



IDEA
Data
Center

SPP/APR Data Display Toolkit User's Guide



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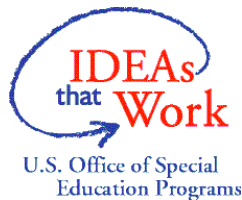




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Introduction

This user's guide accompanies the *SPP/APR Data Display Toolkit*, a series of Excel workbooks that the IDEA Data Center (IDC) created to help states visualize data for their State Performance Plan/Annual Performance Report (SPP/APR). Each Excel workbook, or Data Display Tool, focuses on one or more of the indicators of the SPP/APR and contains several worksheets, the number of which depends on the indicator(s) included. IDC designed this guide to help users navigate through the worksheets of each Data Display Tool and enter data for visualization of each SPP/APR indicator. The guide also provides an overview of the functionality of each Data Display Tool.

SPP/APR Data Display Toolkit: Purpose and Intended Audience

States work with internal and external stakeholders, including parents of children with disabilities and local education agencies (LEAs), for each of the SPP/APR indicators, as required by the Individuals with Disabilities Education Act (IDEA), 34 Code of Federal Regulations (CFR) § 300.601(a)(3). The *SPP/APR Data Display Toolkit* contains 12 Data Display Tools, or Microsoft Excel workbooks, that states can use to facilitate discussions. Each of the tools aligns with the specific results and compliance indicators of the SPP/APR as follows:

<i>SPP/APR Data Display Toolkit Workbooks</i>		
<p>Each indicator is denoted as a results or a compliance indicator.</p> <p>For all data entry worksheets:</p> <ul style="list-style-type: none"> • <i>Results indicator</i> targets require data entry within the worksheet. • <i>Compliance indicator</i> targets are automatically set at 100 percent or 0 percent (no target data entry required). <p>Two workbooks cover more than one indicator, as shown in the Workbook name and Indicator columns.</p>		
Workbook name (Microsoft Excel)	Indicator (Results or Compliance)	Chart types included in visualization worksheets
INDICATORS 1 and 2	Indicator 1. Graduation (Results) Indicator 2. Dropout (Results)	Line Chart, Bar Chart, Dot Chart, Bullet Chart, Frequency Chart, Picto Chart
INDICATOR 3	Indicator 3. Assessment (Results)	Bar Chart, Line Chart, Target Deviation Chart, Dumbbell Chart



SPP/APR Data Display Toolkit Workbooks

Each indicator is denoted as a results or a compliance indicator.

For all data entry worksheets:

- *Results indicator* targets require data entry within the worksheet.
- *Compliance indicator* targets are automatically set at 100 percent or 0 percent (no target data entry required).

Two workbooks cover more than one indicator, as shown in the Workbook name and Indicator columns.

Workbook name (Microsoft Excel)	Indicator (Results or Compliance)	Chart types included in visualization worksheets
INDICATOR 4	Indicator 4. Suspension and Expulsion 4A. Percent of LEAs With Significant Discrepancy (Results) 4B. Percent of LEAs With Significant Discrepancy by Race/Ethnicity (Compliance—0%)	Line Chart, Target Deviation Chart, Summary Visualization, Compliance Heatmap
INDICATOR 5	Indicator 5. Educational Environments (Results)	Line Chart, Picto Chart, Column Chart
INDICATOR 6	Indicator 6. Preschool Environments (Results)	Line Chart, Stacked Column Chart, Column Chart
INDICATOR 7	Indicator 7. Preschool Outcomes (Results)	Line Chart, Summary Infographic, Sparkline Table
INDICATOR 8	Indicator 8. Parent Involvement (Results)	Line Chart, Frequency Chart, Color Column Chart With Targets, Stacked Bar Chart for Likert Scale
INDICATORS 9 and 10	Indicator 9. Disproportionate Representation (Compliance—0%) Indicator 10. Disproportionate Representation in Specific Disability Categories (Compliance—0%)	Line Chart, Target Deviation Chart, Summary Visualization, Compliance Heatmap



SPP/APR Data Display Toolkit Workbooks

Each indicator is denoted as a results or a compliance indicator.

For all data entry worksheets:

- *Results indicator* targets require data entry within the worksheet.
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Two workbooks cover more than one indicator, as shown in the Workbook name and Indicator columns.

