



Arizona Department of Education
Tom Horne, Superintendent of Public Instruction

Student Accountability Information System

Fiscal Year 2007 SAIS-Student Details Business Requirements Overview

Version: 7.6

Last updated: November 2006

Arizona Department of Education
Information Technology Division
1535 W. Jefferson Street
Bin #17C
Phoenix, Arizona 85007-3209

This document is intended to be an aide to the FY 2007 SAIS-Student Details Requirements Overview meetings only. Items disclosed in this document/guide are subject to change. Please see official requirements documentation for specific and official requirements information.

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1. Primary Nighttime Residence

The capturing of Primary Nighttime Residence for students identified as Homeless is a Federal requirement as mandated by the US Education Department:

TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT,
AS AMENDED BY THE NO CHILD LEFT BEHIND ACT OF 2001
CDFA Number 84.196; FORM APPROVED; OMB NO.: 1810-0650

1.1. Transactions

- 1.1.1 SAIS shall accept the submission of a Primary Nighttime Residence code when a Homeless need is designated.
- 1.1.2 Primary Nighttime Residence shall be captured from FY 2007 and forward only.
- 1.1.3 The FY 2007 Needs 011 transaction format, with the additional data field, Primary Nighttime Residence, shall be allowed to be submitted in fiscal years prior to FY 2007.
 - 1.1.3.1 SAIS shall ignore the Primary Nighttime Residence field in Needs 011 transactions with a FY 2007 format submitted in fiscal years <= FY 2006.
- 1.1.4 Primary Nighttime Residence shall be captured in a new field added on the end of the 011 Needs Transaction.
- 1.1.5 If provided, the Need Exit Date shall be captured in a 011 add or change operation and the submitted Need Code in the 011 transaction is equal to '6' (Homeless).

011 Need Transaction elements and optionality table

The following structure describes the elements in this transaction.

| field name | abbreviated name | length | data type | description | Comment |
|------------------------------|------------------|--------|-----------|---|---------|
| Transaction ID | TRANSID | 3 | I | ID value = 011 | |
| Vendor Defined Field | VENDORFLD | 50 | S | Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS | |
| Operation Code | OPRCD | 1 | S | A = Add new Need C = Change existing Need Exit Date (for homebound and homeless) D = Delete Need | |
| Entity ID | ENTITYID | 9 | S | School identifier; CTDS code | |
| School Student ID | SCHLSTUID | 12 | S | School-generated student identifier | |
| Student ID | STUDENTID | 10 | I | ADE-generated student identifier | |
| First Name on Legal Document | FIRSTNM | 30 | S | Student first name as it appears on the legal document provided for registration | |

| field name | abbreviated name | length | data type | description | Comment |
|-------------------------------|------------------|--------|-----------|--|---|
| Middle Name on Legal Document | MIDDLENM | 30 | S | Student middle name as it appears on the legal document provided for registration | |
| Last Name on Legal Document | LASTNM | 40 | S | Student last name as it appears on the legal document provided for registration | |
| Need Code | NEEDCD | 5 | C | Need code <i>See Transaction Requirements: Code Values – Need</i> | |
| <i>empty field</i> | | 2 | C | <i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i> | |
| Need Entry Date | NEEDENTRDT | 10 | D | The date the student entered the state of having this Need. For all needs except homebound and homeless, this element will be used solely to determine the school year during which the need occurred. | |
| Need Exit Date | NEEDEXITDT | 10 | D | The date the student exited the state of having this Need. For all needs except homebound and homeless, this element will not be used. | FY 2007 to present – added the capture of the homeless need exit date |
| Primary Nighttime Residence | TBD | 2 | C | Type of Primary Nighttime Residence – This field will only be required when reporting a Homeless need. <i>See Data Transaction Code Values document – Primary Nighttime Residence</i> | FY 2007 to present |

Changing elements

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Need Exit Date (for Homebound and Homeless needs only)
- Primary Nighttime Residence

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

Table 2 Needs Transaction Element Optionality

| element | add | change | delete |
|---------|-----|--------|--------|
| | | | |

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|-------------------------------|------------|---------------|---------------|
| Transaction ID | R | R | R |
| Vendor Defined Field | X | X | X |
| Operation Code | R | R | R |
| Entity ID | R | R | R |
| School Student ID | X | X | X |
| Student ID | R | R | R |
| First Name on legal document | X | X | X |
| Middle Name on legal document | X | X | X |
| Last Name on legal document | X | X | X |
| Need Code | R | R | R |
| <i>empty field</i> | X | X | X |
| Need Entry Date | R | R | R |
| Need Exit Date | | 1 | X |
| Primary Nighttime Residence | 2 | 2 | X |

- 1 *not required for a valid "change" operation because the "change" might be intended to remove an existing Need Exit Date from the SAIS database*
- 2 *Required only if Homeless need submitted for student in the transaction. Otherwise, properly formatted values (length and data type) will be ignored.*

1.1.6 A new section to the Data Transactions Code Values document shall be created. This section shall include the designated Primary Nighttime Residences per below table.

Primary Nighttime Residence

Transaction **Student Need**; Element name **Primary Nighttime Residence**

Transaction **Student Support Program**; Element name **Primary Nighttime Residence** (Source Table: TBD LookupCodes; TBD)

The Primary Nighttime residence is associated with students who have been designated as Homeless.

| Code in transaction | Code in SAIS database ¹ | Short Description | Long Description | Effective Dates ² |
|---------------------|------------------------------------|-------------------|--|------------------------------|
| 1 | | Sheltered | Student living in temporary shelters, such as homeless shelters, domestic violence shelters, or transitional housing programs, or temporary foster care placements | FY 2007 to present |
| 2 | | Doubled Up | Student temporarily sharing the housing of other persons (friends or relatives) due to loss of housing, economic hardship, or a similar reason. | FY 2007 to present |
| 3 | | Unsheltered | Student living in abandoned buildings, campgrounds and vehicles, inadequate trailer parks, bus and train stations, substandard housing or abandoned in the hospital. | FY 2007 to present |
| 4 | | Hotel/Motel | Student temporarily living in a hotel or motel due to lack of alternate adequate accommodations | FY 2007 to present |
| 5 | | Unknown | <i>* This category should only be used as a last resort. Since type of residence is the basis for identifying homelessness, the type of residence should be reported at the time of identification of homelessness. The local liaison should have only the most unusual circumstance to use this classification.</i> | FY 2007 to present |

1.1.7 Import Validation: Allowed Code values

1.1.7.1 Allow only the above code values in the 011 Need transaction for Primary Nighttime Residence, else, fail the transaction.

1.1.7.1.1 SDTX011ND-001.1
-190xx: Unallowed value in element: Primary Nighttime Residence

1.1.8 Primary Nighttime Residence shall be required for 'add' and 'change' operations if the Need Code in the 011 transaction is equal to '6' (Homeless).

1.1.9 Import Validation: Missing Element

1.1.9.1 If the submitted Need in the 011 Need transaction = Homeless and the Primary Nighttime Residence is not submitted, report the discrepancy.

