



IDEA
Data
Center

SPP/APR Indicators 9 and 10 Calculator User's Guide



Westat®

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Westat is the lead organization for IDC. For more information about the center's work and its partners, see www.ideadata.org.

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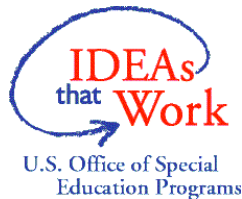




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Purpose of User's Guide and Intended Audience

This user's guide accompanies the *SPP/APR Indicators 9 and 10 Calculator*, a tool that the IDEA Data Center (IDC) created to help states calculate and analyze data for State Performance Plan/Annual Performance Report (SPP/APR) Indicators 9 and 10. The application calculates several measures states use to determine disproportionate representation, including difference in composition, relative difference in composition, risk ratio, weighted risk ratio, risk difference, and alternate risk ratio.

The intended audience of this user's guide and calculator is state education agency (SEA) staff who analyze disproportionate representation data. SEA or local education agency (LEA) staff may also use the calculator to analyze school-level data. However, for simplicity, this guide will discuss LEA-level analysis only. While IDC intends for this user's guide and the calculator to be as user-friendly as possible, the guide and calculator assume a basic knowledge of Excel. In addition, some of the methodologies and calculations included in the calculator assume users have a certain level of technical knowledge or expertise regarding analyzing and interpreting special education data. This user's guide and calculator are not intended for general audiences who do not have that level of technical knowledge or expertise.

Organization of the User's Guide

This user's guide is divided into three parts:

- **Part I. Overview of the Calculator:** Description of each sheet within the calculator
- **Part II. Data Requirements for the Calculator:** Data formatting requirements
- **Part III. Instructions for Using the Calculator:** Steps for opening the calculator, entering data, running the application, and reviewing results



Part I. Overview of the Calculator

The calculator is composed of 16 worksheets: **2 introductory worksheets** (README, Instructions [Quick Reference]); **3 input worksheets** (Main Menu, IDEA Data, Comparison Data); and **11 results worksheets** (Composition, Composition Summary, Risk Ratio, Risk Ratio Summary, Weighted Risk Ratio, Weighted Risk Ratio Summary, Risk Difference, Risk Difference Summary, Alternate Risk Ratio, Alternate Risk Ratio Summary, Error Review). Some of these worksheets require user input while others display the results of the analyses. When you first open the calculator, only the introductory and input worksheets will be visible. The results worksheets will display based on the calculation method you select for your analysis. The calculator shades cells containing values that convey important information or that need attention. You will see references to these colors throughout this guide:

 **Tan shading:** Highlights values that meet or exceed the threshold indicated on the Main Menu.

 **Aqua shading:** Shows where alternate risk ratio calculations have been applied due to the comparison groups not meeting the required minimum *n* and cell sizes. Values greater than the threshold set on the Main Menu will appear bold and italicized.

 **Red shading:** Identifies missing data or misaligned LEA IDs.

 **Green shading:** Shows discrepancies between provided state totals and calculated totals.

 **Yellow shading:** Highlights IDEA data values that are larger than the corresponding comparison data values for the same category, which may indicate potential data inaccuracies or cell misalignment.

The following sections provide an overview of each worksheet.

Introductory Worksheets

README

The README sheet provides tips for opening the file and enabling the macros.

Instructions (Quick Reference)

The Instructions (Quick Reference) sheet provides basic steps for using the calculator, including entering data, selecting a calculation method and running calculations, reviewing results, and clearing data. It also provides links to additional IDC support to help address any questions or problems you may have with using the calculator.



Input Worksheets

Main Menu

The Main Menu sheet is where you provide information about the data you intend to analyze (e.g., number of years of data that you will use for the calculations, whether your data will include state totals, the risk ratio/composition threshold, minimum cell size, and minimum n -size). The Main Menu sheet is also where you will run calculations once you have entered data into the other input sheets and where you can clear your data and results.

IDEA Data

The IDEA Data sheet is where you enter or copy and paste the IDEA Child Count data you plan to analyze. These data must be disaggregated by LEA, racial/ethnic group, and disability category.

Comparison Data

The Comparison Data sheet is where you enter or copy and paste the LEA-level comparison data you will use (i.e., enrollment data). These data must be disaggregated by LEA and racial/ethnic group.

Results Worksheets

Composition

The Composition sheet displays the following data for each of the years selected on the Main Menu sheet: composition calculation method outputs of the IDEA groups, the comparison group, the difference in composition, and the relative difference in composition for each racial/ethnic group across each LEA and the state.

Composition Summary

The Composition Summary sheet displays all LEAs that met or exceeded the user-defined composition threshold on the Main Menu sheet for the composition calculations. Cells marked with an X and shaded in tan  indicate the racial/ethnic groups and categories in which an LEA is identified as having disproportionate representation.

