



---

System Training and Response (STaR) Team – SAIS Online

---

# SAIS Online Users Guide

This document is intended to provide basic step-by-step instructions for submitting information to SAIS via SAIS Online. It is important to realize that the individual procedures described in this document may not apply to every entity. For instance, Bureau of Indian Affairs (BIA) schools will only complete the procedures described in *Student Personal Information* and High Schools will not use the section titled *Early Childhood Education*. For further clarification as to which procedures may or may not be applicable for any given circumstance, contact the STaR Team at <http://www.ade.az.gov/schoolfinance/STaR>. This document addresses many, but not all, of the procedures that may be performed using SAIS Online.

---

## Contents

---

### SAIS Online General Information (Updated 9/29/08)

- Accessing SAIS Online
- Request Addition of Schools in SAIS Online
- Additional Resources

### Student Personal Information (Updated 9/29/08)

- Student Personal Information Overview
- Add Student Personal Information
- Change Student Personal Information

### Enrollment (Membership) (Updated 9/29/08)

- Enrollment (Membership) Overview
- Add an Enrollment for Membership
- Delete an Enrollment for Membership
- Re-Admit a Student for Membership

### Absence & Attendance (Updated 9/29/08)

- Attendance/Absence Overview
- Add Absences
- Change Absences
- Delete Absences
- Add/Change Attendance from the Attendance Rollsheets
- Add Attendance from the Membership Screen
- Change Attendance from the Membership Screen
- Delete Attendance from the Membership Screen

### Withdrawal (Updated 9/29/08)

- Withdrawal Overview
- Add a Student's Withdrawal from Membership
- Correct a Withdrawal Code
- Delete a Student's Withdrawal from Membership

### Year End Status (Updated 9/29/08)

- Year-End Status Overview
- Add Year-End Status
- Change Year-End Status
- Delete Year-End Status

### SPED Service Participation (Updated 9/29/08)

- Special Education Service Participation Overview
- Add SPED Service Participation
- Change SPED Service Participation
- Delete SPED Service Participation

### Early Childhood Education (Updated 9/29/08)

- Early Childhood Overview
- Add Early Childhood Program Participation
- Change Early Childhood Program Participation
- Delete Early Childhood Program Participation
- Add Early Childhood Preschool Assessment
- Change Early Childhood Preschool Assessment
- Delete Early Childhood Preschool Assessment

## Contents, Continued

---

### English Language Learner Program Participation and Assessment (Updated 1/18/08)

- ELL Overview
  - Add ELL Program Participation
  - Change ELL Program Participation
  - Delete ELL Program Participation
  - Add ELL Assessment
  - Change ELL Assessment
  - Delete ELL Assessment
- 

## SAIS Online General Information

---

This section is intended to provide general information for using SAIS Online. The information listed in this document is generally geared toward reporting Special Education students who are tuitioned-out to private schools and Special Education students who attend Head Start, as these are currently the most common uses for SAIS Online.

SAIS Online is an application used to report student information required by the Arizona Department of Education (ADE) to the SAIS Student Detail Database. SAIS Online is not a replacement for a student management system as its sole function is for local educational agencies (LEAs) to submit, change, or delete data related to a student's school membership and participation in programs such as Special Education, Early Childhood, etc.

### Obtaining Access to SAIS Online

SAIS Online is available through the ADE Common Logon to entities that have been identified as having a unique need for the application. Access to SAIS Online must be requested through use of the Request Logins application on Common Logon, available to Entity Administrators. When requesting SAIS Online access, appropriate user roles must be assigned to each individual who will work with SAIS Online. A list of SAIS Online user roles is posted in the Request Logins application. Request user roles that coordinate with intended use of SAIS Online (i.e., user role 4 - update membership; user role 6 - update SPED service participation; user role 20 - update Early Childhood Program Participation and Early Childhood Preschool Assessment). Users responsible for entering student data into SAIS Online should be given "Update" user roles rather than "Read Only." Questions regarding Common Logon should be directed to the ADE Support Center at (602) 542-7378 or (866) 577-9636 (outside Phoenix area), or by email to [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov).

### Request Addition of Schools if Necessary

After receiving access to SAIS Online, check the Tuition Out/Private School List to ensure that the private and Head Start schools applicable to your reporting requirements are listed for your LEA. Use the [Add/Delete Entities in SAIS Online](#) form, found in the Forms section of the School Finance page at <http://www.ade.az.gov/schoolfinance/forms>, to request that schools be added to or removed from your list, if needed.

### LEA Calendar

The LEA Calendar is an application found on the ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. An LEA Calendar for the school that a student attends must be activated before submissions to SAIS Online can be processed. This calendar is usually completed by the school of attendance. If necessary, refer to [Recommended Procedure: Creating and activating a Local Educational Agency Calendar for Head Starts, Private Preschools, and Childcare Centers](#) at <http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS28.pdf> for additional information.

## **Additional Resources**

---

### **[Data Transaction Code Values](#)**

**[http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues\\_FY07.doc](http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues_FY07.doc)**

Contains comprehensive lists of all code values used in SAIS, including full definitions of all codes.

### **[Defining First Day of Membership](#)**

**<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS9.pdf>**

Part of the STaR Team SAIS Information Series, this document explains the options available to LEAs for determining students' first day of membership.

### **[Early Childhood Education](#)**

**<http://www.ade.az.gov/earlychildhood/>**

The home page of the Early Childhood Education unit at the Arizona Department of Education.

### **[Essential Information about Obtaining and Using SAIS IDs](#)**

**<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS5.pdf>**

Part of the STaR Team SAIS Information Series, this document contains information LEA personnel need to know regarding SAIS IDs.

### **[New SAIS Requirements for SPED - Fiscal Year 2007](#)**

**[http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/11SPED\\_07.pdf](http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/11SPED_07.pdf)**

Part of the STaR Team SAIS Information Series, this document describes changes to SPED reporting requirements for SAIS data in fiscal year 2007, including details regarding the Federal Primary Need Indicator.

### **[New SAIS Requirements for SPED - Fiscal Year 2008](#)**

**<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/18NewSPEDRequirementsforFY08.pdf>**

Part of the STaR Team SAIS Information Series, this document describes changes to SPED reporting requirements for SAIS data in fiscal year 2008, including details regarding new service codes.

### **[New SAIS Requirements for SPED - Fiscal Year 2009](#)**

**<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS29.pdf>**

Part of the STaR Team SAIS Information Series, this document describes changes to SPED reporting requirements for SAIS data in fiscal year 2009.

### **[Official Notice of Pupil Withdrawal Form](#)**

**<http://www.ade.az.gov/sais/>**

A form that can be used or adapted for use when a student withdraws from a school. The document includes detailed instructions regarding information required for inclusion on a withdrawal form.

### **[The Student Detail Reports](#)**

**<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS3.pdf>**

Part of the STaR Team SAIS Information Series, this document contains descriptions of all reports available in the Student Detail Data Interchange.

# Student Personal Information Overview

## Summary

This section provides information regarding adding a student's name to the Student List on SAIS Online. This section will also provide information on how to change a student's personal information. Students' names must be in the Student List before any additional information can be submitted. Once this personal information is added, the students' names cannot be removed from the list, therefore, we advise you to ensure that you are adding each student into the correct school.

Additional information such as Membership, Needs, SPED service participation, Early Childhood participation, and/or Early Childhood Assessments must be completed as appropriate. Adding a student's personal information does not enroll a student for membership in the school, nor does it add any service or program participation, therefore it has no funding implications.

## Tips

- Lists may be sorted by clicking on a column heading. Clicking a second time on the same column heading reverses the sort. Example: Click the name field once to sort by last name in ascending order, click the name field a second time to sort in descending order. The asterisk indicates the current sort column.
- If schools or students are expected to be in their respective lists but seem to be missing, try clicking *Clear Filter* and clicking the *All* button. This results in showing all schools/students currently on the list.
- Student personal information cannot be deleted.

## Field Definitions

**SAIS Student ID** - The student's SAIS ID, an ADE generated student identifier. Please exhaust all means possible for obtaining the SAIS ID for a student should one exist. For more information, please refer to the STaR Team document [Essential Information about Obtaining and Using SAIS IDs](#) available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>.

**School Student ID** - LEA assigned student identifier

**Name (L, F, M)** - Student's last name, first name, and middle name as found on a legal document (*Middle name is not required.*)

**Extension** - Name extension for the student, such as "Jr.," "Sr.," or "III" (*Care should be taken to enter this information in this field rather than including it in the Last Name field.*)

**Goes by (L, F)** - The last name and first name that the student goes by (*Only last name is required.*)

**Resp. Party (L, F)** - The last name and first name of the person responsible for the student as found on a legal document (*Likely a parent or guardian.*)

**Birth Date** - Student's birth date as found on a legal document

**Country of Birth** - The country in which the student was born

**State of Birth** - Only required when the Country of Birth is the United States of America

**Normal Graduation Year** - The graduation cohort year which is determined by adding four to the year the student enters 9th grade for the first time (*Leave this field blank for students who have yet to enter the 9th grade.*)

**Prev School CTDS** - The CTDS number for the entity in which the student was previously enrolled (*If the Previous School Student ID is unknown, then do not submit the Previous School CTDS.*)

**Prev School Student ID** - Required only if Previous School CTDS number is submitted

**Prev School State** - Required only for students who transfer from a school outside of Arizona, but within the United States of America

**Gender** - The student's gender: {M} male or {F} female

**Ethnicity** - Multi-ethnic students must be identified by only one of the choices listed: {A} Asian or Pacific Islander; {B} Black or African-American (not Hispanic); {H} Hispanic or Latino; {I} American Indian or Alaskan Native; {W} White (not Hispanic)

**Home Language** - The language code as determined by result of the home language survey given at the time of enrollment

**Tribal Name** - Only required for students who participate in the Johnson O'Malley Indian Education Program

# Add a Student (Personal Information) to SAIS Online

This section is intended to provide step-by-step information regarding adding a student’s personal information to the Student List on SAIS Online.

1. Choose the school from the **School List**.
2. Click *Add a New Student*.
3. If you have the student’s SAIS ID, skip to **Step 8**.

*The following table lists students already on record for this school. To view and/or manage the Membership, Needs, or Community College information for a particular student, click the appropriate icon from the table. To create a new student record, click the "Add a New Student" link below.*

Click the *All* button and check to ensure that the student is not already listed.

School Student ID:  Last Name:  Grade:

SAIS ID:  First Name:  Type:

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/29/1994		<input type="button" value="🔍"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994		<input type="button" value="🔍"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995		<input type="button" value="🔍"/>	<input type="button" value="🔍"/>	<input type="button" value="🔍"/>

**\*\*SAIS IDs for students who were enrolled in this school in previous years should be readily available in your records. It is very important to try all possible avenues for identifying a student's SAIS ID prior to entering personal information into SAIS Online. Upon enrolling, students who are new to your school should present a withdrawal form from the previous school. The withdrawal form should include the Student’s SAIS ID. If a SAIS ID is not provided, continue with Steps 4 through 7 of this section which outline the procedures for using the Student Lookup in SAIS Online. Additional steps to take to identify a student's SAIS ID include contacting the school where the student was previously enrolled, and/or contacting the STaR Team for assistance. Please refer to the STaR Team document [Essential Information about Obtaining and Using SAIS IDs \(http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS5.pdf\)](http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS5.pdf) for more information.**

4. If you don’t know the SAIS ID, click the search *binoculars*.

**Student Personal Information**

SAIS Student ID:

School Student Id:

Name (L,F,M):

Goes By (L,F):

Resp. Party (L,F):

5. Fill in information and click *Search*.

**Student Lookup**

*Enter the desired search criteria and click on the Search button to locate those Students that match the criteria. Click on the Cancel button at the bottom of the page to close this form without selecting a Student.*

Should be from a legal document and must be an exact match to the information currently in SAIS

First Name:  Middle Name:

Last Name:

DOB (MM/DD/YYYY):

- If a match is found, click on the *SAIS ID Number*. Information will then be automatically inserted into the **Personal Information** entry screen.
- If a match is not found, click *Cancel*.

**Note: If multiple matches are found, contact the previous school, and/or contact the STaR Team for assistance.**

<b>First Name:</b>	<input type="text" value="Rebecca"/>	<b>Middle Name: (optional)</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text" value="Thatcher"/>		
<b>DOB (MM/DD/YYYY):</b>	<input type="text" value="4/24/1994"/>	<input type="button" value="Search"/>	

Student Name	Birth Date	SAIS ID
Rebecca Thatcher	4/24/1994	<a href="#">21741876</a>

Number of students found: 1

**Prior To Continuing to Step 8:**

- It is important to understand that students who are thought not to have a SAIS ID, such as those who are new to Preschool or Kindergarten in a particular school, or who are transferring from out of state, may actually have a SAIS ID. Under all circumstances, please check records carefully, determine if a student has ever been enrolled in school in Arizona, and follow the steps outlined in [Essential Information about Obtaining and Using SAIS IDs](http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS5.pdf) (<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS5.pdf>) to identify the SAIS ID should one have been assigned.**

- Enter information into the fields. If you have the SAIS ID, enter it in the SAIS ID field. If a SAIS ID was found in step 6, it will appear in the SAIS ID field. If no match was found, leave the **SAIS ID** field blank.
- Click *Submit*.

Enter the requested information in the form below. Click the Cancel button to abort and return to the View Student Details page.

Leave blank if student does not already have a SAIS ID assigned.

**Student Personal Information**

SAIS ID:

School Student ID:

Name (L,F,M):    Extension:

Goes By (L,F):   (Optional if same as First Name above)

Resp. Party (L,F):

Birth Date:  (MM/DD/YYYY)

Country of Birth:

State of Birth:

Gender:

Ethnicity:

Home Language:

Tribal Name:

Normal Graduation Year:

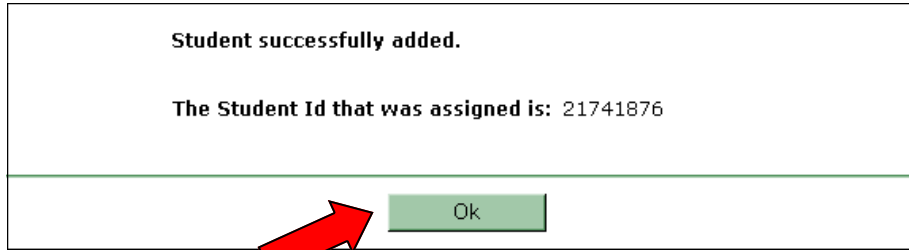
Prev School CTDS:

Prev School Student ID:

Prev School State:

For a complete description of all form fields, refer to the first page of the [Student Personal Information](#) section of this document.

- This message will be displayed if SAIS Online successfully added the student. The message is the same regardless of whether the SAIS ID was entered prior to submission, or the system created a new ID.