1.1.9.1.1 SDTX011ND-001.3
-190xx: Missing required element: Primary Nighttime Residence required when Need is Homeless.

- 1.1.10 Any valid submitted code for the Primary Nighttime Residence shall be *ignored* for 'add' and 'change' operations if the Need Code in the 011 transaction *is not* equal to '6' (Homeless).
- 1.1.11 Primary Nighttime Residence shall be deleted when its associated Homeless need is deleted via a delete operation in the 011 Needs transaction.
- 1.1.12 Note the 'Homeless' need from the 'needs to which this support program applies to' column from the 21st Century Support Program (code value 21). SAIS will continue to accept a Support Program 015 transaction submitted with a need code of '6' (Homeless) associated with the 21st Century Support Program. However, since Primary Nighttime Residence is required for all designated as having a Homeless need, SAIS shall validate that the Homeless need, along with its associated Primary Nighttime Residence, be successfully populated into SAIS (via the 011 Needs transaction) prior to the allowance of a Support Program 015 transaction submitted with a need code of '6' (Homeless) associated with the 21st Century Support Program.

| Code in transaction | Code in SAIS database ¹ | Code in SAIS database ³ | Short Description | Description | Source | Needs to which this applies | Effective Dates ² |
|---------------------|------------------------------------|------------------------------------|----------------------|--|---------------------------|---|------------------------------|
| 21 | 3235 | 104 | 21st Century program | <p>The purpose of the 21st Century Community Learning Centers is to:</p> <p>(1) provide opportunities for academic enrichment, including providing tutorial services to help students (particularly students in high-poverty areas and those who attend low-performing schools) meet State and local student performance standards in core academic subjects such as reading and mathematics;</p> <p>(2) offer students a broad array of additional services, programs, and activities, such as youth development activities, drug and violence prevention programs, counseling programs, art, music, and recreation programs, technology education programs, and character education programs, that are designed to reinforce and complement the regular academic program of participating students; and</p> <p>(3) offer families of students served by community learning centers opportunities for literacy and related educational development.</p> <p>Therefore, the centers serve the Economic Disadvantage, Behavioral Disadvantage and Academic Disadvantage Need Groups.</p> | ADE Student Services Dept | <ul style="list-style-type: none"> • Eligible for reduced fee lunch • Eligible for free lunch • Homeless • Immigrant • Migrant Agriculture Employment • Neglected • Refugee • Delinquent • Math • Language Arts (reading and/or writing) • Science • Social Studies • Other Academic Services • OR a student could participate in this program, and not be associated with any of the above Needs (in which case, the Need Code could be left blank, or the code "NOND" can be used) | FY 2004 to present |

1.1.12.1 Per fiscal year, beginning in FY 2007, SAIS shall require that a student's Primary Nighttime Residence be successfully populated into SAIS (via the 011 Needs transaction) prior to the acceptance of a 21st Century Support Program associated with a Homeless need.

[SDTX015-SUP-002.2A.8](#)

ERROR -@@: Message: Homeless student must have a designated Primary Nighttime Residence. Please submit via the 011 Needs transaction prior to submitting a 21st Century Support Program with a Homeless Need.

1.1.13 Remove 'Homeless' support program (code value 22) for FY 2007 and forward.

| Code in transaction | Code in SAIS database ¹ | Code in SAIS database ³ | Short Description | Description | Source | Needs to which this applies | Effective Dates ² |
|---------------------|------------------------------------|------------------------------------|-------------------|---|--------|-----------------------------|------------------------------|
| 22 | 3236 | 105 | Homeless | Student receives services based on homeless designation | NCLB | Homeless | FY 2004 to FY 2006 |

1.2. Integrity

There are no new Integrity validations required at this time.

1.3. Aggregation

n/a

1.4. Reports

TBD

2. Immigrant Need for 3 years only

SAIS will validate that a student may only be designated with an Immigrant need code for three prior fiscal years.

The basis of the request is the No Child Left Behind Act of 2001, Title III: Language Instruction for Limited English Proficient and Immigrant Students, Part C-General Provisions, Section 3301.Definitions.(6)

2.1. Transactions

n/a

2.2. Integrity

2.2.1 SAIS shall issue a warning for FY 2007 in Integrity if a student identified in the current fiscal year as Immigrant was previously identified as an Immigrant in 3 or more prior fiscal years.

2.2.1.1 Support Program Integrity

[SD-INT-SUP-009.5](#)

Warning message -@@

Student has been identified as Immigrant for 3 or more prior fiscal years.

2.2.1.2 SAIS shall validate the above rule on a student level. SAIS shall consider if the student has had the Immigrant Need submitted for them at any entity at any time within any given prior fiscal year.

2.2.1.3 SAIS shall identify if a student was designated as Immigrant in prior fiscal years

2.2.1.4 It is intended that this validation shall result in a failure for FY 2008 and forward. TBD by business owner(s) prior to FY 2008.

2.3. Aggregation

n/a

2.4. Reports

2.4.1 There are no specific new report requirements for this validation.

2.4.1.1 Please note that Integrity statuses (including successes, warnings and failures) are returned in the Student Integrity report.

3. Home Language Codes

The intent of this modification is to provide additional home language codes for LEAs to submit to SAIS. Those chosen to be added were provided by EAS and the Dept. of Economic Security (for reported refugee home languages).

The collection of Home Language for ELL purposes is required under:

Arizona Administrative Code
Title 7. Education
Chapter 2. State Board of Education
Article 3. Curriculum Requirements and Special Programs
Section R7-2-306
http://www.azsos.gov/public_services/

3.1. Transactions

3.1.1 Modify SAIS accepted Home language codes to include the following home languages not yet captured in SAIS.

3.1.2 The new Home Language codes to be used in SAIS are coded as below:

Home Language

Transaction **Student Enrollment**; Element name **Home Language Code**

Transaction **Student Personal Information**; Element name **Home Language Code**

(Source Table: TBD ; Section: 17)

| Code in transaction | Code in SAIS database ¹ | Description | Effective Dates ² |
|---------------------|------------------------------------|------------------|------------------------------|
| 00 | 411 | English | |
| 01 | 412 | Spanish | |
| 68 | TBD | Afrikaans | FY 2007 to present |
| 47 | TBD | Albanian | FY 2007 to present |
| 48 | TBD | Amharic | FY 2007 to present |
| 02 | 413 | Arabic | |
| 49 | TBD | Azeri | FY 2007 to present |
| 69 | TBD | Bengali | FY 2007 to present |
| 50 | TBD | Burmese | FY 2007 to present |
| 03 | 414 | Cambodian | |
| 04 | 415 | Cantonese | |
| 05 | 416 | Czechoslovakian | |
| 51 | TBD | Dari | FY 2007 to present |
| 52 | TBD | Dinka | FY 2007 to present |
| 06 | 417 | Dutch | |
| 53 | TBD | Farsi | FY 2007 to present |
| 07 | 418 | Filipino | |
| 08 | 419 | Finnish | |
| 09 | 420 | French | |
| 10 | 421 | German | |
| 11 | 422 | Greek | |
| 12 | 423 | Hebrew | |
| 70 | TBD | Hindi | FY 2007 to present |
| 13 | 424 | Hungarian | |
| 14 | 425 | Italian | |
| 15 | 426 | Japanese | |
| 54 | TBD | Kirundi | FY 2007 to present |
| 16 | 427 | Korean | |
| 55 | TBD | Kru | FY 2007 to present |
| 17 | 428 | Laotian | |
| 56 | TBD | Lingala | FY 2007 to present |
| 57 | TBD | Maay | FY 2007 to present |
| 18 | 429 | Mandarin | |
| 58 | TBD | Mandingo | FY 2007 to present |
| 59 | TBD | Nuer | FY 2007 to present |
| 60 | TBD | Pashto | FY 2007 to present |
| 71 | TBD | Persian | FY 2007 to present |
| 19 | 430 | Polish | |
| 20 | 431 | Portuguese | |
| 72 | TBD | Punjabi | FY 2007 to present |
| 21 | 432 | Romanian | |
| 22 | 433 | Russian | |
| 61 | TBD | Serbian | FY 2007 to present |
| 62 | TBD | Somali | FY 2007 to present |
| 63 | TBD | Swahili | FY 2007 to present |
| 64 | TBD | Tagalog | FY 2007 to present |
| 23 | 434 | Thai | |
| 24 | 435 | Ukrainian | |

| Code in transaction | Code in SAIS database ¹ | Description | Effective Dates ² |
|---------------------|------------------------------------|--|--|
| 65 | TBD | Urdu | FY 2007 to present |
| 66 | TBD | Uzbek | FY 2007 to present |
| 67 | TBD | Vai | FY 2007 to present |
| 25 | 436 | Vietnamese | |
| 26 | 437 | Serbo-Croatian (formerly "Yugoslavia") | |
| 27 | 438 | Other Non-Indian | |
| 28 | 439 | Navajo | |
| 29 | 440 | Apache (San Carlos) | |
| 30 | 441 | Apache (Whiteriver) | |
| 31 | 442 | Chemehuevi | |
| 73 | TBD | Cherokee | FY 2007 to present |
| 32 | 443 | Cocopah | |
| 33 | 444 | Hopi | |
| 34 | 445 | Hualapai | |
| 35 | 446 | Kaibab-Paiute | |
| 36 | 447 | Maricopa | |
| 37 | 448 | Mohave | |
| 38 | 449 | Papago (Tohono O'odham) | Added Tohono O'odham reference in FY 2007 |
| 39 | 450 | Pima (Akimel O'odham) | Added Akimel O'odham reference in FY 2007 |
| 40 | 451 | Supai | |
| 41 | 452 | Tewa | |
| 42 | 453 | Yaqui | |
| 43 | 454 | Yavapai | |
| 44 | 455 | Yuma | |
| 45 | 456 | Other Indian | |
| 46 | 1246 | American Sign Language (ASL) | This code will no longer be accepted by SAIS beginning FY2005. <i>[Note in FY04 documentation: "Code added in error for FY2003-04. NOTE: This code should NOT be submitted to SAIS. Because of the incorrectly published requirements though, SAIS will accept this code for FY2004, but it will be changed to code 00 (English) before the element is added to the SAIS database. This code will not be reported by ADE."]</i> |