Workbook name (Microsoft Excel)	Indicator (Results or Compliance)	Chart types included in visualization worksheets
INDICATOR 11	Indicator 11. Child Find (Compliance—100%)	Line Chart, Icon and Number Timeline Chart, Icon Array Chart, Timeline Chart, Compliance Heatmap
INDICATOR 12	Indicator 12. Early Childhood Transition (Compliance—100%)	Line Chart, Bar Chart, Dot Chart, Icon and Number Chart, Compliance Heatmap
INDICATOR 13	Indicator 13. Secondary Transition (Compliance—100%)	Line Chart, Bar Chart, Dot Chart, Compliance Heatmap
INDICATOR 14	Indicator 14. Post-School Outcomes (Results)	Line Chart, Nested Area Chart, Sparkline Table, Dot Chart, Nested Tree Map

State agency staff who have responsibilities for the state's SPP/APR, such as Part B data managers or SPP/APR indicator leads, are the intended audience for the *SPP/APR Data Display Toolkit* and this user's guide. State staff may also wish to discuss the different visualizations with stakeholders to help build their knowledge about the indicators and targets.

While IDC intends that the toolkit and this user's guide be as user-friendly as possible, the toolkit and guide also assume users have a basic knowledge of Excel. In addition, some of the data displays included in the toolkit assume users have at least a beginning level of technical knowledge or expertise in analyzing and interpreting special education data and data displays. IDC does not intend for general audiences who do not have that level of technical knowledge or expertise to use these materials without support. Please contact your IDC State Liaison for technical assistance with this resource.



Organization of the User's Guide

This user's guide is divided into three parts, outlined in the table below. Use the links in the table to access each section as needed when engaging with the toolkit.

Section	Summary
Part I. Overview of the SPP/APR Data Display Toolkit	Description of each worksheet within the individual tools of the toolkit
Part II. Entering Data in the Toolkit	Description of indicator data source(s) and data entry instructions
Part III. SPP/APR Data Display Toolkit: A Summary	Review of the objectives and potential uses for the toolkit



Part I. Overview of the *SPP/APR Data Display Toolkit*

The *SPP/APR Data Display Toolkit* contains a series of tools in the form of Excel workbooks. Each workbook contains several worksheets, the number of which depends on the indicator(s) included.

You must enter data in the Data Entry worksheet. The Calculations & Targets worksheet also requires data entry for results-based indicators. Part II of this user's guide provides specific instructions for entering data into each worksheet. The following section provides a description of the worksheets found in each tool.

Table of Contents

The Table of Contents includes a brief description of the contents of each worksheet and allows you to navigate to the various worksheets by clicking on the provided hyperlinks.

Data Entry

On the Data Entry worksheet, you must enter school years for data entry and the historical data related to the indicator(s) for each of those years. For example, for Indicators 1 and 2, you would enter the same state data submitted in EDPass for students with disabilities exiting special education in previous years (FS009). (See [Data Sources for Indicators](#) in Part II of this user's guide for information on the specific data required for each indicator.)

Calculations & Targets

The Calculations & Targets worksheet displays a table and chart showing the state's historical data and targets in percentages. For example, for Indicators 1 and 2, a table and two line charts display the state's graduation data and dropout data, as well as targets for each indicator. The worksheet calculates indicator data based on the data you entered on the Data Entry worksheet. To display targets for results-based indicators, you will need to enter your state's targets in the table; targets for compliance indicators are prefilled. You may edit the visualizations (e.g., chart type, colors, data labels, font size) on this worksheet.

Indicator Visualizations

On the worksheets following the Calculations & Targets worksheet, the tool will display data visualizations based on the data you entered on the Data Entry and Calculations & Targets worksheets. You may edit these visualizations (e.g., chart type, colors, data labels, font size).



Part II. Entering Data in the Toolkit

This section provides users with a step-by-step guide for using the *SPP/APR Data Display Toolkit*, including a list of data sources to use for each indicator the toolkit covers, as well as instructions for entering data and targets.

Each row in the following list of data sources represents one Excel workbook (tool) that contains one or more indicators. For example, two tools contain more than one indicator (Indicators 1 and 2; Indicators 9 and 10).