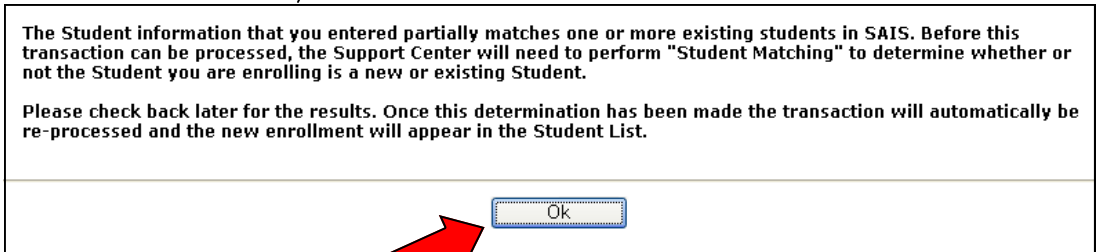


10. Click *OK*.

- If the student is **NOT** successfully added, an error message will be displayed at the top of the screen. Please attempt to address any errors. Occasionally, an error message will be displayed when the information is still being processed or has failed due to internal SAIS errors. In such instances, clicking the submit button a second or third time often results in successfully adding the student.

In this message, “enrolling” and “enrollment” refer only to personal information. Once the student appears in the Student List, additional information such as Enrollment/Membership, SPED Service Participation, etc. may be added.

- If student information was submitted without a SAIS ID and there is a question whether the student’s information already exists in SAIS, this message will be displayed. If this message is displayed, click *OK*.



11. After a student is successfully added, his or her name will appear in the **Student List**.

<span>All</span> <span>F</span> <span>M</span> <span>S</span> <span>T</span>									
<a href="#">Back to School List</a>									<a href="#">* Add a New Student</a>
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm	College	
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/29/1994						
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994						
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995						
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994						

**Note: If a student is not showing in the list, try clicking the *All* button.**

# Change Student Personal Information


This section is intended to provide step-by-step information regarding changing a student’s personal information using SAIS Online.

## Method 1:

1. From the **Student List** screen, click the *pencil icon* for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/29/1994				



2. Make corrections as appropriate.
3. Click *Submit*.

**Student Personal Information**

SAIS ID: 21741814

Name (L,F,M):    Extension:

Goes By (L,F):   (Optional if same as First Name above)

Resp. Party (L,F):

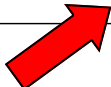
Birth Date:  (MM/DD/YYYY) Gender:

Country of Birth:  Ethnicity:

State of Birth:  Home Language:

Normal Graduation Year:

Tribal Name:

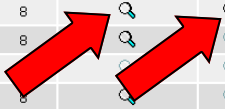


## Method 2:

1. From the **Student List** screen, click either the **Membership** or the **Needs magnifying glass** for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994				



2. Click *Change Student Info*.

**Student Personal Information**

SAIS ID: 21741814

Name (L,F,M): Finn, Huckleberry

Goes By (L,F): Finn, Huck

Resp. Party (L,F): Finn, Pap

Birth Date: 3/28/1994

Country of Birth: US - United States of America

State of Birth: MO - Missouri

Normal Graduation Year:


Gender: M - Male

Ethnicity: White (Not Hispanic) (W)

Home Language: 00 - English

Tribal Name:

[Change Student Info](#)



3. Make corrections as appropriate.
4. Click *Submit*.

**Student Personal Information**

SAIS ID: 21741814

Name (L,F,M):    Extension:

Goes By (L,F):   (Optional if same as First Name above)

Resp. Party (L,F):


Birth Date:  (MM/DD/YYYY) Gender:

Country of Birth:  Ethnicity:

State of Birth:  Home Language:

Normal Graduation Year:

Tribal Name:





# Enrollment (Membership) Overview

## Summary

This section provides information regarding adding a student's enrollment for membership using SAIS Online. This section also provides information on how to delete a student's membership. Enrollment date (first day of membership) and calendar track number can only be changed by deleting the existing membership and adding a new enrollment with corrected information.

Deleting a membership does not remove the student from the Student List nor does it delete any of the following: Needs, SPED Service Participation, Early Childhood Program Participation, or Early Childhood Preschool Assessments.

This section will also provide information on how to re-admit a student for membership in the case where the student has been withdrawn from a school and then subsequently resumes her or his membership at the school within the same fiscal year.

## Tips

- Effective in fiscal year 2007, LEAs may report all continuing or pre-enrolled students as members of the school on the first day that classroom instruction is offered by the school, as long as such students participate in school at some point during the first ten days. For students who are neither continuing nor pre-enrolled, the first day of membership is the first day that the student receives instruction. For full details, refer to the STaR Team document, [Defining First Day of Membership](#), available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>.
- It is important to be accurate when entering a student's first date of membership and calendar track number because mistakes can only be corrected later by deleting and reentering the student's membership information, which results in the need to reenter all other information associated with the student's enrollment (i.e., attendance minutes, absences, withdrawal, year-end status).
- From the Student List, a Membership magnifying glass icon may be clicked whether it is black or gray. A gray Membership magnifying glass icon indicates that no memberships are currently listed for the student. Conversely, black magnifying glass icons indicate that Membership information does exist for the student.

- Before a re-admission can be entered for a student, the student must be withdrawn from the prior school membership within that same fiscal year. For more information see Add a Student's Withdrawal from Membership in this document.
- Complete definitions of various codes, such as Activity Codes, are available in the [Data Transaction Code Values](#) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp>.

## Field Definitions

**School Student ID** - LEA assigned student identifier

**Enrollment Date** - The student's first day of membership in the school; an Enrollment must be submitted for a student each year (*Please read the Tips section of this document for important information regarding Enrollment Date.*)

**Activity Code** - The code describing the student's enrollment status; for a complete list of the codes, click on the words *Activity Code* on the screen next to the field and select the one that applies to the student.

**Grade Level** - The grade level for the student this year

**Register ID** - Four digits assigned by the LEA that may be used to identify a subgroup within a grade level (i.e., a specific classroom)

**Tuition Payer** - Most students' Tuition Payer code will be {1}, indicating that the student's membership will be funded by the State. A Tuition Payer code of {2}, {3}, {4}, or {5} indicates that the student's membership will **not** receive State funding. A code of {2} indicates that the student's tuition is privately paid; a code of {3} indicates that the student is a foreign exchange student; a code of {4} indicates that the student is a non-SPED student placed in an approved private residential facility whose membership funding is paid through the voucher system; a code of {5} is reported by a JTED when a student is concurrently enrolled in a charter school but does not reside within the boundary of a member district.

**Student Membership FTE** - The student's full time equivalency (i.e., {1.00} for a full time student, {0.50} for a half time student, etc.)

**Special Enrollment Code** - Most students will not have a Special Enrollment Code, so this field will be left blank. A code of {1} indicates that the student has a CEC-A; a code of {2} indicates that the student has a CEC-B; a code of {3} indicates that the student attends the school through an open enrollment policy. Special Enrollment Codes are not applicable to charter schools. For more information, please see Terminology in this section.

**Membership Type** - Most students' membership type will be {M} for Main, but may be {A} for Ancillary, or {T} for TAPBI. For more information, please see Terminology below.

**Track Number** - Corresponds to the LEA Calendar which is set up and activated on the ADE Common Logon for the school the student attends.

**DOR** - District of Residence/Funded District of Residence; the CTDS number for the entity that receives funding for a student's school membership.

**Concurrent School CTDS** - Only required if the student's Membership Type is {A} for Ancillary. If required, this is the CTDS number for the Main Arizona public school if the student has a concurrent enrollment.

**Concurrent School Student ID** - Only required if a Concurrent School CTDS is submitted. If required, this is the student's LEA assigned ID from the concurrent school.

## Terminology

### CEC-A and CEC-B (Certificate of Educational Convenience)

Certificates of Educational Convenience, types A and B, are issued by County School Superintendents.

CEC-A pertains to students who reside in unorganized territories with no school district or who are precluded by distance or lack of adequate transportation from attending school in the district or county of residence.

CEC-B pertains to students who are placed in one of the following facilities: a State rehabilitation or corrective institution, a foster home, a child care agency, or institution which is licensed and supervised by the Department of Economic Security or Department of Health Services, a residential facility operated or supported by the Department of Economic Security or the Department of Health Services, or a residence under supervision of the Juvenile Corrections.

The County School Superintendent of any county may not issue a CEC for a student placed in one of the above

listed facilities if the student is placed in the same district of the student's parents' or legal guardians' residence or if the student is placed without a court order and the student's parents or legal guardians are not residents of this state.

### Concurrent Enrollment/Concurrency

Students having simultaneous membership periods in two or more public educational entities are said to be concurrently enrolled.

### Continuing Students

Students enrolled in the same school on the last day of the preceding school year.

### LEA Calendar

An application found on the ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. The LEA Calendar must be activated before submissions to SAIS Online can be processed.

### Membership Types

Main Membership {M} is indicated when a school has the primary responsibility for managing the student's curriculum. A school where the student has a Main Membership may or may not provide all of the student's instruction. Ancillary Membership {A} is indicated when a school provides some instruction for the student, but the school is not responsible for managing the student's curriculum. TAPBI Membership {T} is indicated when a student participates in a school that is designated by the state to provide Technology Assisted Project-based Instruction. TAPBI Membership Type applies to all students who are enrolled for TAPBI whether or not the TAPBI school has primary responsibility for managing a student's curriculum.

### Open Enrollment

School districts may adopt and implement policies to allow students who reside outside of their district boundaries to enroll in any school within the district. Students who enroll under the provisions of such policies are known as open enrollment students.

***Open Enrollment is not applicable to students who are tuitioned-out to private schools or to students who attend Head Start.***

### Pre-enrolled Students

Students who are not continuing but who have registered (by written record) prior to the first day of classroom instruction.

# Add an Enrollment (Membership)

This section is intended to provide step-by-step information regarding adding a Student Enrollment (Membership) using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	<a href="#">3/28/1994</a>				
2222	21741838	<a href="#">Sawyer, Thomas</a>	<a href="#">2/14/1994</a>				
3333	21741845	<a href="#">Sawyer, Sidney</a>	<a href="#">1/10/1995</a>	7			
4444	21741876	<a href="#">Thatcher, Rebecca</a>	<a href="#">4/24/1994</a>				

The magnifying glass will be gray if no Memberships have previously been reported.

- Click **Add New Enrollment**.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
Back							

- Enter information in the form. It may be appropriate to leave some fields blank.

Enter the requested information in the form below and click the Submit button to record the new membership. Click the Cancel button to abort and return to the View Student Details page.

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

**Membership Information**

School Student ID:   
 Enrollment Date:  (MM/DD/YYYY)  
 Activity Code:   
 Grade Level:   
 Register ID:   
 Tuition Payer:   
 Student Membership FTE:   
 Special Enrollment Code:

Membership Type:   
 Track Number:   
 DOR:

Concurrent  
 School CTDS:   
 School Student ID:

If needed, click **Activity Code** to view Enrollment Code definitions.

Not visible for Tuition Out/Private Schools.

- Click **Submit**.

For a complete description of all form fields, refer to the first page of the [Enrollment](#) section of this document.

# Delete an Enrollment (Membership)

This section is intended to provide step-by-step information regarding deleting a Student Enrollment (Membership) using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994				
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995	7			
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994				

- Click the **View** magnifying glass.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741845  
 Name (L,F,M): Sawyer, Sidney  
 Goes By (L,F): Sawyer, Sid  
 Resp. Party (L,F): Phelps, Polly  
 Birth Date: 1/10/1995  
 Country of Birth: US - United States of America  
 State of Birth: AR - Arkansas  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
3333	Main	1	E1	7	8/13/2007		

[Back](#)

- Click **Delete Membership**.

This form shows all of the detailed personal and membership-related information currently on record for this student. To change the membership information click the Change icon next to School Student ID or Activity Code. To view the Grade, DOR, Tuition Payer, FTE, Special Enrollment, Absences, or Attendance information, click the appropriate Details icon . Click the Back button to return to the View Student Details page.

**Student Personal Information**

SAIS ID: 21741845  
 Student Name (L,F,M): Sawyer, Sidney  
 Goes By (L,F): Sawyer, Sid  
 Normal Graduation Year:

**Membership Information**

School Student ID: 3333   
 Enrollment Date: 8/13/2007  
 Activity Code: E1   
 Grade Level: 7 - Seventh Grade   
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:

Membership Type: M - Main   
 Track Number: 1  
 DOR: 070462000

**Attendance/Absence Information**

Attendance (Minutes): 0   
 Absences (Days): 0

[Delete Membership](#)
[Add Withdrawal](#)
[Add Year-End Status](#)  
[Back](#)

- Verify that this is the Membership to be deleted.

**Deleting enrollment will cause all information related to membership to be deleted. This includes attendance minutes, absences, withdrawal, and year-end status. When appropriate, any or all of the above will need to be resubmitted if a corrected enrollment is added.**

**!** Carefully review the information below to be sure you wish to delete this membership record. Click the Submit button to permanently remove the membership and all associated service-related information. Click the Cancel button to abort and return to the View Membership Details page.

---

**Student Personal Information**

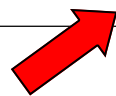
SAIS ID: 21741845  
 Student Name (L,F,M): Sawyer, Sidney  
 Goes By (L,F): Sawyer, Sid  
 Normal Graduation Year:

---

**Membership Information**

School Student ID: 3333  
 Enrollment Date: 8/13/2007  
 Activity Code: E1  
 Grade Level: 7 - Seventh Grade  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

Membership Type: M - Main  
 Track Number: 1  
 DOR: 070462000



- Click *Submit*.

- This screen will be displayed after the membership has been successfully deleted. Notice that the student's personal information still exists and cannot be deleted.

**?** This page shows all of the detailed personal and membership-related information currently on record for this student. To edit the personal information click the Change Student Info link. To record a new membership click on the Add New Enrollment link. To view the details of an existing membership for this student click the appropriate View icon below. Click the Back button to return to the Student List page.

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741845  
 Name (L,F,M): Sawyer, Sidney  
 Goes By (L,F): Sawyer, Sid  
 Resp. Party (L,F): Phelps, Polly  
 Birth Date: 1/10/1995  
 Country of Birth: US - United States of America  
 State of Birth: AR - Arkansas  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Membership Information** [\\* Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View

Click the **Back** button to return to the **Student List**.

- The student's name will continue to appear in the **Student List**.

[Back to School List](#) [\\* Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994				
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	217	<a href="#">Thatcher, Rebecca</a>	4/24/1994				

Number of student records four



# Re-Admit a Student for Membership

This section is intended to provide step-by-step information regarding re-admitting a student for membership using SAIS Online. This step is taken only when a student enrolls in a school, withdraws from the school, and is re-enrolled in the same school during the same school year.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	<a href="#">3/28/1994</a>	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	<a href="#">2/14/1994</a>	8			
3333	21741845	<a href="#">Sawyer, Sidnev</a>	<a href="#">1/10/1995</a>				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	<a href="#">4/24/1994</a>				

- Click the **View** magnifying glass.