3.2. Integrity

n/a

3.3. Aggregation

n/a

3.4. Reports

3.4.1 The new and modified Home Language codes shall be captured in all applicable SAIS reports.

4. Overall Assessment Results – descriptions

The descriptions of the Overall Assessment Results have been modified by the ADE’s English Acquisition Services department for purposes of clarification and definition. These description modifications will be designated in SAIS documentation from FY 2007 forward.

4.1. Transactions

Overall Assessment Result

Transaction **Student Assessment**; Element name **Assessment Result Code**

Transaction **Language Program Participation**; Element name **Assessment Result Code**

(Source Table: EnLookupCodes; Section: 61)

| Code in transaction | Code in SAIS database ¹ | Short Description | Long Description | Effective Dates ² |
|---------------------|------------------------------------|---|---|------------------------------|
| 1 | 830 | New English Language Learner (New ELL) | The overall result of this assessment qualifies the student to be eligible to participate in an ELL program for the first time in Arizona. <i>Note:</i> A student can only be classified as a New ELL in Arizona one time. | |
| 2 | 831 | Continuing English Language Learner (Continuing ELL) | The overall result of this assessment qualifies the student to continue to be eligible to participate in an ELL program. This is not the first assessment that shows the student to be eligible to participate in an ELL program and the student has never been Reclassified FEP by an assessment in Arizona. | |
| 3 | 832 | Reclassified Fluent English Proficient (Reclassified FEP) | The overall result of this assessment shows the ELL student to be proficient. This student previously participated in an ELL program. | |
| 4 | 833 | Initial Fluent English Proficient (Initial FEP) | The overall result of this assessment shows the student to be proficient. This student has never participated in an ELL program in Arizona. | |

| Code in transaction | Code in SAIS database ¹ | Short Description | Long Description | Effective Dates ² |
|---------------------|------------------------------------|---|---|------------------------------|
| 5 | 834 | ELL After Reclassification (ELLAR) | The overall result of this assessment qualifies the student to be eligible to participate in an ELL program again. This student was previously Reclassified FEP in Arizona. | |
| 6 | 3353 | Continuing Fluent English Proficient (Continuing FEP) | This student was previously Reclassified FEP by assessment and is being monitored. Note: Students must be monitored for two years after being Reclassified FEP. | FY2005 TO PRESENT |

Still Pending: An assessment must be administered each year during the two-year monitoring cycle. This has not become official yet due to pending legislation.

More information relating to pending legislation associated with assessing a student both years of Continuing FEP monitoring may be found in the proposed ARS 15-756.05 of House Bill # 2008 of the 47th Legislature, Second Session 2006 – Proposed Education Legislation. <http://www.azleg.state.az.us/>

4.2. Integrity

n/a

4.3. Aggregation

n/a

4.4. Reports

n/a

5. ELL New and Continuing - definitions

5.1. Transactions

- 5.1.1 The descriptions of the New and Continuing Language Participation codes have been modified by the ADE's English Acquisition Services department for purposes of clarification and definition. These description modifications will be designated in SAIS documentation from FY 2007 forward.

Language Participation Status

Transaction **Language Program Participation**; Element name **Language Participation Status**
(Source Table: EnLookupCodes; Section: 274)

*This code was formerly named **Language Need Status**.*

| Code in transaction | Code in SAIS database ¹ | Description | Effective Dates ² |
|---------------------|------------------------------------|--|------------------------------|
| C | 3157 | <u>Continuing</u> - Student is an ELL and was classified as an ELL in Arizona in a prior fiscal year(s). | |
| N | 3158 | <u>New</u> - Student was assessed and is eligible to be classified as an ELL for the very first time in Arizona. Note: A Student can only be classified as a New ELL in Arizona one time. | |

5.2. Integrity

n/a

5.3. Aggregation

n/a

5.4. Reports

n/a

6. Language Assessment Totals Report

6.1. Transactions

n/a

6.2. Integrity

Per reports section

6.3. Aggregation

n/a

6.4. Reports

- 6.4.1 The SAIS system shall give users the capability to create a Language Assessment Total Report referred to as the SDELL73 report hereafter.
- 6.4.2 Users with school/charter level permissions shall be able to create a school/charter level report.
- 6.4.3 Users with District/Charter Holder level permissions shall be able to create a District/Charter Holder level report.
- 6.4.4 The District/Charter Holder level report shall print in ascending order, based on the CTDS number.
- 6.4.5 All reports shall be created in PDF, text (CSV) or XML format.
 - 6.4.5.1 NOTE: It will be the responsibility of the user to import the extract file into third party software for manipulation.
- 6.4.6 The header of all the SDELL73 reports shall contain the following data elements:

Title
As of date/As of Time
Requesting School Id or Requesting District Id
Requesting School Name or District Name

6.4.7 The field name headers of the data elements shall print for all reports.

6.4.8 The records of all the reports shall contain the following data elements:

Assessment Result
Passed Integrity
Failed Integrity
Integrity Not Run
Total

6.4.9 The Assessment Results shall print beneath the Assessment Result header and shall consist of the following descriptions:

New English Language Learner (New ELL)
Continuing English Language Learner (Continuing ELL)
Reclassified Fluent English Proficient (Reclassified FEP)
Initial Fluent English Proficient (Initial FEP)
ELL After Reclassification (ELLAR)
Continuing Fluent English Proficient – Year 1 (Continuing FEP)
Continuing Fluent English Proficient – Year 2 (Continuing FEP)

6.4.9.1 *NOTE: Item 6.4.9 Continuing FEP Year 1 or 2 is pending state legislation (3/21/2006)*

(Example of what the SDELL73 may look like)

SDELL73

Arizona Department of Education

Page: 1

Language Assessment Totals Report

As of Date: 03/21/2006 09:00:00

Requesting District ID:

Requesting District Name:

School CTDS:

School Name:

| Assessment Result: | Passed Integrity | Failed Integrity | Integrity Not Run | Total |
|---|------------------|------------------|-------------------|-------|
| New English Language Learner (New ELL) | 25 | 2 | - | 27 |
| Continuing English Language Learner (Continuing ELL) | 15 | 1 | 1 | 17 |
| Reclassified Fluent English Proficient (Reclassified FEP) | - | - | 3 | 3 |
| Initial Fluent English Proficient (Initial FEP) | 23 | 6 | 2 | 31 |
| ELL After Reclassification (ELLAR) | 12 | 1 | 4 | 17 |
| Continuing Fluent English Proficient Year -1 (Continuing FEP) | 10 | - | - | 10 |
| Continuing Fluent English Proficient Year -2 (Continuing FEP) | - | - | - | - |
| Total Student Count: | 85 | 10 | 10 | 105 |

7. SPED Federal Primary Need Indicator

Definition - If the student is found eligible in one or more SPED disability category - the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum is identified as the student's Federal Primary Need. This information should be found in the current multidisciplinary evaluation team report.

Federal Primary Indicator will not be state funding related. It is specifically needed to provide federally required data submissions. The highest state weighted need will not necessarily be the Primary Need. The Federal Primary Indicator should be determined by the student's Individualized Education Program (IEP), which is not captured in SAIS.