Risk Ratio

The Risk Ratio sheet displays the following risk ratio calculation results for each of the years selected on the Main Menu sheet: risk for the IDEA groups, risk for the comparison group, and risk ratios for each racial/ethnic group across each LEA and the state. If the comparison group does not meet the user-defined minimum cell or n -size, an alternate risk ratio will be automatically applied



to the cell. If the target racial/ethnic group does not meet the user-defined minimum cell or n -size, no calculation will be performed.

Risk Ratio Summary

The Risk Ratio Summary sheet displays all LEAs that met or exceeded the user-defined threshold when running the risk ratio calculation. Cells marked with an X and shaded in tan  indicate the racial/ethnic groups and categories in which an LEA is identified as having disproportionate representation.

Weighted Risk Ratio

The Weighted Risk Ratio sheet displays the following weighted risk ratio calculation results for each of the years selected on the Main Menu sheet: risk for the IDEA groups, risk for the comparison group, and weighted risk ratios for each racial/ethnic group across each LEA and the state. If the comparison group does not meet the user-defined minimum cell or n -size, an alternate risk ratio will be automatically applied to the cell. If the target racial/ethnic group does not meet the user-defined minimum cell or n -size, no calculation will be performed.

Weighted Risk Ratio Summary

The Weighted Risk Ratio Summary sheet displays all LEAs that met or exceeded the user-defined threshold when running the weighted risk ratio calculation. Cells marked with an X and shaded in tan  indicate the racial/ethnic groups and categories in which an LEA is identified as having disproportionate representation.

Risk Difference

The Risk Difference sheet displays the following risk difference calculation results for each of the years selected on the Main Menu sheet: risk for the IDEA groups, risk for the comparison group, and risk differences for each racial/ethnic group across each LEA and the state.

Risk Difference Summary

The Risk Difference Summary sheet displays all LEAs that met or exceeded the user-defined threshold when running the risk difference calculation. Cells marked with an X and shaded in tan  indicate the racial/ethnic groups and categories in which an LEA is identified as having disproportionate representation.

Alternate Risk Ratio

The Alternate Risk Ratio sheet displays the following alternate risk ratio calculation results for each of the years selected on the Main Menu sheet: risk for the IDEA groups, risk for the comparison group, and alternate risk ratios for each racial/ethnic group across each LEA and the state.



Alternate Risk Ratio Summary

The Alternate Risk Ratio Summary sheet displays all LEAs that met or exceeded the user-defined threshold when running the alternate risk ratio calculation. Cells marked with an X and shaded in tan  indicate the racial/ethnic groups and categories in which an LEA is identified as having disproportionate representation.

Error Review

The Error Review sheet displays the sorted IDEA and comparison data and totals for each. It also identifies LEAs with missing data, invalid data, or misaligned IDs (see Parts II and III for more information).



Part II. Data Requirements for the Calculator

To use the calculator, you must organize the data in a specific format with LEA identifiers included. The calculator will only analyze numeric values for data entered. You also have the option to include state totals. You can enter data directly into the calculator or export the data from another program (e.g., SPSS, SAS, Access) into an Excel worksheet and then copy the data into the appropriate data input sheet. In either case, it's essential to follow the application's format requirements outlined in this section.

Data Format

- The calculator simultaneously analyzes LEA data across all IDEA disability categories and all seven racial/ethnic groups. After running the calculator for a specific calculation method, you can return to the Main Menu sheet to select an additional method to run if you wish to review a different calculation result.
- You must organize your IDEA data and comparison data so that each row contains the data for one LEA and each column contains the data for one of the seven racial/ethnic groups. You do not need to sort your LEA rows in any particular order (e.g., alphabetical, ascending, descending, etc.). However, before running the calculator, make sure your IDEA data and comparison data are sorted by racial/ethnic group and disability category and that the LEAs are consistently matched across all sheets.

LEA Identifiers

- Every LEA row must have a unique identifier. Identifiers can be alpha or numeric.
- If any LEA lacks an identifier (i.e., the LEA cell is blank), all LEAs from that row onward will be excluded from the analysis.
- You must use the same unique identifier to identify an LEA on both the IDEA Data and Comparison Data sheets. For example, if you identify an LEA as “St. James County” on the IDEA Data sheet, you must identify it as “St. James County” on the Comparison Data sheet. If the LEA is labeled as “St. James County” on one sheet but as “Saint James County” on the other sheet, the application will not be able to match the LEAs correctly, resulting in inaccurate analysis. Misaligned LEAs will appear shaded in red  on the Error Review sheet.

Missing Data

- The calculator will only analyze numeric data values; a text value in any cell other than LEA identifiers will result in an error message.



- The calculator reads blank cells or cells with periods as missing data. No other values are recognized as missing data (e.g., -9, -, *, etc.). Although the application can process data with missing values, results for any LEAs with missing data, as well as results for the state overall, will be invalid due to incomplete calculations.
- Cells with missing data are shaded in red  on the Error Review sheet.
- Blank rows will result in invalid results. If there are blank rows, all LEAs from that row onward will be excluded from the analysis.