*Student Personal Information* [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

*Membership Information* [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007	9/28/2007	

- Click **Re-Admit Student**.

**Note: The Re-Admit Student button will not appear unless the student has been withdrawn from the previous enrollment. Refer to Add a Student's Withdrawal from Membership for more information.**

*Student Personal Information*

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

*Membership Information*

School Student ID: 1111 [?](#)  
 Enrollment Date: 8/13/2007  
 Activity Code: E1 [?](#)  
 Grade Level: 8 - Eighth Grade [?](#)  
 Register ID: 1 [?](#)  
 Tuition Payer: 1 - All Others [?](#)  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course [?](#)  
 Special Enrollment Code: [?](#)

Membership Type: M - Main [?](#)  
 Track Number: 1  
 DOR: 070462000

---

*Attendance/Absence Information*

Attendance (Minutes): 0 [?](#)  
 Absences (Days): 3 [?](#)

---

*Withdrawal Information*

Withdrawal Date: 9/28/2007  
 Withdrawal Activity Code: W9 - Transfer: home taught  
 Withdrawal Reason Code:

Delete Membership Re-Admit Student Change Withdrawal Delete Withdrawal  
Back

4. Enter the **Re-Admission Date**.
5. Verify populated information and make any appropriate changes.
6. Click *Submit*.

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:


---

**Membership Information**

School Student ID:   
 Re-Admission Date:  (MM/DD/YYYY)  
 Activity Code:   
 Grade Level:   
 Register ID:   
 Tuition Payer:   
 Student Membership FTE:   
 Special Enrollment Code:

Membership Type:   
 Track Number:   
 DOR:

All fields except Re-Admission date on this screen are populated with information based on the first enrollment. Make any appropriate changes so that the data accurately reflects the Re-admission.



- This screen will be displayed after clicking the *Submit* button.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007	9/28/2007	<a href="#">View</a>
1111	Main	1	R9	8	10/15/2007		<a href="#">View</a>

The 2nd membership period is now displayed.

# Attendance/Absence Overview

## Summary

There are two distinctly different methods that are used to report whether or not enrolled students are participating in school. This section provides information regarding each method of reporting.

SAIS requires submission of attendance minutes for certain students and absences for others. Attendance minutes must be reported for preschool/Head Start students with disabilities. **Submission requirements for non-preschool students are currently being reviewed and updated by ADE personnel.**

## Tips

### For Reporting Absences:

- A student may not have a full day of absence on the date of withdrawal.
- Absences can be submitted for a full day or a partial day, and must be designated as either excused or unexcused. Currently, the ADE [Instructions for Required Reports](http://www.ade.az.gov/schoolfinance/SAISsupport/PrivateSchls/InstrReqRpts/FY2007Report.pdf) (http://www.ade.az.gov/schoolfinance/SAISsupport/PrivateSchls/InstrReqRpts/FY2007Report.pdf) include illness and vacation as reasons for excused absences. Both must be verified by a responsible adult through contact with the school. Schools may also excuse student absences for religious purposes if the governing board of the district has adopted appropriate policies.
- The amount submitted to SAIS for an individual absence cannot exceed the FTE that is recorded in SAIS for a student. Additionally, the total amount of absences submitted for a student on a particular day may not exceed the student's FTE. For example, a student with an FTE of 1.00 may have both a .5 excused absence and a .5 unexcused absence record submitted for the same day; however, both a record of a full day excused absence and a full day unexcused absence on the same day would cause the student's records to fail in SAIS Student Integrity processing.
- An absence amount can be changed by using the **Change** option in SAIS Online; however, the only way to change an absence reason is to delete the absence and reenter corrected absence information.

### For Reporting Attendance:

- A student must have a record of attendance on the date of withdrawal.
- For all situations in which attendance is a valid option for submitting school participation, if attendance information is EVER submitted for a particular student's membership, then attendance must be submitted for the entire length of that student's membership period, otherwise SAIS will calculate attendance to be zero minutes for all unreported days.
- Submitting attendance involves reporting the total number of minutes a student attends school, in increments from one day up to one week.
- Should attendance ever need to be deleted for a student, this must be done through the individual student's Membership Screen.
- Attendance periods may not overlap.
- SAIS Online generates a warning message when it detects a gap in the attendance reported for a student. For example, a warning would be generated if a student has a record of attendance on Monday and on Wednesday, but no record of attendance on Tuesday. The same warning message may be generated when a gap in attendance is detected even though it is due to a holiday or other reason that school is not in session. In cases where SAIS Online alerts users to a gap in reported attendance that is not intended, attendance should be submitted to cover each day school was in session. Ignore any warnings for gaps in attendance that occur during periods when school is not in session.
- There are two methods of submitting attendance in SAIS Online: use of the Attendance Rollsheet and submission from each individual student's Membership Screen.

### Using the Attendance Rollsheet:

- Attendance periods in the Attendance Rollsheet are always for a full week beginning on Sunday and ending on Saturday, regardless of which days school is in session. ADE will assume submitted attendance minutes occurred on school days indicated on the LEA Calendar.
- Enrollment, re-admission, and withdrawal dates are indicated in red on the Attendance Rollsheet.



- The Attendance Rollsheet allows for reporting a full week of attendance minutes for many students on one screen, therefore it may be a more efficient way to report attendance information during regular weeks of school; however, the Rollsheet has no provision to end an attendance period on the 40th or 100th day. Reporting attendance that crosses either of these boundaries will result in an integrity failure. Therefore, attendance should be added from the Membership Screen and not from the Attendance Rollsheet for the weeks containing the 40th and 100th day on the LEA's calendar. When adding attendance from the Membership Screen, there is an option to set a specific start and end date for the membership period.

### **Adding Attendance from an individual student's Membership Screen:**

- Attendance minutes may be entered for any period from one day to one week, one student at a time.
- An attendance period's end date and total number of minutes can be changed via the Membership Screen; however, an attendance period's start date can only be changed by deleting the entire attendance period and then reentering corrected attendance information.
- An attendance reporting period must end on the 40th or 100th day of instruction.
- If attendance is submitted in increments of more than one day, be aware that reporting attendance that crosses the 40th day or 100th day will result in an integrity failure. Be sure to end any attendance period on the 40th or 100th day and begin a new attendance period on the following day. For example, assuming school is in session from Monday through Friday, that attendance is normally submitted in weekly increments, and the 40th day falls on Tuesday, then submit one attendance period for Monday and Tuesday, followed by another attendance period beginning on Wednesday and ending on Friday.

### **Important note for reporting attendance:**

Should a change to the LEA Calendar affecting the 40th or 100th day occur after attendance has been entered into SAIS Online, attendance records may need to be adjusted accordingly to comply with SAIS rules that prohibit attendance from crossing boundaries set at the 40th and 100th day of instruction.

## **Terminology**

### **Integrity Processing**

The ADE initiated routine by which all records that exist in SAIS for a particular student are checked against ADE business rules for validity. For example, a student may not be absent for a full day on the date of withdrawal. Students whose records fail Integrity processing are usually ineligible for funding.

### **LEA Calendar**

An application found on the ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. The LEA Calendar must be activated before submissions to SAIS Online can be processed.

### **Reporting Period**

A specific period of days used in the formula for calculating state aid. Period 1, or 40th day = first 40 days of a school calendar track; period 2 = days 41 - 100 of a school calendar track.

# Add Absences

This section is intended to provide step-by-step information regarding entering a student's absence record using SAIS Online.

1. From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995	8			
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

Number of student records found: 4

2. From the **Membership** screen, click the **View** magnifying glass.

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

Back

3. Click the *list icon* following the **Absences** field.

Grade Level: 8 - Eighth Grade DOR: 070462000  
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:

**Attendance / Absence Information**

Attendance (Minutes): 0 Absences (Days): 0

4. Click **Add New Absence**.

Absence Date	Reason	Amount	Change	Remove
No Absence records found for this Membership.				

5. Fill in the **Absence Date**. Select **Reason** and **Amount**. Absence amount cannot exceed the FTE for the student.

Absence Date	Reason	Amount
08/13/2007  (MM/DD/YYYY)	1 - Excused	1.00 - Student is absent for the whole day

Submit Cancel

6. Click **Submit**.

# Change Absences

This section is intended to provide step-by-step information regarding changing a student’s absence record using SAIS Online. Only absence **Amount** can be changed using the change option; absence **Reason** must be changed by deleting the absence record and reentering corrected absence information. Refer to [Delete Absences](#) included in this document for more information.

1. From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[A] [F] [M] [S] [T]

[Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995	8			
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

Number of student records found: 4

2. From the **Membership** screen, click the **View** magnifying glass.

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

[Back](#)

3. Click the *list icon* following the **Absences** field.

**Membership Information**

School Student ID: [1111](#)  
 Enrollment Date: 8/13/2007  
[Activity Code](#): E1  
 Grade Level: 8 - Eighth Grade  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

**Membership Type**: M - Main  
**Track Number**: 1  
**DOR**: 070462000

**Attendance / Absence Information**

**Attendance (Minutes)**: 0  
**Absences (Days)**: 3.5

4. To change an absence amount, click the *change icon* in the **Change** column for the appropriate absence.

**Absence Information** [Add New Absence](#)

Absence Date	Reason	Amount	Change	Remove
8/13/2007	1 - Excused	1.00 - Student is absent for the whole day		
8/14/2007	1 - Excused	1.00 - Student is absent for the whole day		
8/20/2007	2 - Unexcused	1.00 - Student is absent for the whole day		
8/21/2007	2 - Unexcused	0.50 - Student is absent for 50% of the day		

[Back](#)

5. Change the absence **Amount** as appropriate.

**Absence Information**

Absence Date	Reason	Amount
8/13/2007	1 - Excused	1.00 - Student is absent for the whole day
8/14/2007	1 - Excused	1.00 - Student is absent for the whole day
8/20/2007	2 - Unexcused	1.00 - Student is absent for the whole day
8/21/2007	2 - Unexcused	0.50 - Student is absent for 50% of the day

[Submit](#)

6. Click *Submit*.

# Delete Absences

This section is intended to provide step-by-step information regarding deleting a student's absence record using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

AT F M S T

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

Number of student records found: 4

- From the **Membership** screen, click the **View** magnifying glass.

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

[Back](#)

- Click the *list icon* following the **Absences** field.

**Membership Information**

School Student ID: 1111

Enrollment Date: 8/13/2007

Activity Code: E1

Grade Level: 8 - Eighth Grade

Register ID: 1

Tuition Payer: 1 - All Others

Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course

Special Enrollment Code:

**Attendance/Absence Information**

Attendance (Minutes): 0

Membership Type: M - Main

Track Number: 1

DOR: 070462000

Absences (Days): 3.5

- To delete an absence, click the *remove icon* in the **Remove** column for the appropriate absence.

**Absence Information** [Add New Absence](#)

Absence Date	Reason	Amount	Change	Remove
8/13/2007	1 - Excused	1.00 - Student is absent for the whole day		
8/14/2007	1 - Excused	1.00 - Student is absent for the whole day		
8/20/2007	2 - Unexcused	1.00 - Student is absent for the whole day		
8/21/2007	2 - Unexcused	1.00 - Student is absent for the whole day		

[Back](#)

- Verify that the selected absence should be deleted.

Carefully review the information below to be sure you wish to delete this Absence record. Click the Submit button to permanently remove the record. Click the Cancel button to abort.

**Student Personal Information**

SAIS ID: 21741814

Student Name (L,F,M): Finn, Huckleberry

Goes By (L,F): Finn, Huck

Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111

Enrollment Date: 8/13/2007

Grade Level: 8 - Eighth Grade

Register Id: 1

Activity Code: E1 - Student entering Arizona public school for the first time this school year; last school attended was this school.

Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course

Membership Type: M - Main

Track Number: 1

---

**Absence Information**

Absence Date	Reason	Amount
8/13/2007	1 - Excused	1.00 - Student is absent for the whole day
8/14/2007	1 - Excused	1.00 - Student is absent for the whole day
8/20/2007	2 - Unexcused	1.00 - Student is absent for the whole day
8/21/2007	2 - Unexcused	1.00 - Student is absent for the whole day

[Submit](#) [Cancel](#)

- Click **Submit**.

# Add/Change Attendance from the Attendance Rollsheets

This section is intended to provide step-by-step information regarding adding or changing a student's attendance via the Attendance Rollsheets in SAIS Online.

- From the **Student List** screen, click on *Attendance Rollsheets*.

Application Menu :: Attendance Rollsheets | Summer Withdrawals | Status | Reports | Help

The following table lists students already on record for this school. To view and/or manage the detailed personal information view and/or manage the Membership, Needs, or Community College information for a particular student, click the appropriate link. To add a new student record, click the "Add a New Student" link below.

School Student ID:  Last Name:  Grade:   
 SAIS ID:  First Name:  Type: All

Buttons: All, K, S, T

[Back to School List](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Membershi
5555	21741883	<a href="#">Squarepants, Spongebob</a>	12/1/2004	PS	
6666	21741890	<a href="#">Krabs, Mister</a>	11/1/2004	PS	

- Click the *Calendar Icon* to select the week.

Application Menu :: School List | Student List | Status | Reports | Help :: Fiscal Year

This page allows you to enter attendance information for students that have memberships with this school. Enter in the start date (Sunday) for the Attendance Period and click on the "Get List" button to retrieve the rollsheets.

Attendance Start Date:  (MM/DD/YYYY) Track Number:   
 Last Name:  Grade:

Buttons: GetList, Cancel

- Click on *any day* in the week for which attendance is to be reported.

October 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Legend: ■ School Day ■ Non School Day

Click to move to the next month.

**Note:** Do not use the attendance Rollsheets to submit attendance for a week where one of the days is displayed in purple, which indicates that the day is either the 40th or 100th day of school. Doing so will result in an Integrity failure. To report attendance for weeks that include the 40th day or 100th day, see [Add Attendance from the Membership Screen](#) included in this document.

4. Click *Get List*.

This page allows you to enter attendance information for students that have memberships with this school. Enter in the start date (Sunday) for the Attendance Period and click on the 'Get List' button to retrieve the rollsheets.

Attendance Start Date:  (MM/DD/YYYY) Track Number:

Last Name:  Grade:

Filters such as Grade may be used to limit the number of students that appear in the rollsheet.

5. Enter the minutes of Attendance for the Attendance Period. The **Current Minutes**, if any exist, will be replaced with the **New Minutes**, if entered.

Enter in the minutes for each of the student memberships that have attendance to be recorded. The Current Minutes, if any, will be replaced with the New Minutes if entered. When done, click on the Submit button at the bottom of the page to record the attendance, or click on the Cancel button to return to the Student List.