The collection of SPED Service Participation data is mandated per Federal regulations (34 CFR 300.641).

7.1. Transactions

- 7.1.1 A new data element called "Federal Primary Indicator" shall be added at the end of the 014 SPED Service Participation transaction.
- 7.1.2 The FY 2007 SPED Service Participation 014 transaction format, with the additional data field, Federal Primary Indicator, shall be allowed to be submitted in fiscal years prior to FY 2007.
 - 7.1.2.1 SAIS shall ignore the Federal Primary Indicator field in SPED 014 transactions with a FY 2007 format submitted in fiscal years <= FY 2006.
- 7.1.3 The Federal Primary Indicator shall have a data type of logical Boolean (L) and must be zero (no, false, off) or one (yes, true, on).
- 7.1.4 The Federal Primary Indicator shall be required for 014 SPED Service Participation transaction 'add' and 'change' operations.
 - 7.1.4.1 Import validation shall include missing required element check for both 'add' and 'change' operations.

SD-TX014-SPD-001.3
ERROR: Message -23xxx:
 Missing required element: Federal Primary Indicator

- 7.1.5 The Federal Primary Indicator shall be a changeable element.

| field name | abbreviated name | length | type | description |
|------------------------------|------------------|--------|------|--|
| Transaction ID | TRANSID | 3 | I | ID value = 014 |
| Vendor Defined Field | VENDORFLD | 50 | S | Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS |
| Operation Code | OPRCD | 1 | S | A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation |
| Entity ID | ENTITYID | 9 | S | School identifier; CTDS code |
| School Student ID | SCHLSTUID | 12 | S | School-generated student identifier |
| Student ID | STUDENTID | 10 | I | ADE-generated student identifier |
| Track Number | TRACK | 4 | I | For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.) |
| First Name on Legal Document | FIRSTNM | 30 | S | Student first name as it appears on the legal document provided for registration |

| field name | abbreviated name | length | type | description |
|---|------------------|--------|------|--|
| Middle Name on Legal Document | MIDDLENM | 30 | S | Student middle name as it appears on the legal document provided for registration |
| Last Name on Legal Document | LASTNM | 40 | S | Student last name as it appears on the legal document provided for registration |
| Need Code | NEEDCD | 5 | C | Category of special education Need <i>See Transaction Requirements: Code Values – Need</i> |
| <i>empty field</i> | | 2 | C | <i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i> |
| Need Entry Date | NEEDENTRDT | 10 | D | The date the student entered the state of having this Need. <i>Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.</i> |
| <i>empty field</i> | | 10 | D | <i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i> |
| SPED Service Code | SPEDPROGS VCCD | 2 | C | Type of special education service <i>See Transaction Requirements: Code Values – Special Education Service</i> |
| SPED Service Entry Date | SPEDENTRDT | 10 | D | The date the student entered the program/service |
| SPED Service Exit Date | SPEDEXITDT | 10 | D | The date the student exited the program/service |
| SPED Exit Reason Code | SPEDEXRSN CD | 2 | C | Reason for exiting the SPED service <i>See Transaction Requirements: Code Values – Special Education Service Exit Reason</i> |
| SPED Grade | SPEDGRADE | 3 | C | The student's grade placement. (The SPED grade should be the same as the grade for the student's membership transaction.) <i>See Transaction Requirements: Code Values – Grade</i> |
| Funded SPED Service DOR | SPEDDORID | 9 | S | The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code |
| <i>empty field: formerly SPED Neighborhood School Indicator: element no longer collected.</i> | | 1 | L | <i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i> |

| field name | abbreviated name | length | type | description |
|--------------------------------|------------------|--------|------|---|
| SPED Special Enrollment Code | SPEDSPECE NR | 2 | C | Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i> |
| SPED Federal Primary Indicator | TBD | 1 | L | Indicates if the SPED Need being serviced is the Primary Federal Need. If the student is found eligible in one or more disability category, it means the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum. This information should be found in the current multidisciplinary evaluation team report. |

Changing Elements

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- SPED Exit Date
- SPED Exit Reason Code
- SPED Special Enrollment Code
- SPED Grade
- SPED DOR
- **SPED Federal Primary Indicator**

NOTE: The "change" operation does not work for SPED Grade changes between PS and non-PS grades. For grade changes involving PS, the SPED service for the earlier grade must actually be exited and the SPED service for the later grade added new. The reason for this is that SPED services for preschool and non-preschool, while using the same set of letter abbreviations, are actually completely separate and different sets of services, having different rules and eligibility requirements.

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

- R: the element is required
- X: any value in the incoming element will be ignored
- {blank}: the element is optional; a valid value will be captured in SAIS

Table 5 SPED Service Participation Transaction Element Optionality

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|--|------------|---------------|---------------|
| Transaction ID | R | R | R |
| Vendor Defined Field | X | X | X |
| Operation Code | R | R | R |
| Entity ID | R | R | R |
| School Student ID | X | X | X |
| Student ID | R | R | R |
| Track Number | R | R | R |
| First Name on legal document | X | X | X |
| Middle Name on legal document | X | X | X |
| Last Name on legal document | X | X | X |
| Need Code | R | R | R, 2 |
| <i>empty field</i> | X | X | X |
| Need Entry Date | R | R | R, 2 |
| <i>empty field</i> | X | X | X |
| SPED Service Code | R | R | R |
| SPED Service Entry Date | R | R | R |
| SPED Service Exit Date | | 1 | X |
| SPED Exit Reason Code | 3 | 1,3 | X |
| SPED Grade | R | R | R |
| Funded SPED Service DOR | R | R | R |
| <i>element no longer collected: SPED Neighborhood School Indicator</i> | X | X | X |
| SPED Special Enrollment Code | | 1 | |
| SPED Federal Primary Indicator | R | R | X |

1. A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.
2. On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.
3. SPED Exit Reason Code is required when a SPED Exit reason Date is submitted.

7.2. Integrity (Federal SPED only)

7.2.1 The following Federal Integrity validations shall be performed only from 12/1 of the fiscal year and forward.

7.2.1.1 Each student with a SPED Service Participation shall be required to have one and only one Federal Primary Indicator on 12/1 of the fiscal year.

- 7.2.1.1.1 If a student has no Federal Primary Indicator on 12/1, but does have a SPED participation on 12/1, fail Federal SPED Integrity.

SC-INT-SPD-001.19.1

Federal SPED

ERROR Message -44xxx

Student participating in SPED service(s) must have one Federal Primary Indicator; {}

- 7.2.1.1.2 If a student has more than one Federal Primary Indicator on 12/1, fail Federal SPED Integrity.

SC-INT-SPD-001.19.2

Federal SPED

ERROR Message -44xxx

Student participating in SPED service(s) must have only one Federal Primary Indicator; {return the existing SPED Need with Federal Primary Indicator}

7.3. Aggregation

n/a

7.4. Reports

- 7.4.1 The Federal Primary Indicator will be disseminated on the SPED 71 and the SPED 07 reports. Specs TBD.

8. SPED Service Participation Codes – UPDATE: no changes in FY 2007

8.1. Transactions

UPDATE: SPED Service Participation Codes will NOT change for FY 2007.

The decision has been made to SPED Service Codes the same in FY 2007 as they were for FY 2006. It is intended that there will be changes for FY 2008. This decision was made due to states still waiting for final approval regarding the new IDEA '04 regulations and data collection forms.

SPED Service codes will be tentatively changing for FY 2008 to comply with Federal regulations (34 CFR 300.124). Also reference requirements under the IDEA for the Arizona State Performance Plan (SPP) P.L. 108-446 Section 618 (a)(1)(A)(ii), 618 (a)(1)(A)(iii) and 618 (a)(3).

Specific details for LEAs will be disseminated through the Exceptional Student Services (ESS) department of ADE. ESS will be holding training sessions in the beginning of FY 2008 regarding these changes.