Including State Totals With Your Data

- You have the option of providing state totals as part of your IDEA and/or comparison data. You must indicate on the Main Menu sheet whether your data include state totals.
- If you **choose NOT to provide** state totals but mistakenly indicate on the Main Menu sheet that you provided state totals, the last row of LEA data will be treated as your state totals.
- If you **choose to provide** state totals,
 - Your state totals must be in the last row of data.
 - The application will use your state totals in the analyses. The application will also calculate state totals by summing your LEA data.
- If your state totals appear elsewhere in your rows of data (i.e., not in the last row), they will be treated as LEA-level data. In this case, the last row of your LEA-level data will be interpreted as your state totals.
- If you choose to provide state totals but mistakenly indicate on the Main Menu sheet that you did not provide state totals, your state totals will be treated as LEA-level data.
- **Do not** include any blank rows before your state totals row.
- Your state totals row must have a unique identifier.
 - If this row does not have an identifier (i.e., the LEA cell is left blank), the application will treat the state totals row as a blank row; it will use the last row with an identifier as your state totals.
 - The calculator will compare the state totals you provided to the totals calculated by summing the LEA-level data. Any discrepancies between these totals will be shaded in green  on the Error Review sheet.



Part III. Instructions for Using the Calculator

This section explains how to use the calculator, covering how to open the calculator, complete the input sheets, review the results sheets, and save or clear your data. It also provides resources for additional support if you have questions about using this resource.

Opening the Calculator

Download and save a copy of the calculator to a folder on your computer so you can successfully open the file and enable the macros that allow the calculator to function properly.¹ Depending on your organization's network security, you might need to unblock the macros by modifying the properties of the file. If you need assistance opening and enabling the macros in this resource, please see the following guidance from Microsoft:

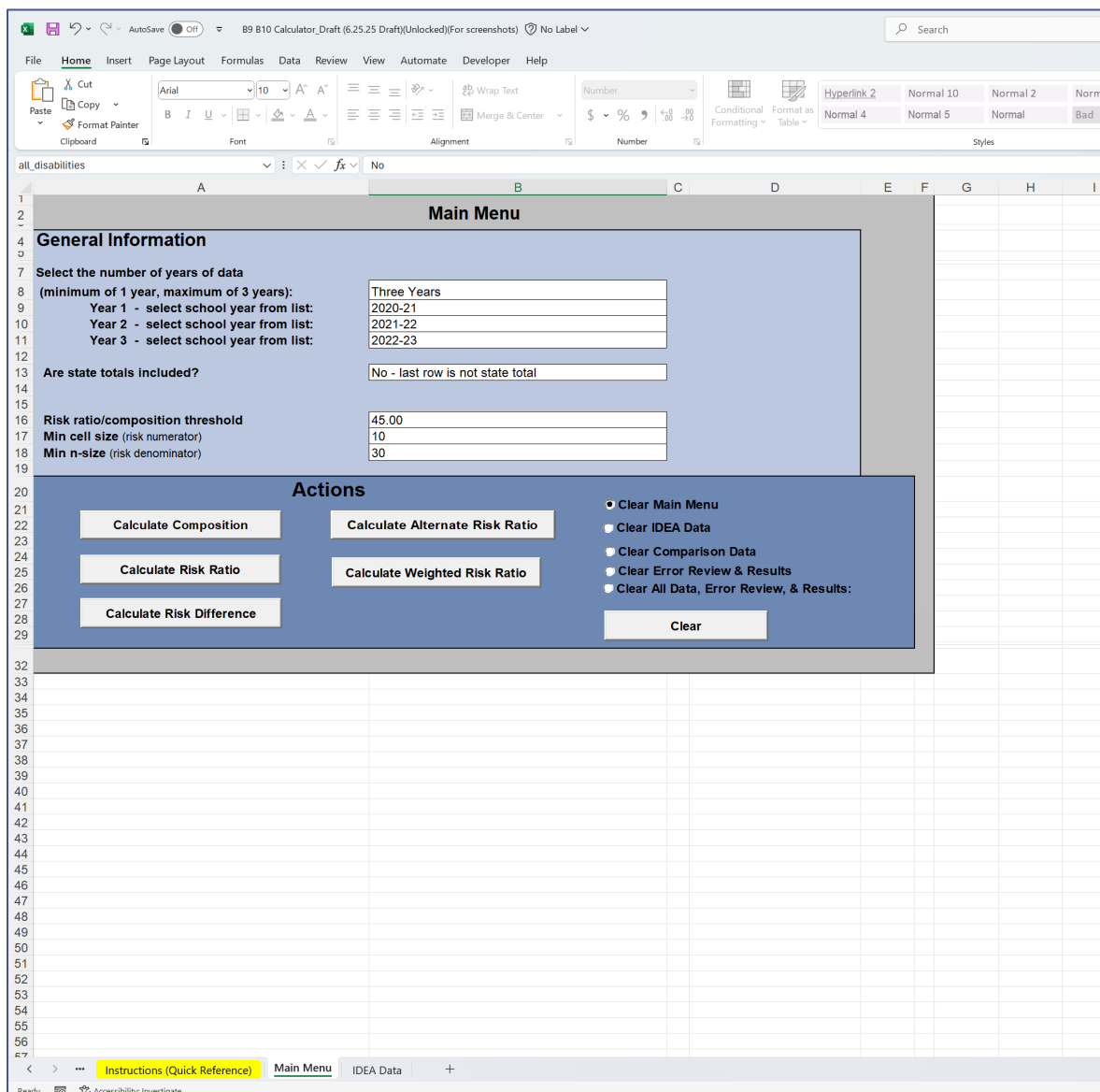
- [*Macros from the internet are blocked by default in Office*](#)
- [*A potentially dangerous macro has been blocked*](#)