Attendance Period: 8/19/2007 - thru - 8/25/2007

Line #	School Student ID	SAIS ID	Name	Membership Type	Track	Entry Date	Exit Date	Grade	FTE	Current Minutes	New Minutes
1	6666	21741890	Krabs, Mister	Main	1	8/13/2007		PS	1.00		<input type="text"/>
2	5555	21741883	Squarepants, Spongebob	Main	1	8/20/2007		PS	1.00		<input type="text"/>
3	7777	21741906	Star, Patrick	Main	1	8/13/2007		PS	1.00		<input type="text"/>
4	8888	21741913	Tentacles, Squidward	Main	1	8/13/2007		PS	1.00		<input type="text"/>

Attendance periods are reported for a full week beginning on Sunday and ending on Saturday.

6. Click *Submit*.

**Note: Changing the amount of attendance minutes to zero does not result in deleting an attendance record for a student. If necessary, attendance records can only be deleted from an individual student's Membership Screen.**

# Add Attendance from the Membership Screen

This section is intended to provide step-by-step information regarding adding a student’s attendance from the individual student’s membership screen in SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
5555	21741883	Squarepants, Spongebob	12/1/2004	PS			
6666	21741890	Krabs, Mister	11/1/2004	PS			
7777	21741906	Star, Patrick	10/1/2004	PS			
8888	21741913	Tentacles, Squidward	9/1/2004	PS			

- From the **Membership** screen, click the **View** magnifying glass.

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
5555	Main	1	E3	PS	8/20/2007		

- Click the **list icon** following the **Attendance** field.

**Membership Information**

School Student ID: 5555  
 Enrollment Date: 8/20/2007  
 Activity Code: E3  
 Grade Level: PS - Preschool  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

Membership Type: M - Main  
 Track Number: 1  
 DOR: 070462000

**Attendance/Absence Information**

Attendance (Minutes): 1,800  
 Absences (Days): 0

- Click **Add New Attendance**.

Start Date	End Date	Minutes	Add	Change	Remove
8/20/2007	8/25/2007	360			
8/26/2007	9/1/2007	360			
9/2/2007	9/8/2007	60			
9/9/2007	9/15/2007	360			
9/16/2007	9/22/2007	180			
9/23/2007	9/29/2007	120			
9/30/2007	10/6/2007	360			

**\*\*\*Be aware that reporting attendance that crosses the 40th day or 100th day will result in an Integrity failure. Be sure to end any attendance period on the 40th or 100th day and begin a new attendance period on the following day. Example: The 40th day is Tuesday, October 9. Submit attendance starting October 8 and ending October 9. Submit a second attendance record starting October 10 and ending October 12.\*\*\***

- Fill in the **Start Date**, **End Date** and **Minutes**.

Start Date	End Date	Minutes
8/20/2007	8/25/2007	360
8/26/2007	9/1/2007	360
9/2/2007	9/8/2007	60
9/9/2007	9/15/2007	360
9/16/2007	9/22/2007	180
9/23/2007	9/29/2007	120
9/30/2007	10/6/2007	360
<input type="text" value="10/08/2007"/> (MM/DD/YYYY)	<input type="text" value="10/09/2007"/> (MM/DD/YYYY)	<input type="text" value="120"/>

- Click **Submit**.

# Change Attendance from the Membership Screen

This section is intended to provide step-by-step information regarding changing a student’s attendance from the individual student’s membership screen in SAIS Online. Only attendance **End Date** and **Minutes** can be changed using the change option; **Start Date** must be changed by deleting the attendance period and reentering corrected attendance information. Refer to [Delete Attendance from the Membership Screen](#) for more information.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
5555	21741883	Squarepants, Spongebob	12/1/2004	PS			
6666	21741890	Krabs, Mister	11/1/2004	PS			
7777	21741906	Star, Patrick	10/1/2004	PS			
8888	21741913	Tentacles, Squidward	9/1/2004	PS			

- From the **Membership** screen, click the **View** magnifying glass.

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
5555	Main	1	E3	PS	8/20/2007		

- Click the *list icon* following the **Attendance** field.

**Membership Information**

School Student ID: 5555

Enrollment Date: 8/20/2007

Activity Code: E3

Grade Level: PS - Preschool

Register ID: 1

Tuition Payer: 1 - All Others

Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course

Special Enrollment Code:

Membership Type: M - Main

Track Number: 1

DOR: 070462000

**Attendance / Absence Information**

Attendance (Minutes): 1,920

Absences (Days): 0

- Click the *change icon* in the **Change** column for the appropriate attendance period.

Start Date	End Date	Minutes	Add	Change	Remove
8/20/2007	8/25/2007	360			
8/26/2007	9/1/2007	360			
9/2/2007	9/8/2007	60			
9/9/2007	9/15/2007	360			
9/16/2007	9/22/2007	180			
9/23/2007	9/29/2007	120			
9/30/2007	10/6/2007	360			
10/8/2007	10/9/2007	120			

- Change the **End Date** and/or **Minutes** as appropriate.

Start Date	End Date	Minutes
8/20/2007	8/25/2007	360
8/26/2007	9/1/2007	360
9/2/2007	9/8/2007	60
9/9/2007	9/15/2007	360
9/16/2007	9/22/2007	180
9/23/2007	9/29/2007	120
9/30/2007	10/6/2007	360
10/8/2007	10/9/2007	120

Submit Cancel

- Click *Submit*.



# Delete Attendance from the Membership Screen

This section is intended to provide step-by-step information regarding deleting a student's attendance from the individual student's membership screen in SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
5555	21741883	Squarepants, Spongebob	12/1/2004	PS			
6666	21741890	Krabs, Mister	11/1/2004	PS			
7777	21741906	Star, Patrick	10/1/2004	PS			
8888	21741913	Tentacles, Squidward	9/1/2004	PS			

- From the **Membership** screen, click the **View** magnifying glass.

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
5555	Main	1	E3	PS	8/20/2007		

- Click the **list icon** following the **Attendance** field.

**Membership Information**

School Student ID: 5555  
 Enrollment Date: 8/20/2007  
 Activity Code: E3  
 Grade Level: PS - Preschool  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

**Membership Type:** M - Main  
**Track Number:** 1  
**DOR:** 070462000

**Attendance / Absence Information**

Attendance (Minutes): 1,920  
 Absences (Days): 0

- Click the **remove icon** in the **Remove** column for the appropriate attendance period.

Start Date	End Date	Minutes	Add	Change	Remove
8/20/2007	8/25/2007	360			
8/26/2007	9/1/2007	360			
9/2/2007	9/8/2007	60			
9/9/2007	9/15/2007	360			
9/16/2007	9/22/2007	180			
9/23/2007	9/29/2007	120			
9/30/2007	10/6/2007	360			
10/8/2007	10/9/2007	120			

- Verify that the selected attendance should be deleted.

**Attendance Information**

**Student Personal Information**

SAIS ID: 21741883  
 Student Name (L,F,M): Squarepants, Spongebob  
 Normal Graduation Year:

**Membership Information**

School Student ID: 5555  
 Enrollment Date: 8/20/2007  
 Grade Level: PS - Preschool  
 Register ID: 1  
 Activity Code: E3 - Student entering Arizona public school for the first time this school year; last school attended was outside this district but within AZ (includes all other options such as home taught or not enrolled in any school the prior year)  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
**Membership Type:** M - Main  
**Track Number:** 1

**Attendance Information**

Start Date	End Date	Minutes
8/20/2007	8/25/2007	360
8/26/2007	9/1/2007	360
9/2/2007	9/8/2007	60
9/9/2007	9/15/2007	360
9/16/2007	9/22/2007	180
9/23/2007	9/29/2007	120
9/30/2007	10/6/2007	360
10/8/2007	10/9/2007	120

Submit Cancel

- Click **Submit**.

# Withdrawal Overview

## Summary

This section provides information regarding adding and deleting a student's withdrawal from membership using SAIS Online. A withdrawal record is submitted when a student withdraws from school prior to the school's regularly scheduled year-end date.

This section also provides information regarding correcting or changing a Withdrawal Activity Code and/or Withdrawal Reason Code. A withdrawal date can only be changed by deleting the existing withdrawal record and adding a new withdrawal record with the corrected information.

### Withdrawal Date

The withdrawal date establishes the student's last day of membership, therefore, a withdrawal from membership indicates that a student actually participated in instruction for at least a partial day on the withdrawal date.

### Withdrawal Codes

The withdrawal code establishes the primary reason for the student's withdrawal from school. Withdrawal reasons and their corresponding codes include, among other things, dropout, transfer to another school, early graduation, and death. For full definitions of these and all other codes used in SAIS, refer to [Data Transaction Code Values](#) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp>.

### Withdrawal Reason Codes

Schools are also required by federal legislation to capture and report certain secondary reasons for withdrawal. These reasons include withdrawal because a school has been identified by the federal government as "in school improvement" or "persistently dangerous," or if the withdrawing student is leaving because she or he is the victim of a violent crime or criminal act, or because the student is the biological parent of a child. Secondary withdrawal reasons will not apply to most student withdrawals and may be left blank. Please see the [Official Notice of Pupil Withdrawal Form](#) available at <http://www.ade.az.gov/sais/> for additional details.

## Tips

- A student may not be absent for a full day on the date of withdrawal; a student must have at least partial attendance on her or his withdrawal date.
- If a student has previously been assigned a Year-End Status, then the Year-End Status record must be deleted before the *Add Withdrawal* button will be visible while viewing the student's membership information.
- A record of membership for a student who did not attend the school must be deleted. Adding a withdrawal record would not be appropriate in such cases.
- A withdrawal record can only be deleted for the most recent membership. To correct a withdrawal date where a subsequent re-admission exists, use the following procedure:
  1. Delete the 2nd membership record (re-admission). *Understand that this action will cause any absences, attendance, and/or year-end status information associated with this membership to also be deleted.*
  2. Delete the incorrect withdrawal record.
  3. Add the corrected withdrawal record.
  4. Submit a record to re-admit the student for the second membership period.
  5. Resubmit any records of absences, attendance, or year-end status for the re-admission.

# Add a Student's Withdrawal from Membership

This section is intended to provide step-by-step information regarding withdrawing a student from membership using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

- Click the **View** magnifying glass.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

- Click **Add Withdrawal**.

**Note: If the student has previously been assigned a Year-End Status, the Year-End Status must be deleted before the Add Withdrawal button will be visible.**

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

**Membership Information**

School Student ID: 1111   
 Enrollment Date: 8/13/2007  
 Activity Code: E1   
 Grade Level: 8 - Eighth Grade   
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:

Membership Type: M - Main   
 Track Number: 1  
 DOR: 070462000

**Attendance / Absence Information**

Attendance (Minutes): 0   
 Absences (Days): 3

4. Enter information in the form.

**Withdrawal Information**

Withdrawal Date: 09/28/2007 (MM/DD/YYYY) Withdrawal date is the last day of attendance.

Withdrawal Activity Code: W1 - TRANSFER: Withdrawn to continue studies in another school or to be taught at home.

Withdrawal Reason Code: Withdrawal Reason Code may not apply; see page one of the [Withdrawal](#) section of this document for more information.

5. Click *Submit*.

- This screen will be displayed after the Withdrawal record has been successfully added. Notice that *Re-Admit Student*, *Change Withdrawal* and *Delete Withdrawal* buttons are now available. *Add Year-End Status* is no longer visible.

**Student Personal Information**

SAIS ID: 21741814

Student Name (L,F,M): Finn, Huckleberry

Goes By (L,F): Finn, Huck

Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111

Enrollment Date: 8/13/2007

Activity Code: E1

Grade Level: 8 - Eighth Grade

Register ID: 1

Tuition Payer: 1 - All Others

Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course

Special Enrollment Code:

Membership Type: M - Main

Track Number: 1

DOR: 070462000

---

**Attendance/Absence Information**

Attendance (Minutes): 0

Absences (Days): 3

---

**Withdrawal Information**

Withdrawal Date: 9/28/2007

Withdrawal Activity Code: W1 - TRANSFER: Withdrawn to continue studies in another school or to be taught at home.

Withdrawal Reason Code:

Withdrawal Information is now displayed.

# Correct a Withdrawal Code

This section is intended to provide step-by-step information regarding correcting or changing a student's Withdrawal Activity Code and/or Withdrawal Reason Code using SAIS Online.

1. From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	<a href="#">3/28/1994</a>	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	<a href="#">2/14/1994</a>	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	<a href="#">1/10/1995</a>				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	<a href="#">4/24/1994</a>	8			

2. Click the **View** magnifying glass.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007	9/28/2007	

3. Click **Change Withdrawal**.

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111   
 Enrollment Date: 8/13/2007  
 Activity Code: [E1](#)   
 Grade Level: 8 - Eighth Grade   
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:

Membership Type: M - Main   
 Track Number: 1  
 DOR: 070462000

---

**Attendance / Absence Information**

Attendance (Minutes): 0   
 Absences (Days): 3

---

**Withdrawal Information**

Withdrawal Date: 9/28/2007  
 Withdrawal Activity Code: W1 - TRANSFER: Withdrawn to continue studies in another school or to be taught at home.  
 Withdrawal Reason Code:

To change the Withdrawal Date, please follow the steps outlined in [Delete a Withdrawal from Membership](#) and [Add a Student's Withdrawal from Membership](#) included in this document.

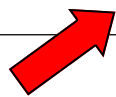
4. Change the Withdrawal Activity Code and/or Withdrawal Reason Code as applicable.

**Withdrawal Information**

Withdrawal Date: 9/28/2007

Withdrawal Activity Code: W9 - Transfer: home taught

Withdrawal Reason Code:



5. Click *Submit*.

- This screen will be displayed after the Withdrawal Activity and/or Reason Codes have been successfully corrected.

**Student Personal Information**

SAIS ID: 21741814

Student Name (L,F,M): Finn, Huckleberry

Goes By (L,F): Finn, Huck

Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111

Enrollment Date: 8/13/2007

Activity Code: E1

Grade Level: 8 - Eighth Grade

Register ID: 1

Tuition Payer: 1 - All Others

Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course

Special Enrollment Code:

Membership Type: M - Main

Track Number: 1

DOR: 070462000

---

**Attendance/Absence Information**

Attendance (Minutes): 0

Absences (Days): 3

---

**Withdrawal Information**

Withdrawal Date: 9/28/2007

Withdrawal Activity Code: W9 - Transfer: home taught

Withdrawal Reason Code:

# Delete a Student's Withdrawal from Membership

This section is intended to provide step-by-step information regarding deleting a student's record of withdrawal from membership using SAIS Online. This action may be warranted if a withdrawal record was mistakenly added or if the existing withdrawal date is incorrect.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>		3/28/1994	8		
2222	21741838	<a href="#">Sawyer, Thomas</a>		2/14/1994	8		
3333	21741845	<a href="#">Sawyer, Sidney</a>		1/10/1995			
4444	21741876	<a href="#">Thatcher, Rebecca</a>		4/24/1994	8		

- Click the **View** magnifying glass.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007	9/28/2007	

- Click **Delete Withdrawal**.