Tentative changes as described will be tentatively made for FY 2008 forward, pending Federal specifications.

| Service Codes for Preschool | | |
|-----------------------------|----------------|---------------------|
| FY 2006 | FY 2007 | FY 2008 (tentative) |
| A, R | A, R | PA |
| B | B | PB |
| C | C | PC |
| | | PD |
| D, E | D, E | PE |
| F, G, V | F, G, V | PG |
| H | H | PH |
| J | J | PJ |
| S | S | PS |

| Service Codes for School Age | | |
|------------------------------|----------------|---------------------|
| FY 2006 | FY 2007 | FY 2008 (tentative) |
| A, I, S | A, I, S | A |
| B | B | B |
| C | C | C |
| D, E | D, E | D |
| F, G, V | F, G, V | E |
| " | " | EA |
| " | " | EB |
| " | " | EC |
| F, S | F, S | FA |
| F | F | FB |
| F | F | FC |
| H | H | H |
| J | J | J |

Additionally, these SPED Service Code changes, tentatively scheduled for FY 2008, will have a ripple effect at that time on SPED Integrity, the SPED Data Push, and SPED Reports (both in Student Details and Student Counts/SPED finance reports).

9. SPED Exit Reason Code – required when SPED Exit Date is entered

Per the Exceptional Student Services division of ADE, SAIS must collect SPED Exit Reason codes in the case of an exit date being submitted for federal reporting purposes.

Reference requirements under the IDEA for the Arizona State Performance Plan P.L. 108-446 Section 618 (a)(1)(A)(iv) and 618 (a)(3).

9.1. Transactions

9.1.1 Import validation - Require a SPED Exit Reason code to be submitted in a 014 SPED ‘Add’ transaction if an exit date is submitted.

SD-TX014-SPD-002.3A.7

ERROR message –23032

If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.

9.1.2 Import validation - Require a SPED Exit Reason code to be submitted in a 014 SPED ‘Change’ transaction if an exit date is submitted.

SD-TX014-SPD-002.3C.4

ERROR message –23032

If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.

Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

Table 5 SPED Service Participation Transaction Element Optionality

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|-------------------------------|------------|---------------|---------------|
| Transaction ID | R | R | R |
| Vendor Defined Field | X | X | X |
| Operation Code | R | R | R |
| Entity ID | R | R | R |
| School Student ID | X | X | X |
| Student ID | R | R | R |
| Track Number | R | R | R |
| First Name on legal document | X | X | X |
| Middle Name on legal document | X | X | X |
| Last Name on legal document | X | X | X |
| Need Code | R | R | R, 2 |
| <i>empty field</i> | X | X | X |
| Need Entry Date | R | R | R, 2 |
| <i>empty field</i> | X | X | X |
| SPED Service Code | R | R | R |
| SPED Service Entry Date | R | R | R |
| SPED Service Exit Date | | 1 | X |
| SPED Exit Reason Code | 3 | 1,3 | X |
| SPED Grade | R | R | R |

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|--|------------|---------------|---------------|
| Funded SPED Service DOR | R | R | R |
| <i>element no longer collected: SPED Neighborhood School Indicator</i> | X | X | X |
| SPED Special Enrollment Code | | 1 | |
| SPED Federal Primary Category | R | R | X |

- 1 A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.
- 2 On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.
3. *SPED Exit Reason Code is required when a SPED Exit reason Date is submitted.*

9.1.3 A new SPED Exit Reason code value will be needed. This is defined by when a SPED exit date is necessary that cannot fit into existing SPED Exit reason codes. This new code is used to handle a scenario in which the student is changing a SAIS data element within the 014 transaction, such as Need, funded SPED DOR, SPED grade, Federal Primary Indicator, or SPED Service Participation code. This new code will then allow the transaction to pass import validation (SPED Exit Reason is now a required field if exit date is submitted).

9.1.3.1 The new SPED Exit Reason code shall be documented in the to-be-created FY07 'Data Transaction Codes Value' document and shall appear as code 9.

| Code in transaction | Code in SAIS data-base ¹ | Short Description | Description | Valid for pre-school | Valid for stated ages | Effective Dates ² |
|---------------------|-------------------------------------|--|---|----------------------|-----------------------|--|
| 9 | TBD | Exited due to intended change in SAIS data element(s) only | This code is used when the student is ends one SPED service participation and starts another. Student is not transferring to regular education. | yes | all valid ages | <ul style="list-style-type: none"> • FY 2007 to present |

9.2. Integrity

9.2.1 Require a school level State and Federal SPED - Integrity validation to make sure a future need/service is entered.

9.2.1.1 SAIS shall validate if any SPED Service Participation is has a start date > the latest exit date of SPED Service Participation with a SPED Exit Reason Code = 9 (Exited due to intended change in Need/Service Code), else fail the Integrity validation:

SC-INT-SPD-xxx.xx.x
 State SPED failure
 Federal SPED failure
ERROR message -44xxx

Student must have a SPED Service Participation with a start date > the latest exit date of a SPED with an Exit Reason Code = 9; {Return SPED exit date; Return SPED Exit Reason Code}

9.3. Aggregation

n/a

9.4. Reports

9.4.1 SAIS shall capture the new SPED Exit Reason code 9 in the SPED 71 report.

10. SPED Exit Reason – ‘Withdrawn by Parent Request’ for PS, KG, and UE

Per the Early Childhood division of ADE, SAIS shall allow a SPED Exit Reason code of ‘Withdrawn by Parent Request’ for SPED grades PS, KG, and UE.

10.1. Transactions

10.1.1 The new Withdrawn by Parent Request SPED exit reason code shall be valid in SAIS from FY 2007 and forward.

10.1.2 The new SPED Exit Reason code shall be documented in the to-be-created FY07 ‘Data Transaction Codes Value’ document and shall appear as code 10.

| Code in transaction | Code in SAIS database ¹ | Short Description | Description | Valid for pre-school | Valid for stated ages | Effective Dates ² |
|---------------------|------------------------------------|-----------------------------|---|---------------------------------|---------------------------------|--|
| 10 | TBD | Withdrawn by Parent Request | This code is used when a parent wants to withdraw a student with a SPED grade of PS, KG, or UE from the student’s SPED Service Participation. | PS, KG, and UE SPED grades only | PS, KG, and UE SPED grades only | <ul style="list-style-type: none"> FY 2007 to present |

10.1.3 Import Validation: If the student grade IS NOT SPED grade PS, KG, and UE and SPED Exit Reason Code is 10 (Withdrawn by Parent Request), fail the submitted transaction

SD-TX014-SPD-002.3A.7.1

ERROR message -@@: "SPED Exit Reason code 10 {Withdrawn by Parent Request} only valid for SPED grades PS, KG, and UE."

10.2. Integrity

n/a

10.3. Aggregation

n/a

10.4. Reports

10.4.1 SAIS shall capture the new SPED Exit Reason code 10 in the SPED 71 report.

11. Student Integrity Report by District

11.1. Transactions

n/a

11.2. Integrity

See Reports section for details.

11.3. Aggregation

n/a

11.4. Reports

11.4.1 The SAIS system shall give district users the capability to request a District Integrity Status Report from the Student Detail Download Screen.

11.4.2 The District Integrity Status Report shall be created in a text (CSV) or XML format. The format is designated by the report requestor.

11.4.3 The District Integrity Status Report shall create and print in ascending order, based on the following sort order:

11.4.3.1 Integrity type:

- All
- ADM – All
- ADM – 40 Day
- ADM – 100 Day
- ADM – EOY
- October Enrollment
- Year End Enrollment
- SPED
- FED SPED
- ELL
- Support Programs

11.4.3.1.1 Retrieve Failures Only:

Yes
No

11.4.4 Student records in the District Integrity Status Report shall include the following data elements:

Entity Id
Name (Entity)
CTDS
Report_Type
StudentId
FirstName
LastName
SchoolStudentId
IntegrityTypeld
ReportingFrequency
ReportingPeriod
Status
TransactionRefld
ErrorCode
ErrorDescription
Severity
ErrorDtm
TransactionRefld2
AuditNumber
AuditDescription
TransactionRefld3

11.4.4.1 *NOTE: All of the above student level Integrity data elements may not be present for each student in this report based on filters selected and data variables.*

11.4.5 *NOTE: It will be the responsibility of the district user to import the extract file into third-party software for viewing and managing.*

12. Graduated Rules for 11th and 12th Grades

School Finance has determined to enforce existing rules regulating the submission of a status of 'Graduated' to grades 11 and 12 only. SAIS will be revised to implement this Integrity rule that starting FY07.

