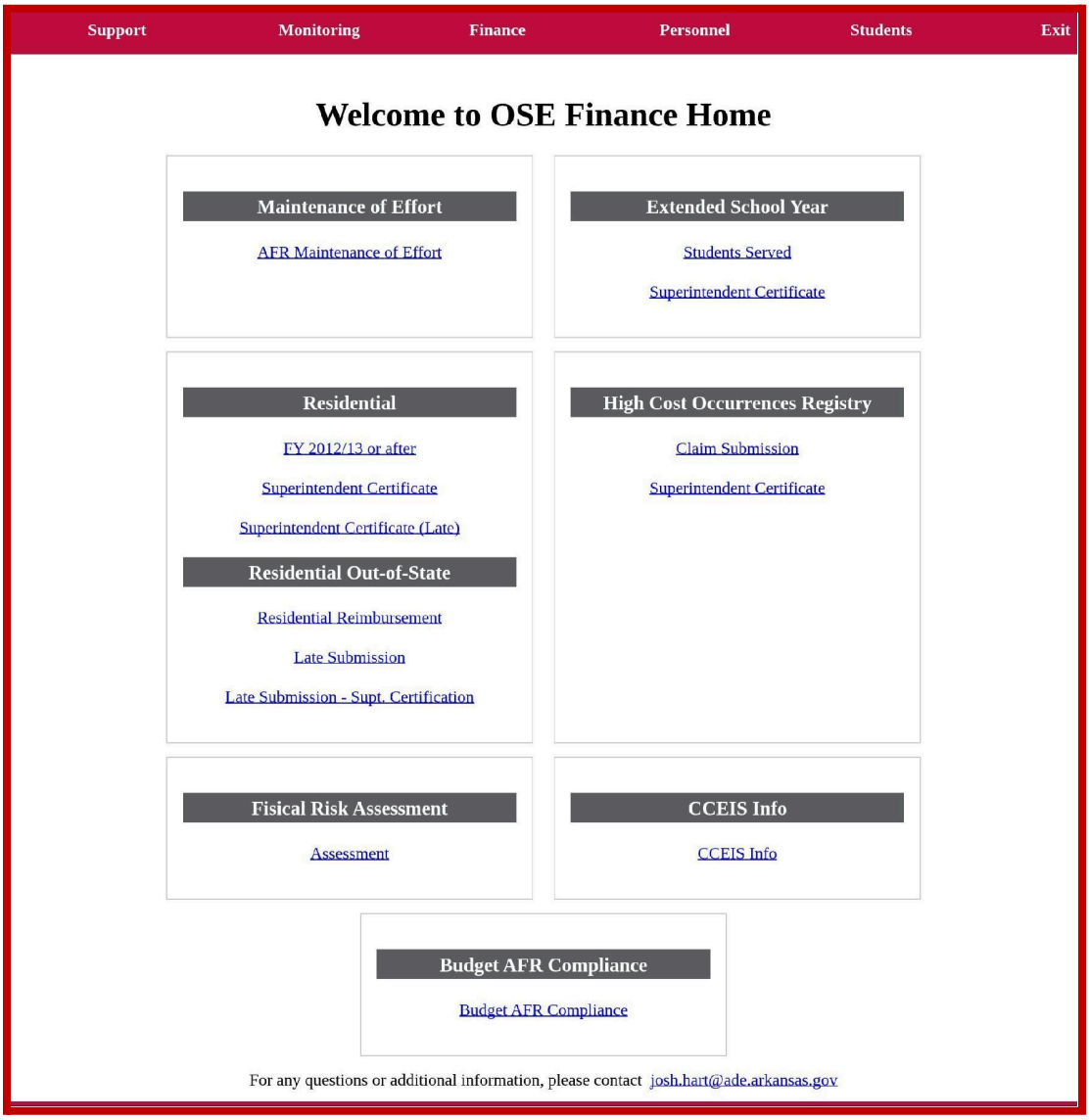
The Personnel Home page for staff and paraprofessional records.

Field details: Employee Data Dictionary

10. The Finance Area

Click Finance for money and compliance forms. This area includes:

- **Maintenance of Effort (MOE) —** confirm your district spends enough on special education. Review this on the AFR Maintenance of Effort screen.
- **Extended School Year (ESY) —** record students served and the superintendent certificate.
- **Residential and Residential Out-of-State —** submit residential placement and reimbursement forms.
- **High Cost Occurrences Registry —** submit claims for students with very high costs.
- Fiscal Risk Assessment, CCEIS Info, and Budget AFR Compliance — other required finance forms. CCEIS means Comprehensive Coordinated Early Intervening Services.