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111   
 Enrollment Date: 8/13/2007  
 Activity Code: E1   
 Grade Level: 8 - Eighth Grade   
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:

Membership Type: M - Main   
 Track Number: 1  
 DOR: 070462000

---

**Attendance/Absence Information**

Attendance (Minutes): 0   
 Absences (Days): 3

---

**Withdrawal Information**

Withdrawal Date: 9/28/2007  
 Withdrawal Activity Code: W9 - Transfer: home taught  
 Withdrawal Reason Code:

4. Verify that this is the withdrawal record to be deleted.

**!** Carefully review the information below to be sure you wish to delete this withdrawal record. Click the Submit button to permanently remove the withdrawal. Click the Cancel button to abort and return to the View Membership Details page.

---

**Student Personal Information**  
 SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

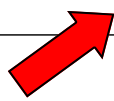
---

**Membership Information**  
 School Student ID: 1111  
 Enrollment Date: 8/13/2007  
 Grade Level: 8 - Eighth Grade  
 Register ID: 1  
 Activity Code: E1 - Student entering Arizona public school for the first time this school year; last school attended was this school.  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Membership Type: M - Main  
 Track Number: 1

---

**Withdrawal Information**  
 Withdrawal Date: 9/28/2007  
 Withdrawal Activity Code: W9 - Transfer: home taught  
 Withdrawal Reason Code:

Submit Cancel



5. Click *Submit*.

- This screen will be displayed after the Withdrawal record has been successfully deleted. Notice that the *Add Withdrawal* and *Add Year-End Status* buttons are now available.

**Student Personal Information**  
 SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

**Membership Information**  
 School Student ID: 1111   
 Enrollment Date: 8/13/2007  
 Activity Code: E1   
 Grade Level: 8 - Eighth Grade   
 Register ID: 1   
 Tuition Payer: 1 - All Others   
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course   
 Special Enrollment Code:   
 Membership Type: M - Main   
 Track Number: 1  
 DOR: 070462000

---

**Attendance/Absence Information**  
 Attendance (Minutes): 0   
 Absences (Days): 3

Delete Membership Add Withdrawal Add Year-End Status  
Back

Withdrawal Information is no longer displayed.



# Year-End Status Overview

---

## Summary

This section provides information regarding adding or deleting a student's Year-End Status using SAIS Online. A Year-End Status must be submitted for students who have not withdrawn from membership prior to the last scheduled day of school. This information is used by the Research and Evaluation Unit of the Arizona Department of Education to create the Year End Enrollment Report and Graduation Rate Study. Among other things, the information is used to calculate individual school, school district, county, and state dropout and graduation rates.

## Year-End Status Codes

The Year-End Status code describes the student's condition (status) on the last day of school. Year-End Status codes include codes for students who will be promoted, retained at the same grade level, and students who will graduate, among other things. For full definitions of these and all other codes used in SAIS, refer to [Data Transaction Code Values](#) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp>.

## Tips

- A student's Year-End Status may be submitted before or after the school year end date. Some LEAs may prefer to submit expected values before the end of the school year and then submit changes to Year-End Status only if necessary.
- No Year-End Status is reported for students who withdraw from the school prior to the last scheduled day of the school year.
- Preschool students expected to continue for another year of preschool should have a Year-End Status of {R} Retained.
- If a Year-End Status has been submitted for a student, the Withdraw option is not displayed. The Year-End Status must be deleted before a withdrawal can be submitted.
- If a withdrawal has been inadvertently submitted, then it must be deleted before a Year-End Status can be submitted.

# Add Year-End Status

This section is intended to provide step-by-step information regarding adding a student's Year-End Status using SAIS Online.

1. From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	<a href="#">3/28/1994</a>	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	<a href="#">2/14/1994</a>	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	<a href="#">1/10/1995</a>				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	<a href="#">4/24/1994</a>	8			

2. Click the **View** magnifying glass.

*Student Personal Information* [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

*Membership Information* [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

3. Click *Add Year-End Status*.

**Note: If the student has no membership or has been withdrawn from the selected membership, the *Add Year-End Status* button will not appear.**

*Student Personal Information*

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

*Membership Information*

School Student ID: 1111 [?](#)  
 Enrollment Date: 8/13/2007  
 Activity Code: E1 [?](#)  
 Grade Level: 8 - Eighth Grade [?](#)  
 Register ID: 1 [?](#)  
 Tuition Payer: 1 - All Others [?](#)  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course [?](#)  
 Special Enrollment Code: [?](#)

Membership Type: M - Main [?](#)  
 Track Number: 1  
 DOR: 070462000

---

*Attendance / Absence Information*

Attendance (Minutes): 0 [?](#)  
 Absences (Days): 3 [?](#)

Delete Membership
Add Withdrawal
Add Year-End Status
Back

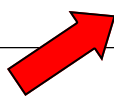
- Select the appropriate Year-End Status from the Year-End Status Dropdown List.

<b>Student Personal Information</b>	
SAIS ID: 21741814	Normal Graduation Year:
Student Name (L,F,M): Finn, Huckleberry Goes By (L,F): Finn, Huck	
<b>Membership Information</b>	
School Student ID: 1111	Membership Type: M - Main
Enrollment Date: 8/13/2007	Track Number: 1
Grade Level: 8 - Eighth Grade	
Register ID: 1	
Activity Code: E1 - Student entering Arizona public school for the first time this school year; last school attended was this school.	
Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course	
<b>Year-End Status Information</b>	
Year End Status:	A - ATTENDED
	A - ATTENDED C - COMPLETED G - GRADUATED P - PROMOTED R - RETAINED SA - STILL ENROLLED (AIMS) - Grade 12 only (Beginning with the class of 2002) SC - Vocational school - withdrawn to attend a vocational/technical school. SE - STILL ENROLLED (Met No Requirements) - Grade 12 only (Beginning with the class of 2002)



- Click *Submit*.

<b>Student Personal Information</b>	
SAIS ID: 21741814	Normal Graduation Year:
Student Name (L,F,M): Finn, Huckleberry Goes By (L,F): Finn, Huck	
<b>Membership Information</b>	
School Student ID: 1111	Membership Type: M - Main
Enrollment Date: 8/13/2007	Track Number: 1
Grade Level: 8 - Eighth Grade	
Register ID: 1	
Activity Code: E1 - Student entering Arizona public school for the first time this school year; last school attended was this school.	
Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course	
<b>Year-End Status Information</b>	
Year End Status:	P - PROMOTED
	Submit Cancel



- This screen will be displayed after the Year-End Status has been successfully added. Notice that *Change Year-End Status* and *Delete Year-End Status* buttons are now available. *Add Withdrawal* is no longer visible.

<b>Student Personal Information</b>	
SAIS ID: 21741814	Normal Graduation Year:
Student Name (L,F,M): Finn, Huckleberry Goes By (L,F): Finn, Huck	
<b>Membership Information</b>	
School Student ID: 1111 ?	Membership Type: M - Main ?
Enrollment Date: 8/13/2007	Track Number: 1
Activity Code: E1 ?	DOR: 070462000
Grade Level: 8 - Eighth Grade ?	
Register ID: 1 ?	
Tuition Payer: 1 - All Others ?	
Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course ?	
Special Enrollment Code: ?	
<b>Attendance/Absence Information</b>	
Attendance (Minutes): 0 ?	Absences (Days): 3 ?
<b>Year-End Status Information</b>	
Year End Status:	P - PROMOTED
	Delete Membership Change Year-End Status Delete Year-End Status
	Back

Year-End Status Information is now displayed.

# Change Year-End Status

This section is intended to provide step-by-step information regarding changing a student's Year-End Status using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

- Click the **View** magnifying glass.

*Student Personal Information* [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

*Membership Information* [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

- Click *Change Year-End Status*.

*Membership Information*

School Student ID: 1111  
 Enrollment Date: 8/13/2007  
 Activity Code: E1  
 Grade Level: 8 - Eighth Grade  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

Membership Type: M - Main  
 Track Number: 1  
 DOR: 070462000

*Attendance/Absence Information*

Attendance (Minutes): 0  
 Absences (Days): 3

*Year-End Status Information*

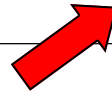
Year End Status: P - PROMOTED

Delete Membership
Change Year-End Status
Delete Year-End Status

Back

4. Change the Year-End Status as appropriate.

<b>Membership Information</b>	
School Student ID: 1111	Membership Type: M - Main
Re-Admission Date: 10/15/2007	Track Number: 1
Grade Level: 8 - Eighth Grade	
Register ID: 1	
Activity Code: R9 - Student re-entering after withdrawing from this school as a W9	
Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course	
<b>Year-End Status Information</b>	
Year End Status: <input type="text" value="R - RETAINED"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	



5. Click *Submit*.

- This screen will be displayed after the Year-End Status has been successfully changed.

<b>Student Personal Information</b>	
SAIS ID: 21741814	Normal Graduation Year:
Student Name (L,F,M): Finn, Huckleberry	
Goes By (L,F): Finn, Huck	
<b>Membership Information</b>	
School Student ID: 1111	Membership Type: M - Main
Re-Admission Date: 10/15/2007	Track Number: 1
Activity Code: R9	DOR: 070462000
Grade Level: 8 - Eighth Grade	
Register ID: 1	
Tuition Payer: 1 - All Others	
Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course	
Special Enrollment Code:	
<b>Attendance/Absence Information</b>	
Attendance (Minutes): 0	Absences (Days): 0
<b>Year-End Status Information</b>	
Year End Status: R - RETAINED	
<input type="button" value="Delete Membership"/> <input type="button" value="Change Year-End Status"/> <input type="button" value="Delete Year-End Status"/>	
<input type="button" value="Back"/>	

# Delete Year-End Status

This section is intended to provide step-by-step information regarding deleting a student's Year-End Status using SAIS Online.

- From the **Student List** screen, click the **Membership** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

- Click the **View** magnifying glass.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

**Membership Information** [Add New Enrollment](#)

School Student ID	Membership Type	Track Number	Activity Code	Grade	Entry Date	Exit Date	View
1111	Main	1	E1	8	8/13/2007		

- Click **Delete Year-End Status**.

**Membership Information**

School Student ID: 1111  
 Enrollment Date: 8/13/2007  
 Activity Code: E1  
 Grade Level: 8 - Eighth Grade  
 Register ID: 1  
 Tuition Payer: 1 - All Others  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Special Enrollment Code:

Membership Type: M - Main  
 Track Number: 1  
 DOR: 070462000

**Attendance/Absence Information**

Attendance (Minutes): 0  
 Absences (Days): 3

**Year-End Status Information**

Year End Status: P - PROMOTED

Delete Membership
Change Year-End Status
Delete Year-End Status
Back

4. Verify that you wish to delete the Year-End Status.

**!** Carefully review the information below to be sure you wish to delete this Year End Status record. Click the Submit button to permanently remove the Year End Status. Click the Cancel button to abort and return to the View Membership Details page.

---

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

**Membership Information**

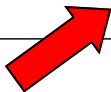
School Student ID: 1111  
 Enrollment Date: 8/13/2007  
 Grade Level: 8 - Eighth Grade  
 Register ID: 1  
 Activity Code: E1 - Student entering Arizona public school for the first time this school year; last school attended was this school.  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course  
 Membership Type: M - Main  
 Track Number: 1

---

**Year-End Status Information**

Year End Status: P - PROMOTED

Submit Cancel



5. Click *Submit*.

• This screen will be displayed after the Year-End Status has been successfully deleted. Notice that the *Add Withdrawal* and *Add Year-End Status* buttons are now available.

**Student Personal Information**

SAIS ID: 21741814  
 Student Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Normal Graduation Year:

---

**Membership Information**

School Student ID: 1111 ?  
 Enrollment Date: 8/13/2007  
 Activity Code: E1 ?  
 Grade Level: 8 - Eighth Grade [▢]  
 Register ID: 1 [▢]  
 Tuition Payer: 1 - All Others [▢]  
 Student Membership FTE: 1.00 - student course load is full time, equivalent to 100% of a full time course [▢]  
 Special Enrollment Code: [▢]  
 Membership Type: M - Main ?  
 Track Number: 1  
 DOR: 070462000

---

**Attendance / Absence Information**

Attendance (Minutes): 0 [▢]  
 Absences (Days): 3 [▢]

Delete Membership Add Withdrawal Add Year-End Status  
 Back

Year-End Status Information is no longer displayed.

# Special Education Service Participation Overview

## Summary

This section is intended to provide information regarding adding SPED Service Participation for a student using SAIS Online.

Add a new SPED Service Participation for each Need (disability). Adding SPED Service Participation automatically adds the SPED Need in the Student Needs area, therefore, it is unnecessary to add the student's Need separately.

Use the change option to enter the student's Service Exit Date and Program Exit Reason. Beginning in fiscal year 2008, a Service Exit Date and Program Exit Reason are required to exist on SAIS for all SPED students.

If a student's SPED Service Type changes mid-year, use the change option to exit the student from the original service, and use the add option to add the new service.

Changes to certain SPED Service Participation information, including Track Number, Grade, Need Code, Service Entry Date, and/or Service Type, must be performed by deleting any incorrect information and then using the add option to submit corrected information.

## Tips

- From the Student List, a Needs magnifying glass icon may be clicked whether it is black or gray. A gray Needs magnifying glass icon indicates that no Need is currently listed for the student. Conversely, black magnifying glass icons indicate that Needs information does exist for the student.
- A student's Service Exit Date and Program Exit Reason must match either the Year-End Status Code or Withdrawal Code submitted for the student as part of the student's Membership information.
- For full definitions of all codes used in SAIS, refer to [Data Transaction Code Values](#) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp>.

## Field Definitions

**Track Number** - Corresponds to the LEA Calendar which is set up and activated on the ADE Common Logon for the school the student attends

**Grade** - The student's grade level in school. If the student also has a membership in the school, the Grade must match the Grade of the student's membership. *(After selecting the Grade, wait for the screen to refresh and populate the next field, Need Code.)*

**Need Code** - Indicates a student's disability. *(After selecting a Need Code, wait for the screen to refresh and populate the next field, SPED Service (Type) Code.)*

**SPED Service (Type) Code** - Indicates how the student's disability is being serviced (i.e., inside of the regular classroom 80% or more of the day, public or private separate day school for greater than 50% of the day, etc.) Select the appropriate Service Code from the dropdown list.

**Service Entry Date** - The date a student's SPED service begins each year or the date when a student returns to participate in the program during the same year following a previous exit.

**Service Exit Date** - Date of exit from a SPED service. Submitted if a student exits from SPED service for any reason during the school year or for other reasons at the end of a school year (i.e., graduated, transferred to regular education, transition to kindergarten, school is out). A date may be manually keyed into the field, or selected by clicking on the calendar icon next to the field.