Completing the Input Sheets

1. Use the Main Menu sheet to describe your data.
 - A. The calculator should open to the Main Menu sheet. If it does not automatically open to this sheet, click on the Main Menu tab.
 - B. Select the number of years of data you would like to analyze and enter the school year(s) using the dropdown lists. The calculator can analyze up to three years of IDEA data. Based on your response to this item, the calculator will adjust the amount of data you input on the IDEA Data and Comparison Data sheets.
 - C. Indicate whether state totals are included in the last row of your data.
 - D. You can set risk ratio/composition thresholds. If the results meet or exceed the threshold you indicated, those results will be highlighted on the results sheets.
 - E. You can set different minimum cell and *n*-sizes for the risk ratio, alternate risk ratio, and risk difference calculations. The tool does not automatically update when you make changes to the criteria; you must manually select which calculation to run each time. If the comparison group does not meet the user-defined minimum cell or *n*-size, the calculator will automatically apply an alternate risk ratio. If the target racial/ethnic group does not meet the user-defined minimum cell or *n*-size, no calculation will be performed.
 - F. You may leave the risk ratio/composition threshold, minimum cell size, and minimum *n*-size fields blank; this will not affect calculator functionality.
 - G. Your completed Main Menu sheet might look like the example in figure 1.

¹ The current version of this Excel workbook is compatible with the 64-bit version of Windows.

Figure 1. Screenshot of the Main Menu tab



all_disabilities

Main Menu

General Information

Select the number of years of data
(minimum of 1 year, maximum of 3 years): Three Years

Year 1 - select school year from list: 2020-21

Year 2 - select school year from list: 2021-22

Year 3 - select school year from list: 2022-23

Are state totals included? No - last row is not state total

Risk ratio/composition threshold 45.00

Min cell size (risk numerator) 10

Min n-size (risk denominator) 30

Actions

Calculate Composition Calculate Alternate Risk Ratio

Calculate Risk Ratio Calculate Weighted Risk Ratio

Calculate Risk Difference

Clear

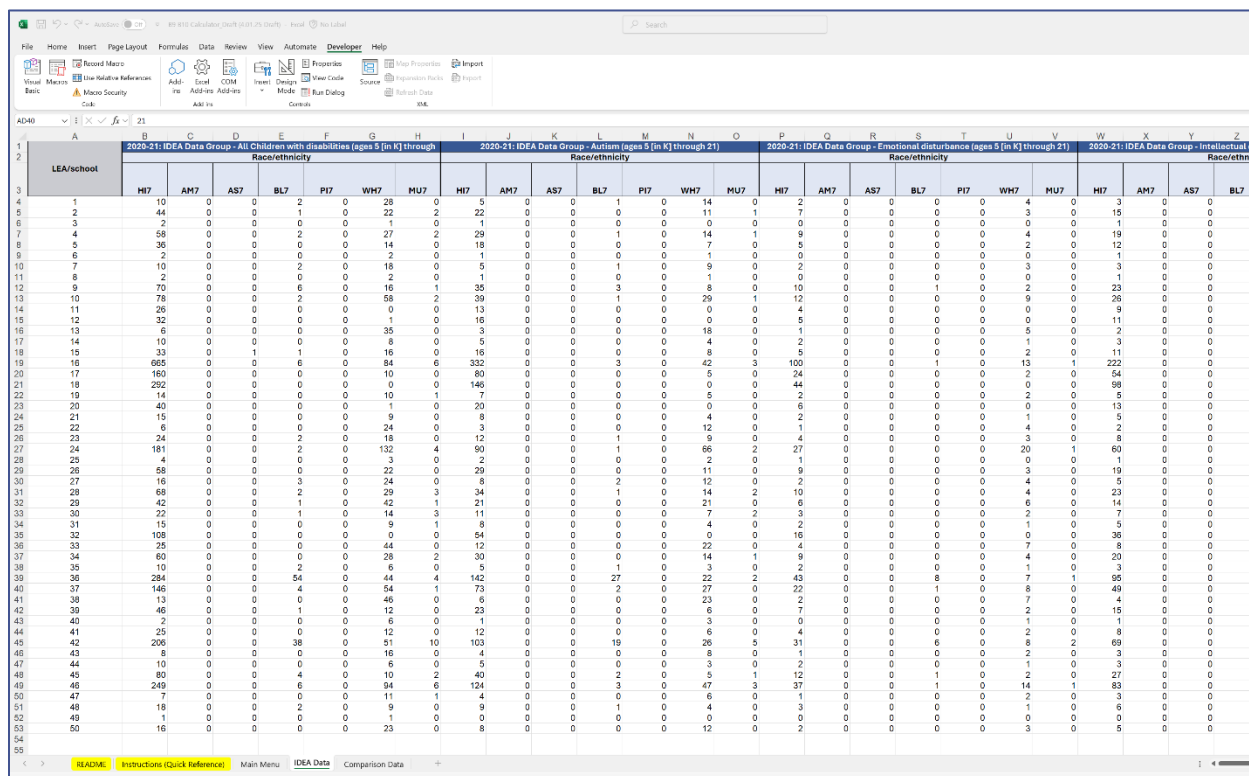
- Clear Main Menu
- Clear IDEA Data
- Clear Comparison Data
- Clear Error Review & Results
- Clear All Data, Error Review, & Results:

Instructions (Quick Reference) Main Menu IDEA Data

2. Click on the IDEA Data tab.

- Enter or copy and paste your LEA-level disability data for the IDEA data category into the cells. The headers for each school year will display in different colors based on the number of years of data you specified on the Main Menu sheet.
 - As noted previously, each row contains the data for one LEA, and each column contains the data for one of the seven racial/ethnic groups.
 - For example, cell I4 in figure 2 indicates that in LEA 1, there were 5 Hispanic/Latino children with autism.
- Note:** Ensure that your data comply with the requirements outlined in Part II (e.g., each LEA should have a unique identifier, and there should be no blank rows in your data).

Figure 2. Screenshot of the IDEA Data tab



3. Click on the Comparison Data tab.

- A. Enter or copy and paste your LEA-level enrollment data into the cells. The headers for each school year will display in different colors based on the number of years of data you specified on the Main Menu sheet.
 - i. As noted previously, each row contains the data for one LEA, and each column contains the data for one of the seven racial/ethnic groups.
 - ii. For example, cell B4 in the figure 3 indicates that in LEA 1, there were 110 Hispanic/Latino children enrolled in school year 2020–21.
- B. **Note:** Make sure that your data comply with the data requirements described in Part II (e.g., the LEA IDs used on this sheet correspond to the LEA IDs on the IDEA Data sheet, there are no blank rows in the data, etc.).