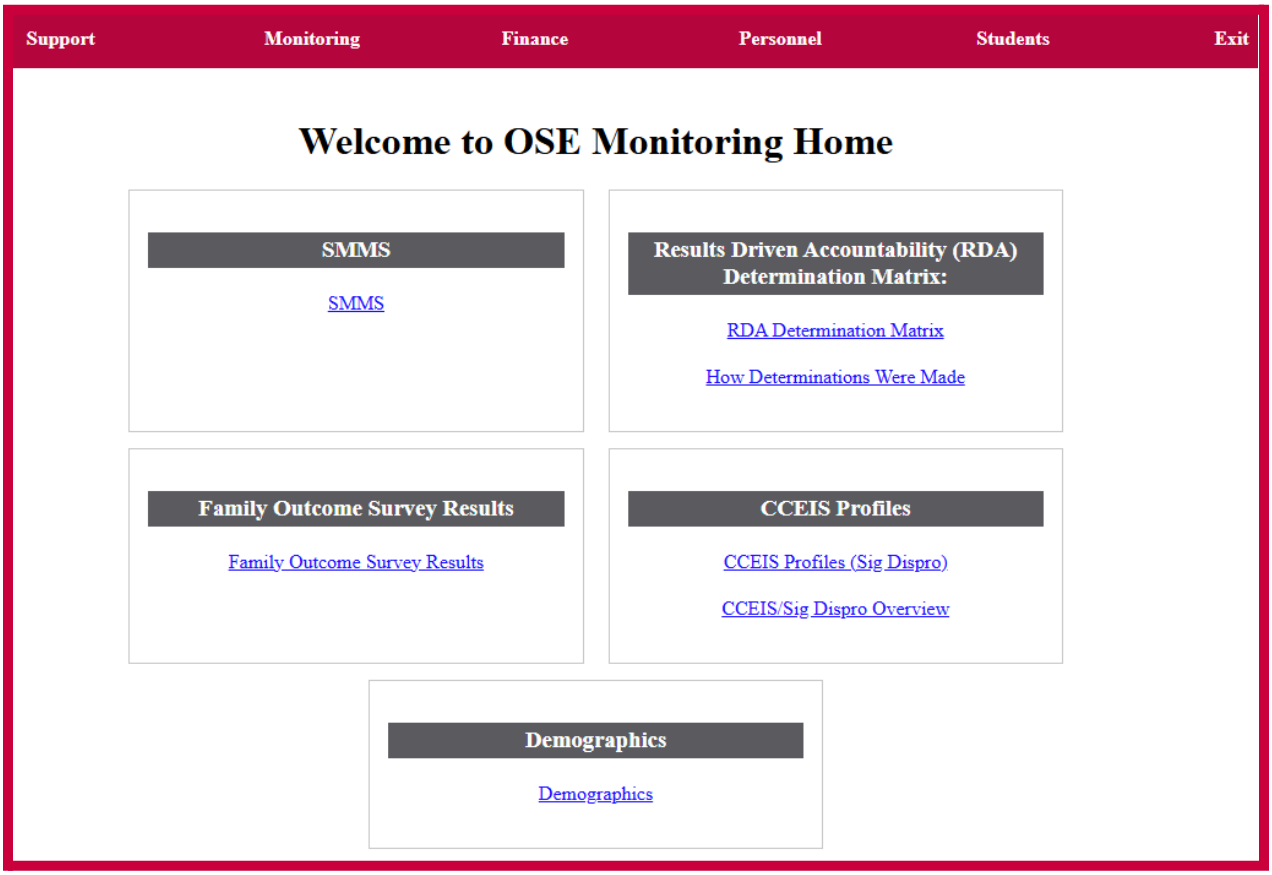
The Finance Home page lists finance and compliance forms.

Field details: CEIS Data Dictionary

11. The Monitoring Area

Click Monitoring for accountability and results information. This area includes:

- **SMMS —** opens the Special Education Monitoring and Management System in a new tab on your browser.
- **RDA Determination Matrix —** shows your Results-Driven Accountability results. RDA is how the state rates each district each year.
- **How Determinations Were Made —** a document that explains the ratings.
- Family Outcome Survey Results, CCEIS Profiles (Significant Disproportionality), and Demographics reports.



