

Q & A: SpEd Forms Attendance

(10/10/13)

1. Should I enter Indirect time?

Yes, all indirect time should be entered for each student. Indirect time is recorded for b-3 and 3-5 year olds. If you have questions about what counts as Indirect time, see page 189 of Procedure 6.

To enter Indirect time, follow the process on page 10 of the direction booklet. Once you enter your attendance and membership minutes, click on the green + and click the drop down menu for Indirect time. Add equal amount of Indirect for the attendance and membership columns. You must also add the indirect minutes in the box on the right side of the page. Then click save.

2. How do we enter Direct time for preschoolers? What about duplicated (stacking) time?

The full minutes for preschool attendance should be entered. For example, if the child attends for 150 minutes per day, 150 minutes should be entered in both boxes. Attendance minutes are the actual time the student is in school. The Membership minutes are the scheduled preschool time. If a child is absent, a 0 would be entered into the Attendance minutes box and 150 minutes would be entered in the Membership box.

Duplicated time (stacked) for direct time is then entered on the right hand side of the page as seen in samples.

3. Who enters evaluation hours in attendance?

Each member of the team, including specialists, is responsible for entering their own evaluation hours. When an attendance report is generated, these hours will be included.

****North Branch may have their own system for entering evaluation hours.*

4. How should I communicate changes to our MARSS secretary?

Use the new SpEd Forms Data Entry procedure in Google Forms. You can access this under "Quick Links" on the SCRED website. Locate your district-specific form for either a new student or existing student and click. This will take you directly to the Google form to fill out and submit. Upon submission, Due Process Support Staff will be notified and will enter the information into SpEd Forms.

5. What is the service log for? Should I be entering anything on this?

Currently use this at your own discretion. It is not required for

the attendance report. You can choose to note details from the home visit, evaluation etc.

6. Should I set up the enrollment on each child?

*Yes, all students need an enrollment record including initial evaluations regardless if they qualify or not. The information in the enrollment section of Sped Forms allows administration to run the attendance reports. You will need the Status Start date and Status End date as described in the training handout for initial evaluations. Please refer to the handout if you have any questions. Also note that you should **not delete previous year's enrollment records**. Again, refer to the training handout as it explains the process for you.*

**Please note that this is not the same as when a child is first "enrolled" into Sped Forms. Each District has selected individuals for that process.*

7. Why does the message "not an instructional day" appear for some students when I enter in the attendance?

Continue to enter the attendance and membership minutes. This message will not effect your data. Joan and Karen will be working with the trainer to clarify this.

8. Why are there new columns in the system for Indirect and Direct? Should I be using these?

These fields are for reporting Special Ed Service Hours (duplicated/stacked time) and should be used as of July 1, 2013. See the new direction booklet for more information.

9. What age group is this attendance system for?

This system is only for early childhood Birth through 5 and HK.