**Program Exit Reason** - Code indicating the reason a student has exited from SPED service. (Required when an exit date is submitted.)

**Funded DOR** - Funded District of Residence; the CTDS number for the entity that receives funding for a student's special education service participation. Click the binoculars icon to search for a CTDS number.

**Special Enrollment Code** - Most students will not have a Special Enrollment Code, so this field will be left blank. A code of {1} indicates that the student has a CEC-A; a code of {2} indicates that the student has a CEC-B; a code of {3} indicates that the student attends the school through an open enrollment policy. Special Enrollment Codes are not applicable to charter schools. For more information, please see Terminology in this section.



**Federal Primary Indicator (Federal Primary Need**

**Indicator)** - Identifies the particular disability that has the greatest adverse impact on the student's ability to access and progress through the general curriculum. One and only one Need must be indicated as the Federal Primary Need at any particular point in time for every special education student.

If this is the student's sole disability, then this field will be "Yes." Changes to a student's Federal Primary Need Indicator may result in a need to exit and reenter a student from SPED service participation so the student's Federal Primary Need is indicated accurately for all service periods. For more information, refer to the STaR Team document [New SAIS Requirements for SPED - Fiscal Year 2007](#), available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star>.

## Terminology

### CEC-A and CEC-B (Certificate of Educational Convenience)

Certificates of Educational Convenience, types A and B, are issued by County School Superintendents.

CEC-A pertains to students who reside in unorganized territories with no school district or who are precluded by distance or lack of adequate transportation from attending school in the district or county of residence.

CEC-B pertains to students who are placed in one of the following facilities: a State rehabilitation or corrective institution, a foster home, a child care agency, or institution which is licensed and supervised by the Department of Economic Security or Department of Health Services, a residential facility operated or supported by the Department of Economic Security or the Department of Health Services, or a residence under supervision of the Juvenile Corrections.

The County School Superintendent of any county may not issue a CEC for a student placed in one of the above listed facilities if the student is placed in the same district of the student's parents' or legal guardians' residence or if the student is placed without a court order and the student's parents or legal guardians are not residents of this state.

### LEA Calendar

An application found on the ADE Common Logon to report the instructional calendar/s for schools.

Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. The LEA Calendar must be activated before submissions to SAIS Online can be processed.

### Open Enrollment

School districts may adopt and implement policies to allow students who reside outside of their district boundaries to enroll in any school within the district. Students who enroll under the provisions of such policies are known as open enrollment students.

*Open Enrollment is not applicable to students who are tuitioned-out to private schools or to students who attend Head Start.*

# Add SPED Service Participation for a Student

This section is intended to provide step-by-step information regarding adding SPED Service Participation for a student using SAIS Online.

- From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

[Back to School List](#) \* [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8			
2222	21741838	<a href="#">Sawyer, Thomas</a>	2/14/1994	8			
3333	21741845	<a href="#">Sawyer, Sidney</a>	1/10/1995				
4444	21741876	<a href="#">Thatcher, Rebecca</a>	4/24/1994	8			

- Click **Add New SPED Service Participation**. (You may need to scroll down to see the **SPED Service Participation** link.)

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Care By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year: \_\_\_\_\_

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name: \_\_\_\_\_

**Student Needs** [Add New Need](#)  
 No Needs found for this Student.

**Student ELL Assessments** [Add New ELL Assessment](#)  
 No Assessments found for this Student.

**Student Early Childhood Preschool Assessments** [Add Early Childhood Preschool Assessment](#)  
 No Early Childhood Preschool Assessment found for this Student.

**Student Language Program Participation** [Add New Language Program Participation](#)  
 No Language Program Participation found for this Student.

**Student SPED Service Participation** [Add New SPED Service Participation](#)  
 No SPED Service Participation found for this Student.

**Student SPED Service Participation** [Add New SPED Service Participation](#)  
 No SPED Service Participation found for this Student.

- Enter Information.

**Note: WAIT for the screen to populate the next dropdown list after selecting the Grade. The screen will also refresh after selecting the Need Code.**

**SPED Service Participation Information**

Track Number:

Grade:

Need Code:

SPED Service (Type) Code:

Service Entry Date:  (MM/DD/YYYY)

Service Exit Date:  (MM/DD/YYYY)

Program Exit Reason:

Funded DOR:

Special Enrollment Code:

Federal Primary Indicator:

- Click **Submit**.

For a complete description of all form fields, refer to the first page of the [SPED Service Participation](#) section of this document.

# Change SPED Service Participation for a Student

This section is intended to provide step-by-step information regarding changing SPED Service Participation for a student using SAIS Online. This action is required to add a student's Service Exit Date and Program Exit Reason, or to change information that exists for Funded DOR, Special Enrollment Code, and/or Federal Primary Need Indicator. Changes to Track Number, Grade, Need Code, Service Entry Date, and/or Service Type, must be performed by deleting any incorrect information and then using the add option to submit corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

Back to School List							Add a New Student		
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
1111	21741814	Finn, Huckleberry	3/28/1994	8					



2. From the **Student Needs** screen, click the **change icon** in the **Change** column of the Student SPED Service Participation area.

Student SPED Service Participation											Add New SPED Service Participation	
Track #	Need Code	SPED Service Code	Entry Date	Exit Date	Exit Reason	SPED Grade	Funded SPED Service DOR	Special Enrollment Code	Federal Primary Indicator	Change	Remove	
1	EDP	D - Public or Private Separate Day School.	8/13/2007		-	8 - Eighth Grade	070462000	-	True			



3. Enter or change appropriate information.

**Note: Changes to a student's Federal Primary Indicator may result in a need to exit and reenter a student from SPED service participation so the student's Federal Primary Need is indicated accurately for all service periods.**

**SPED Service Participation Information**

Track Number: 1

Grade: 8 - Eighth Grade

Need Code: EDP - Emotional Disability (separate facility, private school)

SPED Service (Type) Code: D - Public or Private Separate Day School.

Service Entry Date: 8/13/2007

Service Exit Date:  (MM/DD/YYYY)

Program Exit Reason:

Funded DOR: 070462000

Special Enrollment Code:

Federal Primary Indicator: Yes

4. Click *Submit*.

# Delete SPED Service Participation for a Student

This section is intended to provide step-by-step information regarding deleting SPED Service Participation for a student using SAIS Online. Certain SPED Service Participation information, including Track Number, Grade, Need Code, Service Entry Date, and Service Type, can only be changed by using the delete option in SAIS Online. To change this information, the SPED Service Participation must be deleted and then reentered with corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>							<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College	
1111	21741814	<a href="#">Finn, Huckleberry</a>	3/28/1994	8				



2. From the **Student Needs** screen, click the **delete icon** in the **Remove** column.

<b>Student SPED Service Participation</b>											<a href="#">Add New SPED Service Participation</a>	
Track #	Need Code	SPED Service Code	Entry Date	Exit Date	Exit Reason	SPED Grade	Funded SPED Service DOR	Special Enrollment Code	Federal Primary Indicator	Change	Remove	
1	EDP	D - Public or Private Separate Day School.	8/13/2007		-	8 - Eighth Grade	070462000	-	True			



3. Verify that this is the appropriate information to be deleted.

Carefully review the information below to be sure you wish to delete this SPED Service Participation record. Click the Submit button to permanently remove the Need. Click the Cancel button to abort and return to the View Student Needs page.

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741814  
 Name (L,F,M): Finn, Huckleberry  
 Goes By (L,F): Finn, Huck  
 Resp. Party (L,F): Finn, Pap  
 Birth Date: 3/28/1994  
 Country of Birth: US - United States of America  
 State of Birth: MO - Missouri  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**SPED Service Participation Information**

Track Number: 1  
 Grade: 8 - Eighth Grade  
 Need Code: EDP - Emotional Disability (separate facility, private school)  
 SPED Service (Type) Code: D - Public or Private Separate Day School.  
 Service Entry Date: 8/13/2007  
 Service Exit Date:  
 Program Exit Reason:  
 Funded DOR: 070462000  
 Special Enrollment Code:  
 Federal Primary Indicator: Yes

4. Click **Submit**.

# Early Childhood Program Participation and Early Childhood Preschool Assessment Overview

## Summary

### Early Childhood Program Participation:

Certain information regarding a student's participation in one or more Early Childhood Preschool Programs is collected by ADE through submissions to SAIS. The steps outlined in this section of this document apply to students who participate in State Family Literacy, Early Childhood Block Grant, Title I Even Start, Migrant Education Even Start, and Title I Preschool Programs, in addition to Tuition-based and other Early Childhood Preschool Programs. Students may participate in more than one preschool program. Add a new Early Childhood Program Participation record for each program in which a student participates. Please refer to the [Data Transaction Code Values](#) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp> for full descriptions of Preschool Program types.

If a student exits from an Early Childhood Preschool Program after Program Participation has been added, use the change option to enter the student's Program Exit Date.

If the student's Preschool Program Type changes mid-year, use the change option to exit the student from the original Program, and use the add option to add the new Program Participation.

Changes to certain Early Childhood Preschool Program information, including Track Number, Preschool Program Type, and/or Program Entry Date, must be performed by deleting any incorrect information and then using the add option to submit corrected information.

### Early Childhood Preschool Assessment:

This section also provides information regarding adding, changing, and deleting Early Childhood Preschool Assessment information for preschool students who participate in the Early Childhood Programs listed above and/or Preschool Special Education.

Changes to certain Early Childhood Preschool Assessment information, including Track Number, Preschool Assessment Type, and/or Assessment Date, must be performed by deleting any incorrect information and then using the add option to submit corrected information.

## Tips

- From the Student List, a Needs magnifying glass icon may be clicked whether it is black or gray. A gray Needs magnifying glass icon indicates that no Need is currently listed for the student. Conversely, black magnifying glass icons indicate that Need information does exist for the student.
- Before Program participation can be entered, the student must have a membership in the school. Please refer to the section of this document regarding Enrollment for membership for more information.
- Before Assessment information can be entered, the student must have a record of participation in one or more Early Childhood Preschool Programs.

## Field Definitions

### For All Program Participation:

**Track Number** - Corresponds to the LEA Calendar which is set up and activated on the ADE Common Logon for the school the student attends

**Preschool Program Type** - Select the appropriate Preschool Program for the student (*After selecting the Preschool Program Type, wait for the screen to refresh and generate appropriate fields for the program selected.*)

**Program Entry Date** - The date a student's program participation begins each year or the date when a student returns to participate in the program during the same year following a previous exit. A date may be manually keyed into the field, or selected by clicking on the calendar icon next to the field.

**Program Exit Date** - The date when the student exited from the selected Program. This field is required when the student exits from a Program; if the student is still participating, then it should remain blank. A date may be manually keyed into the field, or selected by clicking on the calendar icon next to the field.

**Program Partner ID** - CTDS number for the district reporting the student's information.

### For Early Childhood Block Grant:

**Living in Household Indicator** - Select the option that best describes with whom the student lives: {1} Mother; {2} Father; {3} Both Mother and Father, or {4} Neither Mother nor Father (*After making a selection, wait for the screen to refresh and populate the next field.*)

**Mother Employment Status and/or Father**

**Employment Status** - Select “Yes” if the parent is employed or “No” if the parent is unemployed. This information is only required to be collected at the time of the student’s entry into the Program. It does not need to be changed in SAIS over the course of the school year.

**For State Family Literacy and/or Title I Even Start:**

**Family Income Indicator** - Select “Yes” if the student’s family is at or below the poverty level. Select “No” if the student’s family is not at or below the poverty level. Report the family income that exists on the Program Entry Date. This information does not need to be changed in SAIS over the course of the school year.

**Adult Education ID** - ADE generated Adult Education identifier. Contact the Early Childhood Education unit for more information

**ExmptFrPPVT3orPalsPreK** - Code indicating that the student is exempt from taking the PPVTIII or Pals-PreK assessments. Refer to the [Data Transaction Code Values](#) for more information.

**For Early Childhood Assessment:**

**Track Number** - Corresponds to the LEA Calendar which is set up and activated on the ADE Common Logon for the school the student attends

**Responsible Entity ID** - Responsible district CTD.

**Preschool Assessment Type** - Choose the name of the assessment that was administered for the student. After making a selection, wait for the screen to refresh and populate the Test Score fields.

**Assessment Date** - Enter the date when the Assessment was completed, or click on the calendar icon to select a date.

**Test Score** - Enter Test Scores for the corresponding test areas. The number of Test Score fields will vary depending on the type of assessment chosen.

## Terminology

### LEA Calendar

An application found on the ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. The LEA Calendar must be activated before submissions to SAIS Online can be processed.

# Add Early Childhood Program Participation for a Student

This section is intended to provide step-by-step information regarding adding an Early Childhood Program Participation record for a student using SAIS Online.

- From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

Back to School List								* Add a New Student	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
5555	21741883	Squarepants, Spongebob	12/1/2004	PS					



- Click **Add Early Childhood Program Participation**. (You may need to scroll down to see the **Early Childhood Program Participation** link .)

**Student Personal Information** Change Student Info

SAIS ID: 21741883  
 Name (L,F,M): Squarepants, Spongebob  
 Goes By (L,F): Squarepants  
 Resp. Party (L,F): Eldeon, Nick  
 Birth Date: 12/1/2004  
 Country of Birth: US - United States of America  
 State of Birth: CA - California  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: Asian or Pacific Islander (A)  
 Home Language: 00 - English  
 Tribal Name:

---

**Student Needs** \* Add New Need  
 No Needs found for this Student

---

**Student Early Childhood Preschool Assessments** \* Add Early Childhood Preschool Assessment  
 No Early Childhood Preschool Assessment found for this Student

---

**Student Language Program Participation** \* Add New Language Program Participation  
 No Language Program Participation found for this Student

---

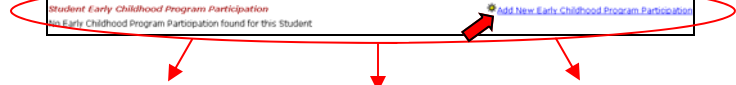
**Student SPED Service Participation** \* Add New SPED Service Participation  
 No SPED Service Participation found for this Student

---

**Student Support Program Participation** \* Add New Support Program Participation  
 No Support Program Participation found for this Student

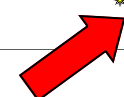
---

**Student Early Childhood Program Participation** \* Add New Early Childhood Program Participation  
 No Early Childhood Program Participation found for this Student



**Student Early Childhood Program Participation** \* Add New Early Childhood Program Participation

No Early Childhood Program Participation found for this Student



- Enter **Track Number** and select **Preschool Program Type**.