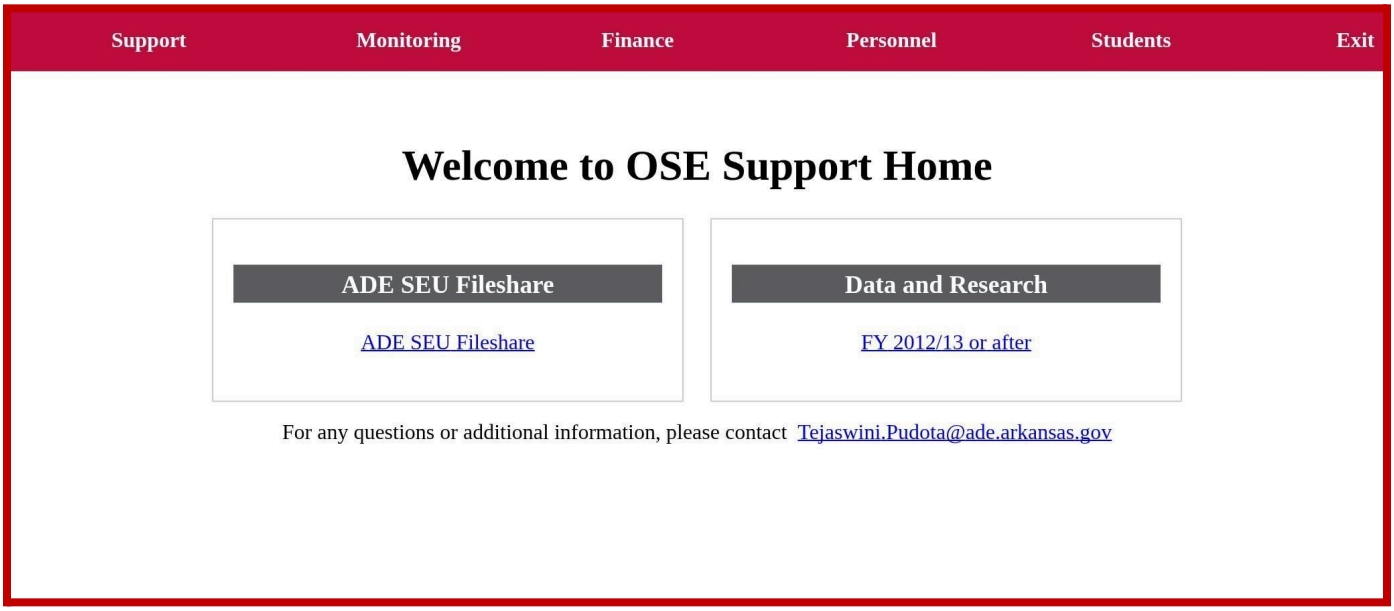
The Monitoring Home page shows accountability and results links.

Field details: CEIS Data Dictionary

12. The Support Area

Click Support for shared files and data resources.

- **ADE SEU Fileshare —** a place to find shared files from the state.
- **Data and Research —** the Residential Placement Registry for FY 2012/13 or after.



The Support Home page for file sharing and data resources.

13. Reports and Exporting to Excel

MySPED gives you two easy ways to save your data for review or record-keeping.

Report links

Many pages have Report links. When you click a Report link, MySPED builds a summary and downloads it to your computer. Reports group your data by things like disability, race, age, or educational environment.

Export to Excel

Most Entry screens have an Export to Excel button. Click it to save the full list of students or staff as an Excel file. In Excel, you can sort, filter, print, and keep a backup. Remember to rename the file after you save it.

Tip: Any change you make in Excel is only a copy. To fix the real data, make the change in the MySPED screen (and in eSchool if needed), then Save.

14. Signing Out

When you finish your work, click Exit on the menu bar to sign out of MySPED. Always sign out on a shared computer to keep student data safe.

15. 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 data and reporting questions, you can also reach the IDEA Data & Research team through the contacts listed on each MySPED page.

16. Contact and Support

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

eSchool SPED questions

Tejaswini "Teja" Pudota

Title: IDEA Coordinator, IDEA Data & Research
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Finance questions

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MySPED Cycle 4 and Cycle 7 questions

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