12.1. Transaction

12.1.1 If the student's Year End Status Code = 'G' and the Student's Grade is not equal to 11 or 12 then:
Report the discrepancy as:

ERROR: system message -@@

Only grades 11 and 12 are allowed to be submitted with a Year End Status of G (Graduated at Year End). Submit either a Year End status of P (Promoted) or R (Retained) for grades PS to 10, including UE.

Solution: In order for a student with a grade below 11th grade to be submitted with a Graduated Year End status, the student will need to be promoted to 11th or 12th grade in order to graduate.

- 12.1.2 If the student's Grade is in PS to 10, including UE and the Year End Status Code is neither 'P' (Promoted) nor 'R' (Retained) then: Report the discrepancy as:

ERROR: system message -@@

Invalid Year End Status for grade - Submit either a Year End status of P (Promoted) or R (Retained) for grades PS to 10, including UE.

- 12.1.3 If the student's Withdrawal Activity Code = 'W7' and the Student's Grade is neither 11 nor 12 then: Report the discrepancy as:

ERROR: system message -@@

Only grades 11 and 12 are allowed to be submitted with a Withdrawal Activity Code of W7 (Graduated).

- 12.1.4 If the student's Summer Withdrawal Activity Code = 'S7' and the Student's Grade is not equal to 11 or 12 then: Report the discrepancy as:

ERROR: system message -@@

Only grades 11 and 12 are allowed to be submitted with a Summer Withdrawal Activity Code of S7 (Summer Early Graduation).

12.2. Integrity

- 12.2.1 Only grades 11 and 12 are allowed to be reported with a Year End status of Graduated 'G'.

- 12.2.1.1 A student's Year End Integrity shall fail, starting in FY 2007, if the student in grades PS – 10, including UE, was submitted with a Year End status of 'G'.

Integrity failure:

ADM EOY

Year End Status

ERROR: Message -@@ Student can only have a Year End Status of 'G' (Graduated at year end) if student is either in grade 11 or 12.

Solution: In order for a student with a grade below 11th grade to be submitted with a Graduated Year End status, the student will need to be promoted to 11th or 12th grade in order to graduate.

- 12.2.1.2 Starting in FY 2007, students in grades PS – 10, including UE, can only have Year End status of P (Promoted) or R (Retained).

Integrity failure:

ADM EOY

Year End Status

ERROR: Message -@@ Student can only have a Year End Status of P (Promoted) or R (Retained) in grades PS – 10, including UE.

12.2.2 Only grades 11 and 12 are allowed to be reported of a Withdrawal Activity Code of Graduated 'W7'.

12.2.2.1 A student's Year End Integrity shall fail, starting in FY2007, if the student in grades PS – 10, including UE, was submitted with a Withdrawal Activity Codes of W7.

Integrity failure:

If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.

If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.

If date > 100th: ADM 200th, ADM EOY

Year End Status

ERROR: Message -@@ Student can only have Withdrawal Activity code of W7 (Graduated) if student is in either grade 11 or 12.

12.3. Aggregation

12.4. Reports

13. Absence on 1st Day of School (per calendar track)

The School Finance Advisory Committee recommended a new policy regulating the administration of students who are enrolled, but are not physically present in the classroom on the first day that instruction is offered. The ADE approved the committee's recommendation. SAIS will therefore be amended to accommodate the approval of absence on the 1st day of school as defined in the LEA calendar.

A few of the items considered when changing the policy to allow 1st day absences include A.R.S. §15-901 (A)(2), A.R.S. §15-901 (A)(10), and A.R.S. §15-901(F).

13.1. Transactions

13.1.1. From FY 2007 forward, SAIS shall allow reporting of full-day absence on the first day of the calendar track to which the student is assigned.

13.1.1.1. This will apply only to a student if his enrollment date is equal to the first day of the calendar track to which the student is assigned.

13.1.1.2. This will apply only to a student's first enrollment in the same school per fiscal year.

13.2. Integrity (ADM)

13.2.1 Full-day absence on the first day of readmission is not allowed.

Integrity failure:

If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.

If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.

If date $>$ 100th: ADM 200th, ADM EOY

ERROR: Message -44103

Student may not have a full day absence on the first day of membership unless the absence falls on the first day of school as defined in the calendar track to which the student is assigned.

13.2.2 Full-day absence on the first day of a mid-year track change (EK) is not allowed.

Integrity failure:

If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.

If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.

If date $>$ 100th: ADM 200th, ADM EOY

ERROR: Message -@@

Student may not have a full-day absence on the first day of membership of a mid-year track change.

13.2.3 A student may not have a record of enrollment on the first day of a calendar track and a period of ten or more consecutive absences (excused or unexcused) starting on the date of enrollment. *Note: A student must participate in (attend) school at some point within the first ten days of the calendar track to which the he/she is assigned regardless of the length of period of enrollment.*

Integrity failure:

If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.

If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.

If date $>$ 100th: ADM 200th, ADM EOY.

ERROR: Message -@@

Student has not participated in instruction during the first ten days of the calendar track to which he/she is assigned. Student's enrollment must be deleted.

- 13.2.4 If attendance is being reported, SAIS will not allow a gap of 10 days of missing attendance from the start date of enrollment and if enrollment date is equal to the 1st day of the calendar track the student is assigned. An enrollment with a start date equal to the first day of attendance should then be submitted.

Integrity failure:

If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.

If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.

If date > 100th: ADM 200th, ADM EOY.

ERROR: Message -@@

Student has not participated in instruction during the first ten days of the calendar track to which he/she is assigned. Student's enrollment must be deleted.

13.3. Aggregation

13.4. Reports

14. Kindergarten Reporting

Information on pending legislation affecting Kindergarten reporting may be found in House Bill # 2678 of the 47th Legislature, Second Session 2006 – Proposed Education Legislation.
<http://www.azleg.state.az.us/>

14.1. Transactions

- 14.1.1 From FY 2007 forward, SAIS shall require actual membership FTE be submitted for a Kindergarten student.

- 14.1.1.1 A KG student from these schools may choose either half-day or full-day kindergarten instruction. The FTE reported for these students must be according to the actual instruction they're receiving.

Note: Integrity, Aggregation, Reports, and Student Counts requirements are under review pending final opinion based on new legislation.

14.2. Integrity

14.3. Aggregation

14.4. Reports

14.5. Data Push and Student Counts Reporting

15. Membership Data for Preschool Students

15.1. Transactions

In addition to Preschool SPED participants, SAIS shall require submission of all membership data for students participating in Early Childhood Programs (see section 16) from FY 2007 and forward. However, only Preschool SPED students will receive State Funding.

All Preschool membership data is accepted by SAIS, regardless of program participation. However, only Preschool students participating in SPED or Early Childhood programs are required to submit Preschool membership data.

Preschool FTE should continue to be reported as 1.0 FTE. For Preschool ADM purposes, SAIS will use minutes attended to track whether the student receives full funding or not (combined with a valid PS SPED participation).

16. Early Childhood Program Participation

From FY 2007 forward, SAIS will begin collecting Early Childhood Program Participation in conjunction with Early Childhood assessments (see section 17 for more specific details on Early Childhood assessments).

16.1. Transactions

16.1.1 This transaction is designed to capture the elements that are directly related to the Programs that Preschool students are participating in.