**Note:** After selecting the **Preschool Program Type**, **WAIT** for the screen to refresh.

**Early Childhood Program Participation Information**

**Track Number:**

**Preschool Program Type:**

**Program Entry Date:**

**Program Exit Date:**

**Program Partner ID:**

1 - Early Childhood Grant - Child enrolled in Ear

2 - State Family Literacy - State Family Literacy

3 - Title 1 Even Start - Even Start eligible child a

4 - Migrant Education Even Start - Migrant eligib

5 - Title 1 Preschool - Child Enrolled in a Title I t

6 - Tuition-Based Preschool or Early Childhood

7 - Other Preschool or Early Childhood Program

Refer to the following sections relevant to the Program(s) in which the student participates.

**Early Childhood Block Grant {1}:**

4. Enter Information.

5. Select the appropriate Living In Household Indicator.

**Note:** After selecting the Living in Household Indicator WAIT for the screen to refresh. Based on the Living in Household selection additional fields may be visible. (i.e., If Mother is selected, the Mother Employment Status field will be visible.)

*Early Childhood Program Participation Information*

Track Number:

Preschool Program Type:

Program Entry Date:  (MM/DD/YYYY)

Program Exit Date:  (MM/DD/YYYY)

Program Partner ID:

Living In Household Indicator:

1 - Mother	<input type="button" value="Cancel"/>
2 - Father	
3 - Both	
4 - Neither	

6. When applicable, select the Employment Status of the Parent(s).

7. Click *Submit*.

*Early Childhood Program Participation Information*

Track Number:

Preschool Program Type:

Program Entry Date:  (MM/DD/YYYY)

Program Exit Date:  (MM/DD/YYYY)

Program Partner ID:

Living In Household Indicator:

Mother Employment Status:

Father Employment Status:



**State Family Literacy {2} OR Title I Even Start {3}:**


4. Enter Information.


5. Click *Submit*.


*Early Childhood Program Participation Information*

Track Number:

Preschool Program Type:

Program Entry Date:   (MM/DD/YYYY)

Program Exit Date:   (MM/DD/YYYY)

Program Partner ID:  

Family Income Indicator:

Adult Education ID:

ExmptFrPPVT3orPalsPreK:

**Migrant Education Even Start {4},  
Title I Preschool {5},  
Tuition Based Preschool or other Early Childhood Program {6}, OR  
Other Preschool or Early Childhood Program {7}:**


4. Enter Information.


5. Click *Submit*.


*Early Childhood Program Participation Information*

Track Number:

Preschool Program Type:

Program Entry Date:   (MM/DD/YYYY)

Program Exit Date:   (MM/DD/YYYY)

Program Partner ID:  

# Change Early Childhood Program Participation Information for a Student

This section is intended to provide step-by-step information regarding changing Early Childhood Program Participation information for a student using SAIS Online. This action may be warranted if it is necessary to add a student's Program Exit Date, or to change information that exists for a student's Program Partner ID, Family Income Indicator (for State Family Literacy or Title I Even Start), and/or Living in Household Indicator (for Early Childhood Block Grant). Changes to Track Number, Preschool Program Type, and/or Program Entry Date, must be performed by deleting any incorrect information and then using the add option to submit corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

* School Student ID		SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
5555	21741883	Squarepants, Spongebob		12/1/2004	PS			



2. From the **Student Needs** screen, click the **change icon** in the **Change** column of the Student Early Childhood Program Participation area.

Track #	Program Type	Entry Date	Exit Date	Partner ID	Family Income Indicator	Adult Education ID	PPVT III or PALS-Prek Exempt	Living In Household Indicator	Mother Employment Status	Father Employment Status	Change	Remove
1	1 - Early Childhood Grant - Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.	8/20/2007		070462000				4- Neither				



3. Enter or change appropriate information.

**Early Childhood Program Participation Information**

Track Number: 1

Preschool Program Type: 1 - Early Childhood Grant - Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.

Program Entry Date: 8/20/2007

Program Exit Date:  (MM/DD/YYYY)

Program Partner ID: 070462000

Living In Household Indicator: 4 - Neither

4. Click *Submit*.

# Delete Early Childhood Program Participation Information for a Student

This section is intended to provide step-by-step information regarding deleting Early Childhood Program Participation information for a student using SAIS Online. Certain Early Childhood Program Participation information, including Track Number, Preschool Program Type, and Program Entry Date, can only be changed by using the delete option in SAIS Online. To change this information, the Early Childhood Program Participation record must be deleted and then reentered with corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>							<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College	
5555	21741883	<a href="#">Squarepants, Spongebob</a>		12/1/2004	PS			



2. From the **Student Needs** screen, click the **delete icon** in the **Remove** column of the Student Early Childhood Program Participation area.

<a href="#">Student Early Childhood Program Participation</a>												<a href="#">Add New Early Childhood Program Participation</a>	
Track #	Program Type	Entry Date	Exit Date	Partner ID	Family Income Indicator	Adult Education ID	PPVT III or PALS-Prek Exempt	Living In Household Indicator	Mother Employment Status	Father Employment Status	Change	Remove	
1	1 - Early Childhood Grant - Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.	8/20/2007		070462000				4- Neither					



3. Verify that this is the appropriate information to be deleted.

Carefully review the information below to be sure you wish to delete this Early Childhood Program Participation record. Click the Submit button to permanently remove the Need. Click the Cancel button to abort and return to the View Student Needs page.

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741883  
 Name (L,F,M): Squarepants, Spongebob  
 Goes By (L,F): Squarepants  
 Resp. Party (L,F): Elodeon, Nick  
 Birth Date: 12/1/2004  
 Country of Birth: US - United States of America  
 State of Birth: CA - California  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: Asian or Pacific Islander (A)  
 Home Language: 00 - English  
 Tribal Name:

---

**Early Childhood Program Participation Information**

Track Number: 1  
 Preschool Program Type: 1 - Early Childhood Grant - Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.  
 Program Entry Date: 8/20/2007  
 Program Exit Date:  
 Program Partner ID: 070462000  
 Living In Household Indicator: 4 - Neither

4. Click **Submit**.

# Add an Early Childhood Preschool Assessment for a Student

This section is intended to provide step-by-step information regarding adding Early Childhood Preschool Assessment information using SAIS Online.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>								<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
5555	21741883	Squarepants, Spongebob	12/1/2004	PS					

2. Click *Add Early Childhood Preschool Assessment*.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741883  
 Name (L,F,M): Squarepants, Spongebob  
 Goes By (L,F): Squarepants  
 Resp. Party (L,F): Elodeon, Nick  
 Birth Date: 12/1/2004  
 Country of Birth: US - United States of America  
 State of Birth: CA - California  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: Asian or Pacific Islander (A)  
 Home Language: 00 - English  
 Tribal Name:

---

**Student Needs** [Add New Need](#)

No Needs found for this Student

---

**Student Early Childhood Preschool Assessments** [Add Early Childhood Preschool Assessment](#)

No Early Childhood Preschool Assessment found for this Student

3. Enter **Track Number**, **Responsible Entity ID**, and **Preschool Assessment Type**.

**Note:** After selecting the **Preschool Assessment Type**, **WAIT** for the screen to refresh. **Test score fields will be visible.**

**Early Childhood Preschool Assessment**

Track Number:

Responsible Entity ID:

Preschool Assessment Type:

Assessment Date: 


- 1 - Work Sampling
- 2 - Creative Curriculum
- 3 - Child Observation Record (COR)
- 4 - Galileo Plus
- 5 - Peabody Picture Vocabulary Test-III (PPVT-III)
- 6 - Phonological Awareness Literacy Screening

4. Enter **Assessment Date** and **Test Scores**.


5. Click *Submit*.

**Early Childhood Preschool Assessment**

Track Number:

Responsible Entity ID:  

Preschool Assessment Type:

Assessment Date:   (MM/DD/YYYY)

Test Score1 :

Test Score2 :

Test Score3 :

Test Score4 :

Test Score5 :

Test Score6 :

Test Score7 :

Test Score8 :

Test Score9 :

The number of **Test Score** fields will differ depending upon the **Preschool Assessment Type** selected.

Enter scores from the corresponding test areas.

# Change Early Childhood Preschool Assessment Information for a Student

This section is intended to provide step-by-step information regarding changing a student’s Early Childhood Preschool Assessment information using SAIS Online. This action may be warranted if it is necessary to change information that exists for the student’s Responsible Entity ID or Test Scores. Changes to Track Number, Preschool Assessment Type, or Assessment Date must be performed by deleting any incorrect information and then reentering corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

Back to School List								Add a New Student	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
5555	21741883	Squarepants, Spongebob	12/1/2004	PS					



2. From the **Student Needs** screen, click the *change icon* in the **Change** column of the Student Early Childhood Preschool Assessments area.

Student Early Childhood Preschool Assessments													Add Early Childhood Preschool Assessment				
Track #	Assessment Type	Responsible Entity ID	Assessment Date	TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12	Change	Remove
1	4 - Galileo Plus	070462000	12/7/2007	5	4	3	2	1	2	3	4	5					



3. Change appropriate information.

**Early Childhood Preschool Assessment**

**Track Number:** 1

**Responsible Entity ID:**

**Preschool Assessment Type:** 4 - Galileo Plus

**Assessment Date:** 12/7/2007

**Test Score 1 :**

**Test Score 2 :**

**Test Score 3 :**

**Test Score 4 :**

**Test Score 5 :**

**Test Score 6 :**

**Test Score 7 :**

**Test Score 8 :**

**Test Score 9 :**

4. Click *Submit*.

# Delete Early Childhood Preschool Assessment Information for a Student

This section is intended to provide step-by-step information regarding deleting a student’s Early Childhood Preschool Assessment information using SAIS Online. Certain Early Childhood Preschool Assessment information, including Track Number, Preschool Assessment Type, and Assessment Date, can only be changed by using the delete option in SAIS Online. To change this information, the Early Childhood Preschool Assessment information must be deleted and then reentered with corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>								<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
5555	21741883	<a href="#">Squarepants, Spongebob</a>	12/1/2004	PS					



2. From the **Student Needs** screen, click the **delete icon** in the **Remove** column of the Student Early Childhood Preschool Assessments area.

<i>Student Early Childhood Preschool Assessments</i>														<a href="#">Add Early Childhood Preschool Assessment</a>			
Track #	Assessment Type	Responsible Entity ID	Assessment Date	TS1	TS2	TS3	TS4	TS5	TS6	TS7	TS8	TS9	TS10	TS11	TS12	Change	Remove
1	4 - Galileo Plus	070462000	12/7/2007	5	4	3	2	1	2	3	4	5					



3. Verify that this is the appropriate information to be deleted.

**?** Carefully review the information below to be sure you wish to delete this Early Childhood Assessment record. Click the Submit button to permanently remove the Assessment. Click the Cancel button to abort and return to the View Student Needs page.

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21741883  
 Name (L,F,M): Squarepants, Spongebob  
 Goes By (L,F): Squarepants  
 Resp. Party (L,F): Elodean, Nick  
 Birth Date: 12/1/2004  
 Country of Birth: US - United States of America  
 State of Birth: CA - California  
 Normal Graduation Year: \_\_\_\_\_

Gender: M - Male  
 Ethnicity: Asian or Pacific Islander (A)  
 Home Language: 00 - English  
 Tribal Name: \_\_\_\_\_

---

**Early Childhood Preschool Assessment**

Track Number: 1  
 Responsible Entity ID: 070462000  
 Preschool Assessment Type: 4 - Galileo Plus  
 Assessment Date: 12/7/2007  
 Test Score1 : 5  
 Test Score2 : 4  
 Test Score3 : 3  
 Test Score4 : 2  
 Test Score5 : 1  
 Test Score6 : 2  
 Test Score7 : 3  
 Test Score8 : 4  
 Test Score9 : 5

4. Click *Submit*.

# English Language Learner Program Participation and Assessment Overview

## Summary

This section provides information regarding adding, changing, and deleting English Language Learner (ELL) program participation records and assessment data. ELL information falls under the broad category of student Needs. To add, change or delete program participation and assessment data, navigate to the Needs area in SAIS Online by clicking on a student's Needs magnifying glass.

### English Language Learner Program Participation:

Add a new record of ELL program participation for each student who participates in an ELL program at any time during the school year. Adding an ELL program participation record automatically adds the student's Need, {LEPS} Limited English Proficiency, in the Student Needs area of SAIS Online, therefore, it is unnecessary to add the student's Need separately.

Use the change option to enter a student's Program Exit Date and Program Exit Reason if a student exits from an ELL program before the end of the school year. Changes to other ELL program participation data (Track Number, Program Type, and/or Program Entry Date) must be performed by deleting the entire record of program participation and then using the add option to submit corrected information.

### English Language Learner Assessment:

Test data for each Arizona English Language Learner Assessment (AZELLA) administered by the LEA during the year should be submitted to SAIS. Assessment results may only be submitted by the LEA that administered the assessment.

Use the change option to edit a student's score in any sub-portion(s) of the assessment, proficiency level in any sub-portion(s) of the assessment, Overall Assessment Result, Overall Proficiency Level, or Overall Composite Score. Changes to any Assessment Date must be performed by deleting the entire assessment record and then using the add option to submit corrected information.

## Tips

- From the Student List, a Needs magnifying glass icon may be clicked whether it is black or gray. A gray Needs magnifying glass icon indicates that no Need is currently listed for the student. Conversely, black magnifying glass icons indicate that Need information does exist for the student.

- A student must have school membership for each day of participation in an ELL program. If a student's membership is not displayed in SAIS Online, refer to the section of this document regarding Enrollment for membership for more information.
- Each student in a language program must have a record of an assessment administered within the current or past fiscal year in SAIS. The assessment date must be on or prior to the student's language program participation start date for the current school year. This assessment information must indicate that the student is eligible to participate in a program (Overall Assessment Result = *ELL* or *ELL After Reclassification*).
- ELL assessment scores must contain three digits.
- From fiscal year 2007 forward, scores of 998 indicating that a sub-portion of the assessment was not attempted are no longer valid. Submit the actual scaled score for each sub-portion.
- From fiscal year 2008 forward, SAIS will accept actual scaled scores for all sub-portions of the AZELLA when the Overall Assessment Result is Continuing FEP. Submit the actual scaled scores rather than 999.
- Please refer to the [Data Transaction Code Values](http://www.ade.az.gov/sais/saisdbdocs.asp) found in the SAIS Design/Requirements Documents at <http://www.ade.az.gov/sais/saisdbdocs.asp>, and the [SAIS 2007-2008 Requirements Changes Overview](http://www.ade.az.gov/sais/SAISChangesforFY08.pdf) at <http://www.ade.az.gov/sais/SAISChangesforFY08.pdf> for full descriptions of all codes used in SAIS.
- Students who take the AZELLA and achieve an Overall Assessment Result of *Reclassified Fluent English Proficient* should have this assessment data submitted to SAIS. Students who are Reclassified FEP must also be exited from the ELL program before the end of that school year so that these students' progress can be counted in the LEA's Annual Measurable Achievement Objectives (AMAO).