Figure 3. Screenshot of the Comparison Data tab

LEA/school	2020-21: Comparison Data - Total student enrollment (ages 5 (in K) through 21)							2021-22: Comparison Data - Total student enrollment (ages 5 (in K) through 21)							2022-23: Comparison Data - Total student enrollment (ages 5 (in K) through 21)						
	HI7	AM7	AS7	BL7	PI7	WH7	MU7	HI7	AM7	AS7	BL7	PI7	WH7	MU7	HI7	AM7	AS7	BL7	PI7	WH7	MU7
1	110	4	9	60	1	2388	66	132	5	11	72	1	2866	79	148	6	12	81	1	3210	88
2	88	2	11	25	0	2783	48	106	2	13	30	0	3340	58	119	2	15	34	0	3741	65
3	4	0	18	0	0	349	9	5	0	22	0	0	419	11	6	0	25	0	0	469	12
4	116	4	22	68	0	3416	149	139	5	26	82	0	4099	179	156	6	29	92	0	4591	200
5	73	4	21	126	0	2721	126	88	5	25	151	0	3265	151	99	6	28	169	0	3657	169
6	4	0	0	6	0	267	0	5	0	0	7	0	320	0	6	0	0	8	0	358	0
7	20	3	3	48	0	1151	58	24	4	4	58	0	1381	70	27	4	4	65	0	1547	78
8	5	0	5	20	0	645	5	6	0	6	24	0	774	6	7	0	7	27	0	967	7
9	141	1	44	412	0	1765	170	169	1	53	494	0	2118	204	189	1	59	553	0	2372	228
10	155	4	9	57	6	4485	91	186	5	11	68	7	5382	109	208	6	12	76	8	6028	122
11	51	1	3	18	0	2008	20	61	1	4	22	0	2410	24	68	1	4	25	0	2699	27
12	63	6	31	16	2	1164	18	76	6	37	19	2	1397	22	86	7	41	21	2	1565	26
13	13	2	2	9	0	2846	8	16	2	2	11	0	3415	10	18	2	2	12	0	3825	11
14	21	0	0	18	2	635	41	25	0	0	22	2	762	49	28	0	0	26	2	853	55
15	66	0	8	42	0	953	30	79	0	10	50	0	1444	36	88	0	11	56	0	1281	40
16	1330	18	455	776	49	16676	660	1596	22	546	931	59	20011	792	1788	25	612	1043	66	22412	887
17	319	1	8	89	1	2169	69	383	1	10	107	1	2603	83	429	1	11	120	1	2915	93
18	583	7	163	772	11	2303	163	700	8	196	926	13	2764	196	784	9	220	1037	15	3096	220
19	28	4	14	26	4	3042	45	34	5	17	31	5	3650	54	38	6	19	35	6	4088	60
20	81	2	43	27	2	2399	50	97	2	52	32	2	2879	60	109	2	58	36	2	3224	67
21	30	0	0	3	0	1185	18	36	0	0	4	0	1422	22	40	0	0	4	0	1593	25
22	11	0	2	25	1	1561	7	13	0	2	30	1	2253	8	15	0	2	34	1	2535	9
23	48	7	12	75	1	2486	61	58	8	14	90	1	2983	73	65	9	16	101	1	3341	82
24	362	38	80	132	3	12094	275	434	46	96	158	4	14513	330	486	52	108	177	4	16255	370
25	9	2	1	2	0	442	15	11	2	1	2	0	530	18	12	2	1	2	0	594	20
26	117	2	6	29	0	1972	38	140	2	7	35	0	2368	46	157	2	8	39	0	2650	52
27	31	6	10	158	0	1731	61	37	7	12	190	0	2077	73	41	8	13	213	0	2326	82
28	136	5	17	47	2	2774	83	163	6	20	56	2	3329	100	183	7	22	63	2	3728	112
29	83	3	50	85	6	4526	119	100	4	60	102	7	5431	143	112	4	67	114	8	6283	160
30	45	0	16	110	0	842	126	54	0	19	132	0	1010	151	60	0	21	148	0	1131	169
31	30	0	2	13	0	679	14	36	0	2	16	0	815	17	40	0	2	18	0	913	19
32	216	1	10	24	0	1567	74	259	1	12	29	0	1868	89	290	1	13	32	0	2092	100
33	50	1	9	27	4	4450	27	60	1	11	32	5	5340	32	67	1	12	36	6	5981	36
34	120	4	9	10	0	2050	40	144	5	11	12	0	2460	48	161	6	12	13	0	2755	54
35	20	0	4	96	0	556	55	24	0	5	115	0	667	66	27	0	6	129	0	747	74
36	568	26	58	2947	21	4914	393	692	31	70	3536	25	5997	472	764	35	78	3560	28	6605	529
37	292	6	29	342	4	4617	154	350	7	35	410	5	5540	185	392	8	39	459	6	6205	207
38	26	0	4	41	1	3207	20	31	0	5	49	1	3848	24	35	0	6	55	1	4310	27
39	93	0	5	25	1	1604	6	112	0	6	30	1	1925	7	125	0	7	34	1	2156	8
40	5	0	0	4	0	408	2	6	0	0	5	0	490	2	7	0	0	6	0	549	2
41	50	6	30	6	1	2846	26	60	7	36	7	1	3415	31	67	8	40	8	1	3825	35
42	413	2	7	1204	10	1956	320	496	2	8	1445	12	2347	384	556	2	9	1618	13	2829	430
43	15	4	2	6	0	1262	28	18	5	2	7	0	1514	31	20	6	2	8	0	1696	35
44	20	1	1	21	0	681	33	24	1	1	25	0	1057	40	27	1	1	28	0	1184	45
45	160	5	12	321	2	1133	172	192	6	14	385	2	1360	206	215	7	16	431	2	1523	231
46	498	8	224	360	14	9610	348	598	10	269	432	17	11532	418	670	11	301	484	19	12916	468
47	14	0	3	1	0	605	21	17	0	4	1	0	726	25	19	0	1	1	0	813	28
48	36	1	3	30	1	814	10	43	1	4	36	1	977	12	48	1	4	40	1	1094	13
49	2	0	1	4	0	466	0	2	0	1	5	0	559	0	2	0	1	6	0	626	0
50	31	2	7	29	0	1787	33	37	2	8	35	0	2144	40	41	2	9	39	0	2401	45

4. Return to the Main Menu sheet by clicking on the tab. Find the Actions section and click the Calculate button that corresponds to the calculation method you are using to run the application.

- If the application does not run, make sure you have the macros enabled (see the section [Opening the Calculator](#) in this guide or the README sheet for instructions on enabling macros).
- If you receive any error messages, make sure to address the errors and then click on the appropriate Calculate button again.
- You can run multiple calculations, but only one at a time. If you make any changes between calculations, you must select the Calculate button for that calculation again to ensure the new settings take effect. For example, if you run a risk ratio, then adjust the threshold before running an alternate risk ratio, you must click Calculate Risk Ratio again so that the new threshold (used for the alternate risk ratio) is applied to the risk ratio.



Reviewing the Results Sheets

After the calculator completes its run, it will automatically open the results summary sheet. Each calculation method has its own corresponding results summary sheet (i.e., Composition Summary, Risk Ratio Summary, Weighted Risk Ratio Summary, Risk Difference Summary, Alternate Risk Ratio Summary).