The following structure describes the elements in this transaction.

| field name | abbreviated name | length | data type | description |
|----------------------|------------------|--------|-----------|--|
| Transaction ID | TRANSID | 3 | I | ID value = 023 |
| Vendor Defined Field | VENDORFLD | 50 | S | Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message |

| field name | abbreviated name | length | data type | description |
|-------------------------------|------------------|--------|-----------|---|
| Operation Code | OPRCD | 1 | S | A = Add New Preschool Program Participation C = Change Existing Preschool Program Participation information D = Delete a Preschool Program Participation |
| Entity ID | ENTITYID | 9 | S | School identifier; CTDS code, where student is participating in the Preschool program |
| School Student ID | SCHLSTUID | 12 | S | School-generated student identifier |
| Student ID | STUDENTID | 10 | I | ADE-generated student identifier (SAIS ID) |
| Track Number | TRACK | 4 | I | For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.) |
| First Name on Legal Document | FIRSTNM | 30 | S | Student first name as it appears on the legal document provided for registration |
| Middle Name on Legal Document | MIDDLENM | 30 | S | Student middle name as it appears on the legal document provided for registration |
| Last Name on Legal Document | LASTNM | 40 | S | Student last name as it appears on the legal document provided for registration |
| Preschool Program Type | PSPROGTYPE | 2 | C | Program in which student is participating <i>See Code Values – Preschool Program Type</i> |
| Program Entry Date | PGMENTRYDATE | 10 | D | The date the student entered the program |
| Program Exit Date | PGMEXITDATE | 10 | D | The date the student exited the program |
| Program Partner ID | PROGPARTID | 9 | S | School identifier; CTDS code, of district, charter or other agency reporting data on Entity's behalf, OR with which the Entity has a relationship |
| Family Income Indicator | FMLYINCIND | 1 | L | Used for students enrolled in the Title I Even Start or State Family Literacy Program to identify whether the family is at or below the poverty level |
| Living in Household Indicator | LIVHSHLDIND | 2 | C | Used for students enrolled in the Early Childhood Block Grant Program to determine parental employment status <i>See Code Values - Preschool Early Childhood Block Grant - Living in Household Indicator</i> |
| Mother Employment Status | NEWSPECENREND | 1 | L | Used in conjunction with Living in Household Indicator if living with Mother or Both |
| Father Employment Status | OLDTUITPAYRCD | 1 | L | Used in conjunction with Living in Household Indicator if living with Father or Both |

Changing Elements

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation.

- Preschool Exit Date
- Program Partner ID
- Family Income Indicator
- Living in Household Indicator
- Mother Employment Status
- Father Employment Status

Element Optionality

This table defines whether each element is required or optional.

Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required
 X: any value in the submitted element will be ignored
 {blank}: the element is optional; a valid value will be captured in SAIS

Preschool Program Participation Transaction Element Optionality

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|-------------------------------|------------|---------------|---------------|
| Transaction ID | R | R | R |
| Vendor Defined Field | X | X | X |
| Operation Code | R | R | R |
| Entity ID | R | R | R |
| School Student ID | X | X | X |
| Student ID | R | R | R |
| Track Number | R | R | R |
| First Name on Legal Document | X | X | X |
| Middle Name on Legal Document | X | X | X |
| Last Name on Legal Document | X | X | X |
| Preschool Program Type | R | R | R |
| Program Entry Date | R | R | R |
| Program Exit Date | | 3 | x |
| Program Partner ID | | 3 | x |
| Family Income Indicator | 4 | 3 | x |
| Living in Household Indicator | 1 | 3 | x |
| Mother Employment Status | 2 | 3 | x |
| Father Employment Status | 2 | 3 | x |

- 1 If Preschool Program Type is Early Childhood Block Grant, then this field is required, otherwise it will be ignored.
- 2 If Living in Household Indicator is provided, these fields could be required dependant on the value of the indicator
- 3 At least one of these elements must be different on SAIS for this to be a valid change
- 4 If Preschool Program Type is Title I Even Start or State Family Literacy, then this field is required, otherwise it will be ignored

16.1.2 If a Preschool student does not have a membership in SAIS, this transaction will not be accepted.

SD-TX023-
ERROR: Message -@@@:
 Student must have a preschool membership in SAIS to participate in an Early Childhood Program.

Definitions

16.1.3 **School CTDS (Required)**

CTDS number of the school where the program is being provided.

All headstart/private schools providing PS services will have to apply to ADE for a CTDS number.

16.1.4 **Program Type (Required)**

This field would determine which PS programs a student is participating in, for example: Early Childhood Block Grant, State Family Literacy, Title I Even Start, and/or Migrant Education Even Start.

Note: A PS Student may participate in multiple programs. A PS Program transaction will need to be submitted to SAIS for each program.

16.1.5 **Program Entry Date (Required)**

The date that the student enters the program defined in Program Type

16.1.6 **Program Exit Date (Optional)**

The date that the student is exited/withdrawn from the program defined in Program Type

16.1.7 **Family Income Indicator (Required, only if PS Program Type is Even Start or Family Literacy)**

This will be a Y/N (1,0) indicator to show whether a family is at or below the poverty level (100%).

16.1.8 **Living in Household Indicator (Required only if Program Type is Early Childhood Block Grant)**

This indicator is a required field if the Program Type is Early Childhood Block Grant.

If required the values of this indicator can be:

16.1.8.1 Mother

16.1.8.2 Father

16.1.8.3 Both or

16.1.8.4 Not living with either parent

- If the indicator is marked as Mother, then the Mother Employment Status below becomes a required field and must be entered
- If the indicator is marked as Father, then the Father Employment Status below becomes a required field and must be entered
- If the indicator is marked as Both, then both the Mother Employment Status and the Father Employment Status fields must be entered
- If the indicator is marked as Not living with either parent, then neither the Mother Employment Status nor Father Employment Status must be entered

16.1.9 **Mother Employment Status (Optional, depending on Living in Household Indicator above)**

This is needed for Federal reporting for the Early Childhood Block Grant. This will be a Y/N (1,0) indicator.

16.1.10 **Father Employment Status (Optional, depending on Living in Household Indicator above)**

This is needed for Federal reporting for the Early Childhood Block Grant. This will be a Y/N (1,0) indicator.

16.1.11 **Program Partner ID (Optional)**

CTDS number of the district, charter or other agency that is entering the data on behalf of the entity OR CTDS number of the district or charter that the entity shares a relationship.

This field will be used in cases where:

16.1.11.1 A district, charter or other agency is designated to report data to SAIS on behalf of the entity, to ensure there is way to determine who submitted the data in SAIS, and for the submitting district, charter or other agency to be able to view the data.

16.1.11.2 When an entity has a relationship with a district or charter school, this field should be used to report the CTDS of that district or charter.

Preschool Programs

| Code in transaction | Code in SAIS data-base ¹ | Short Description | Description | Effective Dates ² |
|---------------------|-------------------------------------|------------------------------|--|--|
| 1 | | Early Childhood Block Grant | Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines. | <ul style="list-style-type: none"> FY 2007 to present |
| 2 | | State Family Literacy | State Family Literacy eligible child and family enrolled in a state funded Family Literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education. | <ul style="list-style-type: none"> FY 2007 to present |
| 3 | | Title I Even Start | Even Start eligible child and family enrolled in a federally funded Even Start program. Child receives services in a preschool setting in conjunction with family member(s) receiving adult education. | <ul style="list-style-type: none"> FY 2007 to present |
| 4 | | Migrant Education Even Start | Migrant eligible child and family enrolled in a family literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education. | <ul style="list-style-type: none"> FY 2007 to present |

Preschool Early Childhood Block Grant - Living in Household Indicator

| Code in transaction | Code in SAIS data-base ¹ | Short Description | Description | Effective Dates ² |
|---------------------|-------------------------------------|-------------------|-----------------------------|--|
| 1 | | Mother | student resides with mother | <ul style="list-style-type: none"> FY 2007 to present |
| 2 | | Father | student resides with father | <ul style="list-style-type: none"> FY 2007 to present |

| Code in transaction | Code in SAIS data-base ¹ | Short Description | Description | Effective Dates ² |
|---------------------|-------------------------------------|-------------------|--|--|
| 3 | | Both | student resides with both mother and father | <ul style="list-style-type: none"> • FY 2007 to present |
| 4 | | Neither | student is not residing with either mother or father | <ul style="list-style-type: none"> • FY 2007 to present |

16.2. Integrity

n/a

16.3. Aggregation

n/a

16.4. Reports

TBD

17. Early Childhood Preschool Assessments

From FY 2007 forward, SAIS will be collecting Early Childhood Assessments. Statutory references include:

The Arizona Department of Education (Department) will adopt one or a small number of appropriate, comprehensive, valid and reliable assessments for progress monitoring and for measuring outcome indicators in preschool children in any or all early childhood programs administered by the Department. Local educational agencies and their schools will select an allowed assessment and assess the preschool student in order to monitor progress of children and to meet the requirements of the 2004 Individuals with Disabilities Education Improvement Act (IDEA), Part B, Section 619, or to provide accountability data for the State Early Childhood Block Grant (A.R.S. §15-1251) or to provide accountability data for the State Family Literacy Program (A.R.S. §15-191.01) and Title 1 Even Start Program (Title 1, Part B, Subpart 3). This adoption is in addition to the two assessments currently required for Title 1 Even Start Programs (Peabody Picture Vocabulary Test and Preschool Assessment of Literacy Skills – Pre-K).