Data Sources for Indicators

Indicator	Data source
Indicator 1. Graduation Indicator 2. Dropout	Same data that states used for 618 data: EDPass FS009
Indicator 3. Assessment	Same data that states used for 618 data: EDPass FS175, FS178, FS185, and FS188
Indicator 4. Suspension and Expulsion <ul style="list-style-type: none"> • 4A. Percent of LEAs With Significant Discrepancy • 4B. Percent of LEAs With Significant Discrepancy by Race/Ethnicity 	Same data that states used for 618 data: EDPass FS006 and state discipline data for students without disabilities, if comparing rates for students with and without disabilities
Indicator 5. Educational Environments	Same data that states used for 618 data: EDPass FS002
Indicator 6. Preschool Environments	Same data that states used for 618 data: EDPass FS089
Indicator 7. Preschool Outcomes	State-selected data
Indicator 8. Parent Involvement	State-selected data
Indicator 9. Disproportionate Representation Indicator 10. Disproportionate Representation in Specific Disability Categories	Same data that states used for 618 data: EDPass FS002 and state monitoring data
Indicator 11. Child Find	State data source and/or monitoring data
Indicator 12. Early Childhood Transition	State data source and/or monitoring data



Indicator	Data source
Indicator 13. Secondary Transition	State data source and/or monitoring data
Indicator 14. Post-School Outcomes	State-selected data

FS = file specifications.

Data Entry Worksheet

Navigate to the Data Entry worksheet by clicking on the Data Entry tab or by linking to it from the Table of Contents. Once on the Data Entry worksheet, begin by entering the following data into the Data Entry table:

In column A, enter the school years for the data you wish to use. You may enter up to 6 previous school years in the format YYYY. It is recommended that you enter 6 consecutive years of data.

In column B and any subsequent columns, enter all required data for every school year in the table. Any missing data will cause calculation errors in subsequent worksheets.

- For example, for Indicators 1 and 2, enter the number of youth with individualized education programs (IEPs) who exited special education with a regular high school diploma, with an alternate high school diploma, by reaching maximum age, etc.
- For example, for Indicator 3, enter the number of children with IEPs, the number of children with IEPs who participated in regular assessment without accommodations, the number of children with IEPs who participated in regular assessment with accommodations, etc.

Calculations & Targets Worksheet

Navigate to the Calculations & Targets worksheet by clicking on the Calculations & Targets tab or by linking to it from the Table of Contents. No data entry is required on this worksheet for compliance indicators. For results indicators, you must enter state targets for each year in the table.

This worksheet, which calculates your state's data based on the information you provided in the Data Entry worksheet, displays the data in a table and line chart for use within your agency and with stakeholders.

You may edit and personalize the line chart by

- Formatting the chart elements (color, line style, font size, etc.)
- Adding data labels and other chart elements
- Changing the title of the chart



- Changing the chart type (e.g., line chart to column chart)
- Copying and pasting the chart and table into another application, such as PowerPoint or Word

Indicator Visualization Worksheets

Navigate to the indicator visualization worksheets by clicking on the worksheet tabs or by linking to them from the Table of Contents.

Once on the indicator visualization worksheets, follow the prompts to chart your data. For example, many of the visualization worksheets will ask you to select the year you want to display. Other charts may allow you to enter data by specific categories that aren't on the original Data Entry worksheet. For example, in the Indicator 8 tool, you may enter up to 10 different categories of data to display in the Color Column Chart With Targets. Most categorical data are not reported on the SPP/APR, and you will need to independently verify that the data you entered on these worksheets are reliable and accurate.

You may personalize most charts by changing the chart type, colors, data labels, or fonts. You may also copy and paste the chart and table into a presentation.



Part III. *SPP/APR Data Display Toolkit: A Summary*

The *SPP/APR Data Display Toolkit* is a collection of Excel workbooks IDC created to help states display and present data for their SPP/APR. Through use of the toolkit, states can help stakeholders visualize and better understand the longitudinal data and the story they tell about how the state is meeting desired results leading to improved outcomes for children with disabilities.

The ultimate purpose of this toolkit is to support states as they develop a deep understanding of their historical and current data so they may be intentional about data analysis through visualization that clearly demonstrates the results of improvement activities and special education programming.