Note: The example depicted here is for the risk ratio calculation method, but the process is similar for all the other calculation methods.

1. Examine the sheet to make sure all the data are correct. Some cells may be shaded. The meaning of the shading will appear at the bottom of the page.
 - A. The results summary sheets enable you to quickly identify which IDEA disability and racial/ethnic group have been flagged for disproportionate representation based on your Main Menu inputs.
 - i. Cells marked with an X and shaded in tan  indicate where disproportionate representation has been identified. These are the LEAs that met or exceeded the threshold for the number of years indicated on the Main Menu.
 - ii. For example, cell B16 in figure 4 shows that in LEA 9, Hispanic/Latino students are disproportionately represented in the category of all children with disabilities.

Figure 4. Screenshot of the Risk Ratio Summary tab

AutoSave

89 810 Calculator.Draft (6.25.25 Draft)(Unlocked) - Excel

No Label

File

Home

Insert

Page Layout

Formulas

Data

Review

View

Automate

Developer

Help

Visual Basic

Macros

Record Macro

Use Relative References

Macro Security

Add-ins

Excel Add-ins

COM Add-ins

Add-ins

Insert

Design Mode

Properties

View Code

Run Dialog

Controls

Source

Map Properties

Import

Export

Expansion Packs

Refresh Data

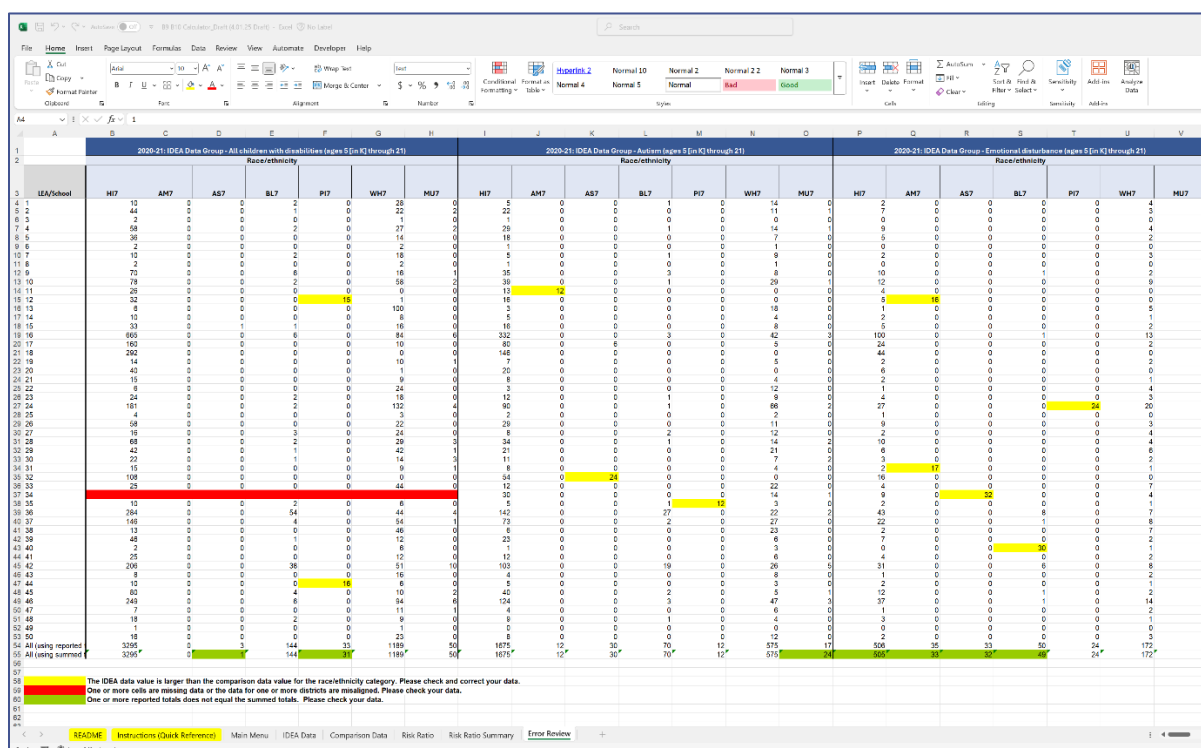
XML

A8

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2. Next, review your input data for accuracy and analysis purposes. Click on the Error Review tab to complete this analysis.
 - A. Examine the sheet to make sure all the data are correct. Some cells may be shaded. The meaning of the shading will appear at the bottom of the page.
 - i. Examine the sheet for missing data; cells with missing data are shaded in red ■.
 - ii. Examine the sheet for misaligned LEA identifiers. Misalignments occur when an LEA identifier is present on the IDEA Data sheet but not on the Comparison Data sheet, or vice versa. Misaligned cells are shaded in red ■.
 - iii. If you provided state totals, verify that your reported totals match the calculated totals; discrepancies are shaded in green ■.