17.1. Transactions

17.1.1 This transaction is designed to capture the elements that are directly related to the Assessment Preschool children are given.

The following structure describes the elements in this transaction.

| field name | abbreviated name | length | data type | description |
|-------------------------------|------------------|--------|-----------|--|
| Transaction ID | TRANSID | 3 | I | ID value = 024 |
| Vendor Defined Field | VENDORFLD | 50 | S | Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message |
| Operation Code | OPRCD | 1 | S | A = Add New Preschool Assessment C = Change Existing Preschool Assessment information D = Delete a Preschool Assessment |
| Entity ID | ENTITYID | 9 | S | School identifier; CTDS code, where Preschool Assessment was given |
| School Student ID | SCHLSTUID | 12 | S | School-generated student identifier |
| Student ID | STUDENTID | 10 | I | ADE-generated student identifier (SAIS ID) |
| Track Number | TRACK | 4 | I | For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.) |
| First Name on Legal Document | FIRSTNM | 30 | S | Student first name as it appears on the legal document provided for registration |
| Middle Name on Legal Document | MIDDLENM | 30 | S | Student middle name as it appears on the legal document provided for registration |
| Last Name on Legal Document | LASTNM | 40 | S | Student last name as it appears on the legal document provided for registration |
| Responsible Entity ID | RESPENTITYID | 6 | S | Responsible District or Charter Holder CTD Number |
| Preschool Assessment Type | PSASSTYPE | 2 | C | Assessment Type that student received <i>See Code Values – Preschool Assessments</i> |
| Assessment Date | ASSDATE | 10 | D | The date the student took the assessment |
| Test Score 1 | TESTSCORE1 | 3 | I | Score of Test Area |
| Test Score 2 | TESTSCORE2 | 3 | I | Score of Test Area |
| Test Score 3 | TESTSCORE3 | 3 | I | Score of Test Area |
| Test Score 4 | TESTSCORE4 | 3 | I | Score of Test Area |
| Test Score 5 | TESTSCORE5 | 3 | I | Score of Test Area |
| Test Score 6 | TESTSCORE6 | 3 | I | Score of Test Area |
| Test Score 7 | TESTSCORE7 | 3 | I | Score of Test Area |
| Test Score 8 | TESTSCORE8 | 3 | I | Score of Test Area |
| Test Score 9 | TESTSCORE9 | 3 | I | Score of Test Area |
| Test Score 10 | TESTSCORE10 | 3 | I | Score of Test Area |
| Test Score 11 | TESTSCORE11 | 3 | I | Score of Test Area |
| Test Score 12 | TESTSCORE12 | 3 | I | Score of Test Area |

Changing Elements

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation.

- Responsible Entity ID

- 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
- Test Score 10
- Test Score 11
- Test Score 12

Element Optionality

This table defines whether each element is required or optional.

Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

- R: the element is required
- X: any value in the submitted element will be ignored
- {blank}: the element is optional; a valid value will be captured in SAIS

Preschool Assessment Transaction Element Optionality

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|-------------------------------|------------|---------------|---------------|
| Transaction ID | R | R | R |
| Vendor Defined Field | X | X | X |
| Operation Code | R | R | R |
| Entity ID | R | R | R |
| School Student ID | X | X | X |
| Student ID | R | R | R |
| Track Number | R | R | R |
| First Name on Legal Document | X | X | X |
| Middle Name on Legal Document | X | X | X |
| Last Name on Legal Document | X | X | X |
| Responsible Entity ID | R | 2 | |
| Preschool Assessment Type | R | R | R |
| Assessment Date | R | R | R |
| Test Score 1 | R | 2 | x |
| Test Score 2 | 1 | 2 | x |
| Test Score 3 | 1 | 2 | x |
| Test Score 4 | 1 | 2 | x |
| Test Score 5 | 1 | 2 | x |
| Test Score 6 | 1 | 2 | x |
| Test Score 7 | 1 | 2 | x |
| Test Score 8 | 1 | 2 | x |
| Test Score 9 | 1 | 2 | x |
| Test Score 10 | 1 | 2 | X |

| <i>element</i> | <i>add</i> | <i>change</i> | <i>delete</i> |
|----------------|------------|---------------|---------------|
| Test Score 11 | 1 | 2 | X |
| Test Score 12 | 1 | 2 | X |

- 1 The amount of Test Scores required will depend on the Assessment Type; this will be shown in the *Preschool Assessment Type table in the Codes Value document*
- 2 At least one of these elements must be different on SAIS for this to be a valid change

Definitions

17.1.3 **Entity ID (Required)**

CTDS number of the school where the assessment is given.

17.1.4 **Responsible Entity ID (CTD) (Required)**

This is either the District or Charter Holder CTD number.

This could be different from the School CTDS number in cases where the student is assessed at an institution other than one of the District or Charters schools.

17.1.5 **Test Type (Required)**

This field would determine which PS Assessment test was administered.

17.1.6 **Test Date (Required)**

The date that the assessment is administered

17.1.7 **Test Scores (Required)**

Notes on Early Childhood Assessment Test Scores:

- There will be a minimum of 1 test score and a maximum of 12 test scores, depending on the amount of Test Areas within the Assessment Type given.
- The amount of test areas will be stored in the Assessment Type Codes Values.
- This value must be numeric.
- The acceptable range for test score submission is 0-999.
- The score must be a whole number.

Transaction Rule(s)

The following rule(s) will be applied to the Early Childhood Assessment transaction.

SD-TX024-ECA-001

If the number of submitted Early Childhood Assessment test scores does not match the number of Early Assessment stated in the Codes Values document, this transaction will not be accepted.

ERROR: Message -39008:

Number of Test Scores must be equal to the number of Test Areas of the given Assessment Type.

Preschool Assessments

| Code in transaction | Code in SAIS database ¹ | Short Description | Description | Preschool programs approved to administer this Assessment | Number of Test Areas | Effective Dates ² |
|---------------------|------------------------------------|--|--|---|----------------------|------------------------------|
| 1 | | Work Sampling | Ongoing progress monitoring instrument published by Pearson Early Learning | All | 7 | • FY 2007 to present |
| 2 | | Creative Curriculum | Ongoing progress monitoring instrument published by Teaching Strategies, Inc. | All | 10 | • FY 2007 to present |
| 3 | | Child Observation Record (COR) | Ongoing progress monitoring instrument published by High/Scope | All | 6 | • FY 2007 to present |
| 4 | | Galileo Plus | Ongoing progress monitoring instrument published by Assessment Technologies, Inc. | All | 9 | • FY 2007 to present |
| 5 | | Peabody Picture Vocabulary Test-III (PPVT-III) | Norm referenced assessment of receptive language skills published by American Guidance Service, Inc. | Az Family Literacy and Migrant Education Even Start | 1 | • FY 2007 to present |
| 6 | | Phonological Awareness Literacy Screening Pre-K (PALS Pre-K) | Norm referenced assessment of phonological awareness and emergent literacy published by University of Virginia | Az Family Literacy and Migrant Education Even Start | 6 | • FY 2007 to present |

17.2. Integrity

n/a

17.3. Aggregation

n/a

17.4. Reports

TBD

18. SAIS Online (for FY 2007 modifications)

18.1. SAIS Online

- 17.1.1 SAIS online shall be modified to adhere to and support all new and modified FY 2007 transaction validations, code values, and applicable rules.