## Field Definitions

### For ELL Program Participation:

**Track Number** - Corresponds to the LEA Calendar which is set up and activated on the ADE Common Logon for the school the student attends.

**Need Code** - Indicates the student's particular Need. For ELL students, the only option in this field is {LEPS}, Limited English Proficiency. SAIS Online defaults to {LEPS}.

**Program Code** - Indicates the particular ELL program in which the student participates.

**Program Entry Date** - The date the student's ELL program participation begins each year, or the date when a student returns to participate in the program during the same year following a previous exit.

**Program Exit Date** - The date of exit from an ELL program; only required for students who exit from an ELL program for any reason during the school year.

**Program Exit Reason** - Indicates the reason the student has exited from the ELL program; required when an exit date is submitted.

### For ELL Assessment:

**Oral Assessment Date** - The date the Oral sub-portion of the AZELLA was administered.

**Oral Proficiency Level** - The level of proficiency achieved by the student on the Oral sub-portion of the AZELLA. This information is found in the SAIS Data area of the AZELLA Student Report obtained from Harcourt, where it is referred to as "Performance Level."

**Oral Assessment Score** - The scaled score achieved by the student on the Oral sub-portion of the AZELLA. This number is included in the SAIS Data area of the AZELLA Student Report obtained from Harcourt.

**Reading Assessment Date** - The date the Reading sub-portion of the AZELLA was administered.

**Reading Proficiency Level** - The level of proficiency achieved by the student on the Reading sub-portion of the AZELLA. This information is found in the SAIS Data area of the AZELLA Student Report obtained from Harcourt, where it is referred to as "Performance Level."

**Reading Assessment Score** - The scaled score achieved by the student on the Reading sub-portion of the AZELLA. This number is included in the SAIS Data area of the AZELLA Student Report obtained from Harcourt.

**Writing Assessment Date** - The date the Writing sub-portion of the AZELLA was administered.

**Writing Proficiency Level** - The level of proficiency achieved by the student on the Writing sub-portion of

the AZELLA. This information is found in the SAIS Data area of the AZELLA Student Report obtained from Harcourt, where it is referred to as "Performance Level."

**Writing Assessment Score** - The scaled score achieved by the student on the Writing sub-portion of the AZELLA. This number is included in the SAIS Data area of the AZELLA Student Report obtained from Harcourt.

**Overall Assessment Result** - Indicates if a student is eligible to participate in an ELL program. The Overall Assessment Result is derived from the Overall Proficiency Level.

- Students whose Overall Proficiency Level is anything other than *Proficient* are eligible to participate in an ELL program and are assigned an Overall Assessment Result of *English Language Learner* or *ELL After Reclassification* as appropriate.
- Students who have an Overall Proficiency Level of *Proficient* are assigned an Overall Assessment Result of *Initial Fluent English Proficient* or *Reclassified Fluent English Proficient* as appropriate.
- An Overall Assessment Result of *Continuing Fluent English Proficient* is assigned to a student who was previously *Reclassified as Fluent English Proficient*, has been assessed in accordance with monitoring requirements, and whose Overall Assessment Result indicates that she or he continues to be FEP.

**Overall Proficiency Level** - The overall level of English language proficiency achieved by a student as a result of performance on the AZELLA, included in the Student Report obtained from Harcourt.

**Overall Composite Score** - The "Total Composite Scaled Score" found on the Student Report obtained from Harcourt.

## Terminology

### LEA Calendar

An application found on the ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (such as 40th and 100th day) for a school. The LEA Calendar must be activated before submissions to SAIS Online can be processed.

# Add ELL Program Participation for a Student

This section is intended to provide step-by-step information regarding adding a record of ELL Program Participation for a student using SAIS Online.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>							<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College	
1234	21743269	<a href="#">McCartney, Paul</a>	8/1/2002	KG				



2. Click **Add New Language Program Participation**. (You may need to scroll down to see the **Language Program Participation** link .)

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21743269  
 Name (L,F,M): McCartney, Paul  
 Goes By (L,F): McCartney  
 Resp. Party (L,F): McCartney, Hamilton  
 Birth Date: 8/1/2002  
 Country of Birth: GB - United Kingdom of Great Britain & N. Ireland  
 State of Birth:  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Student Needs** [Add New Need](#)

No Needs found for this Student

---

**Student ELL Assessments** [Add New ELL Assessment](#)

No Assessments found for this Student

---

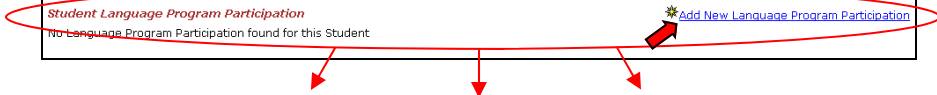
**Student Early Childhood Preschool Assessments** [Add Early Childhood Preschool Assessment](#)

No Early Childhood Preschool Assessment found for this Student

---

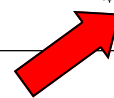
**Student Language Program Participation** [Add New Language Program Participation](#)

No Language Program Participation found for this Student



**Student Language Program Participation** [Add New Language Program Participation](#)

No Language Program Participation found for this Student



3. Enter information. For a complete description of all form fields, refer to the first page of the English Language Learner Overview section of this document.

**Language Program Participation Information**

Track Number:

Need Code:

Program Code:

Program Entry Date:  (MM/DD/YYYY)

Program Exit Date:  (MM/DD/YYYY)

Program Exit Reason:

---

Enter the date in the specified format, or click on the Calendar icon to select the date.

4. Click **Submit**.

# Change ELL Program Participation for a Student

This section is intended to provide step-by-step information regarding changing ELL Program Participation records for a student using SAIS Online. This action may be warranted if it is necessary to exit a student from program participation or change an existing Program Exit Date and/or Exit Reason. Changes to Track Number, Program Type, and/or Program Entry Date must be performed by deleting the entire program participation record and then using the add option to submit corrected information.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

Back to School List								Add a New Student	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
1234	21743269	McCartney, Paul	8/1/2002	KG					



2. From the **Student Needs** screen, click the **change icon** in the **Change** column of the Student Language Program Participation area.

Student Language Program Participation								Add New Language Program Participation	
Track #	Need Code	Program	Entry Date	Exit Date	Exit Reason	Change	Remove		
1	LEPS	A - Structured or Sheltered English Immersion (SEI)	8/20/2007		-				



3. Enter or change appropriate information.

**Language Program Participation Information**

**Track Number:** 1

**Need Code:** LEPS - English Language Learner (ELL)

**Program Code:** A - Structured or Sheltered English Immersion (SEI)

**Program Entry Date:** 8/20/2007

**Program Exit Date:**  (MM/DD/YYYY)

**Program Exit Reason:**

4. Click *Submit*.

Enter the date in the specified format, or click on the Calendar icon to select the date.

# Delete ELL Program Participation for a Student

This section is intended to provide step-by-step information regarding deleting ELL Program Participation records for a student using SAIS Online. Certain ELL Program Participation information, including Track Number, Program Type, and Program Entry Date, can only be changed by using the delete option in SAIS Online. To change this information, the entire ELL Program Participation record must be deleted, then use the add option to submit corrected information. Program participation might also be deleted if it had been submitted in error.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

<a href="#">Back to School List</a>								<a href="#">Add a New Student</a>	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
1234	21743269	<a href="#">McCartney, Paul</a>	8/1/2002	KG					



2. From the **Student Needs** screen, click the **delete icon** in the **Remove** column of the Student Language Program Participation area.

<a href="#">Student Language Program Participation</a>								<a href="#">Add New Language Program Participation</a>	
Track #	Need Code	Program	Entry Date	Exit Date	Exit Reason	Change	Remove		
1	LEPS	A - Structured or Sheltered English Immersion (SEI)	8/20/2007		-				



3. Verify that this is the appropriate information to be deleted.

Carefully review the information below to be sure you wish to delete this Language Program Participation record. Click the Submit button to permanently remove the Need. Click the Cancel button to abort and return to the View Student Needs page.

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21743269  
 Name (L,F,M): McCartney, Paul  
 Goes By (L,F): McCartney  
 Resp. Party (L,F): McCartney, Hamilton  
 Birth Date: 8/1/2002  
 Country of Birth: GB - United Kingdom of Great Britain & N. Ireland  
 State of Birth:  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Language Program Participation Information**

Track Number: 1  
 Need Code: LEPS - English Language Learner (ELL)  
 Program Code: A - Structured or Sheltered English Immersion (SEI)  
 Program Entry Date: 8/20/2007  
 Program Exit Date:  
 Program Exit Reason:

4. Click *Submit*.

# Add ELL Assessment Information for a Student

This section is intended to provide step-by-step information regarding adding a record of an ELL Assessment using SAIS Online.

1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

[Back to School List](#) [Add a New Student](#)

* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College
1234	21743269	McCartney, Paul	8/1/2002	KG			



2. Click **Add New ELL Assessment**.

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21743269  
 Name (L,F,M): McCartney, Paul  
 Goes By (L,F): McCartney  
 Resp. Party (L,F): McCartney, Hamilton  
 Birth Date: 8/1/2002  
 Country of Birth: GB - United Kingdom of Great Britain & N. Ireland  
 State of Birth:  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Student Needs** [Add New Need](#)

Need Group	Need Code	Need Description	Primary Nighttime Residence	Start Date	End Date	Change	Remove
L	LEPS	English Language Learner (ELL)		7/1/2007			

---

**Student ELL Assessments** [Add New ELL Assessment](#)

No Assessments found for this Student



3. Enter information. For a complete description of all form fields, refer to the second page of the English Language Learner Overview section of this document.

**Assessment Information - New for FY2006**

**Arizona Language Assessment - Oral**

Oral Assessment Date:  (MM/DD/YYYY)

Oral Proficiency Level:

Oral Assessment Score:

**Arizona Language Assessment - Reading**

Reading Assessment Date:  (MM/DD/YYYY)

Reading Proficiency Level:

Reading Assessment Score:

**Arizona Language Assessment - Writing**

Writing Assessment Date:  (MM/DD/YYYY)

Writing Proficiency Level:

Writing Assessment Score:

**Arizona Language Assessment - Overall Total**

Overall Assessment Result:

Overall Proficiency Level:

Overall Composite Score:

Enter the date in the specified format, or click on the Calendar icon to select the date.

4. Click **Submit**.

# Change ELL Assessment Information for a Student

This section is intended to provide step-by-step information regarding changing a student’s ELL Assessment record using SAIS Online. This action may be warranted if it is necessary to change information that exists for the student’s score in any sub-portion(s) of the assessment, proficiency level in any sub-portion(s) of the assessment, Overall Assessment Result, Overall Proficiency Level, or Overall Composite Score. Changes to any Assessment Date must be performed by deleting the entire assessment record and then using the add option to submit corrected information.

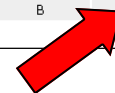
1. From the **Student List**, click the **Needs** magnifying glass for the appropriate student.

Back to School List								Add a New Student	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
1234	21743269	McCartney, Paul	8/1/2002	KG					



2. From the **Student Needs** screen, click the **change icon** in the **Change** column of the Student ELL Assessments area.

Student ELL Assessments													Add New ELL Assessment	
Oral			Reading			Writing			Overall				Change	Remove
Date	Score	Level	Date	Score	Level	Date	Score	Level	Result	Total Score	Prof Level			
8/20/2007	447	B	8/20/2007	441	B	8/20/2007	443	B	7	444	B			



3. Change appropriate information.

**Assessment Information - New for FY2006**

**Arizona Language Assessment - Oral**

Oral Assessment Date: 8/20/2007

Oral Proficiency Level:

Oral Assessment Score:

**Arizona Language Assessment - Reading**

Reading Assessment Date: 8/20/2007

Reading Proficiency Level:

Reading Assessment Score:

**Arizona Language Assessment - Writing**

Writing Assessment Date: 8/20/2007

Writing Proficiency Level:

Writing Assessment Score:

**Arizona Language Assessment - Overall Total**

Overall Assessment Result:

Overall Proficiency Level:

Overall Composite Score:

4. Click *Submit*.

# Delete ELL Assessment Information for a Student

This section is intended to provide step-by-step information regarding deleting a student’s ELL Assessment record using SAIS Online. Changes to a student’s Assessment Date can only be made by using the delete option in SAIS Online. To change an Assessment Date for any sub-portion(s) of the assessment, the entire ELL Assessment record must be deleted, then use the add option to submit corrected information. An assessment record might also be deleted if it has been submitted in error.

1. From the **Student List**, click the **Needs** *magnifying glass* for the appropriate student.

Back to School List								Add a New Student	
* School Student ID	SAIS ID	Name	Birth Date	Grade	Memberships	Needs	Comm College		
1234	21743269	McCartney, Paul	8/1/2002	KG					



2. From the **Student Needs** screen, click the *delete icon* in the **Remove** column of the Student ELL Assessments area.

Student ELL Assessments													Add New ELL Assessment	
Oral			Reading			Writing			Overall				Change	Remove
Date	Score	Level	Date	Score	Level	Date	Score	Level	Result	Total Score	Prof Level			
8/20/2007	447	B	8/20/2007	441	B	8/20/2007	443	B	7	444	B			



3. Verify that this is the appropriate information to be deleted.

**Carefully review the information below to be sure you wish to delete this Assessment record. Click the Submit button to permanently remove the Assessment. Click the Cancel button to abort and return to the View Student Needs page.**

---

**Student Personal Information** [Change Student Info](#)

SAIS ID: 21743269  
 Name (L,F,M): McCartney, Paul  
 Goes By (L,F): McCartney  
 Resp. Party (L,F): McCartney, Hamilton  
 Birth Date: 8/1/2002  
 Country of Birth: GB - United Kingdom of Great Britain & N. Ireland  
 State of Birth:  
 Normal Graduation Year:

Gender: M - Male  
 Ethnicity: White (Not Hispanic) (W)  
 Home Language: 00 - English  
 Tribal Name:

---

**Assessment Information - New for FY2006**

<p><b>Arizona Language Assessment - Oral</b></p> <p>Oral Assessment Date: 8/20/2007                  Oral Proficiency Level: B - Basic                  Oral Assessment Score: 447</p>	<p><b>Arizona Language Assessment - Reading</b></p> <p>Reading Assessment Date: 8/20/2007                  Reading Proficiency Level: B - Basic                  Reading Assessment Score: 441</p>
<p><b>Arizona Language Assessment - Writing</b></p> <p>Writing Assessment Date: 8/20/2007                  Writing Proficiency Level: B - Basic                  Writing Assessment Score: 443</p>	<p><b>Arizona Language Assessment - Overall Total</b></p> <p>Overall Assessment Result: 7 - English Language Learner (ELL)                  Overall Proficiency Level: B - Basic                  Overall Composite Score: 444</p>

4. Click *Submit*.