- ### Figure 5. Screenshot of the Error Review tab



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group's cell or n -size is less than the minimum cell or n -size specified on the Main Menu sheet and the state-level comparison group meets the minimum cell and n -size.

Note: If there is a discrepancy between reported totals and summed totals, the calculator uses the reported totals when calculating any alternate risk ratios in place of a risk ratio or weighted risk ratio.

- B. The Composition results sheet displays composition, comparison composition, difference in composition, and relative difference in composition for each LEA and the state overall for the years indicated on the Main Menu. You can hide the composition and comparison composition values, leaving only the difference in composition and relative difference in composition results visible, by using a toggle found in cell A2 of this results sheet. *Note:* You can only access the toggle when you have scrolled all the way to the left.
- C. The results for the state will be located after the results for your LEAs; state results are labeled "All (using summed total)." If you included state totals as part of your data, there will be another row labeled "All (using reported total)."
- D. Some cells may be shaded. The meaning of the shading will appear at the bottom of the results sheet.
 - i. On the Risk Ratio and Weighted Risk Ratio results sheets, aqua shading  indicates that an alternate risk ratio was calculated because the comparison group's cell or n -size was less than the minimum cell or n -size specified on the Main Menu sheet, but the state-level comparison group met the minimum cell and n -size.
 - ii. On all results sheets, tan shading  indicates that the cell value is larger than or equal to the risk ratio/composition threshold specified on the Main Menu sheet.
- E. Other cells may be empty for the following reasons:
 - i. A risk ratio, weighted risk ratio, or alternate risk ratio was not calculated because the target racial/ethnic group's cell or n -size is less than the minimum cell or n -size specified on the Main Menu sheet.
 - ii. A risk ratio, weighted risk ratio, or alternate risk ratio was not calculated because there are no children in the comparison group data.
 - iii. If there are missing data on the IDEA Data or Comparison Data sheets, there will be empty cells on the results sheets (cells with missing data are shaded in red  on the Error Review sheet).

Figure 6 shows an example of the output displayed after running a risk ratio calculation.

Figure 6. Screenshot of the Risk Ratio tab

RACE/ETHNICITY CODE DEFINITIONS

H17 - Hispanic/Latino
 AM7 - American Indian or Alaska Native
 AS7 - Asian
 BL7 - Black or African American
 PI7 - Native Hawaiian or Other Pacific Islander
 WH7 - White
 MU7 - Two or more races

2020-21 Risk Ratio

All children with disabilities (ages 5 [in K] through 21)

Autism (ages 5 [in K] through 21)

Emotional disturbances (ages 5 [in K] through 21)

Intellectual disability

Race/ethnicity

H17 AM7 AS7 BL7 PI7 WH7 MU7 H17 AM7 AS7 BL7 PI7 WH7 MU7 H17 AM7 AS7 BL7 PI7 WH7 MU7 H17 AM7 AS7

1 7.66 0.24 59.77 0.03 55.26
 2 57.38 0.03 59.77 0.03 55.26
 3 88.02 0.05 57.17 0.05 54.45
 4 105.60 0.05 53.30 0.05 53.30
 5 0.17
 6 0.09 53.98 52.06 52.88
 7 37.76 0.05 37.76 56.82 37.16
 8 54.65 55.90 56.61
 9 54.45 0.06 54.89 0.06 54.04
 10 28.65 0.07 52.40 0.07 57.25
 11 97.95 0.02 96.91 0.02 93.40
 12 117.22 0.01 94.27 0.01 95.32
 13 54.69 0.03 54.13 0.03 55.49
 14 52.90 53.37 52.03
 15 54.60 0.06 54.04 0.06 54.04
 16 54.60 0.06 54.04 0.06 54.04
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 63 54.60 0.06 54.04 0.06 54.04

Note: Risk ratio is larger than or equal to the threshold specified. If an alternate risk ratio was calculated, it will be bolded and italicized. See User guide for more information.

Note: An alternate risk ratio was calculated. See User guide for more information.

Saving and Clearing Your Data

To save your results, select the Save As option from the File menu. You will then be able to name your file and choose where you want it to be saved. To clear your data or results sheets, go to the Main Menu sheet, select one of the clear options, and click on the Clear button. The clear options are as follows:

- **Clear Main Menu:** Clears all the data labels and resets the Main Menu sheet options.
- **Clear IDEA Data:** Deletes the data on the IDEA Data sheet.
- **Clear Comparison Data:** Deletes the data on the Comparison Data sheet.
- **Clear Error Review & Results:** Deletes the results from the Composition, Risk, and Error Review sheets.
- **Clear All Data, Error Review, & Results:** Deletes the data and results from all input and results sheets (i.e., IDEA Data, Comparison Data, Composition, Risk, Error Review, etc.).



Questions About the Calculator?

For technical assistance using the calculator, please contact your IDC State Liaison or email IDEAdata@westat.com.