Arizona Department of Education

AZELLA Sais ID Correction Application

Instructions for Use

Last updated: 04-01-09

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NOTE: ELL Assessment result records imported from the scoring vendor are checked for a valid SAIS ID and for a SAIS ID and name match on the student detail record before matching the results to a student. When there is an invalid SAIS ID or a mismatch to the name in student details, the district/charter holder/school will need to verify or correct the SAIS ID so that the results can be matched to the student for determining eligibility in the ELL program. SAIS ID matching errors can only be corrected by accessing the AZELLA Sais ID Correction application, which can be found in the ADE Common Logon application "SaisOnline."

SaisOnline ELL Assessment read access must be authorized by your District/Charter Administrator or Business Manager. Please have them contact the ADE Support Center at **602-542-7378** or email **support@azed.gov** to have SaisOnline added to your Common Logon Application Menu. The AZELLA Sais ID Correction application can then be accessed via SaisOnline.

If you have any questions regarding the use of the AZELLA Sais ID Correction Application, please contact the Arizona Department of Education's System Training and Response Team (STaR Team) via the web form at: **http://www.ade.az.gov/schoolfinance/STaR/TrainingAndAssistRequest/RequestForm.aspx** OR Micky Gutier at the Office of English Language Acquisition Services (OELAS) by phone 602-542-7469 or email: Micky.Gutier@azed.gov.

AZELLA Sais ID Correction Procedure

1.1 Purpose

ELL Assessment result records imported from the scoring vendor are checked for a valid SAIS ID and for a SAIS ID and name match on the student detail record before matching the results to a student. When there is an invalid SAIS ID or a mismatch to the name in student details, the school needs a means to verify or correct the SAIS ID so that the results can be matched to the student for determining eligibility in the ELL program.

2 PROCEDURE

2.1 How do I know if there are records that need to be verified or corrected?

If you don't see the most recent test results on the SDELL70 report for a student which have been available from Pearson's Rapid Reports for more than a week, check the AZELLA Sais ID Correction application.

In the sample SDELL70 report below, there are no ELL Assessment results shown for this student, yet the school has administered an assessment and received the results from Pearson more than a week before.

NOTE: In order to simplify the process of identifying AZELLA records that need to be matched for the Districts and Charters in FY 2010, the Arizona Department of Education's Information Technology Department, in conjunction with the Office of English Language Acquisition Services (OELAS) has started the process of the development of a new report for School Year 2009-2010. Once completed, this report will be available on the ADE Common Logon application "Student Detail Data Interchange." More information regarding this new report will be forthcoming at a later date.

SDELL70

Arizona Department Of Education

Student's Most Recent Language Assessment Search Report

Page: 1

Print Date: 01/13/2009 16:33:04

School CTDS: N/A

School Name: N/A

SAIS ID	Last Name	First Name	Middle Name	School Student ID	Birth Date	Last Name Student Goes By	Normal Grad Year	Race	Gender	Home Language	Tribal Name
30[redacted]**1111**6	Rios	(Rodriguez) Cas	M.	551875	03/29/1994	Rios	2012	H	F	00	N/A

Overall Assessment Result	Language Program Participation	Overall Proficiency Level	Total Composite Scaled Score	Entry Date	School Name	School CTDS
N/A	N/A	N/A	N/A	N/A	No assessments were found for this student.	N/A

Assessment Date	Assessment Type	Assessment Score	Proficiency Level	Grade	District Name	School Name	School CTDS
N/A	N/A	N/A	N/A	N/A	N/A	No assessments were found for this student.	N/A

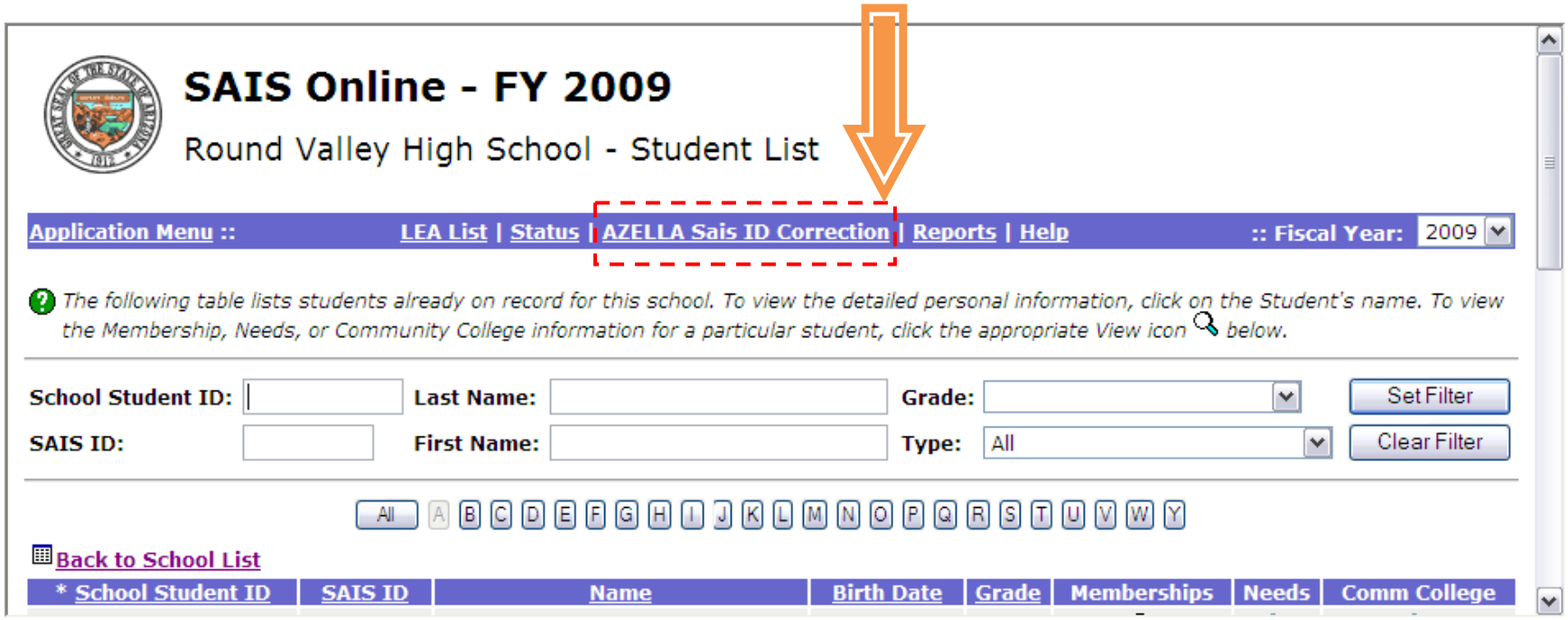
2.2 Checking for Unmatched Records

2.2.1 Log in to SaisOnline from the ADE Common Logon

If you are a district user, choose the school from the list that you wish to check for unmatched records. If you are a coordinator at a school, you will be logged into your school view.

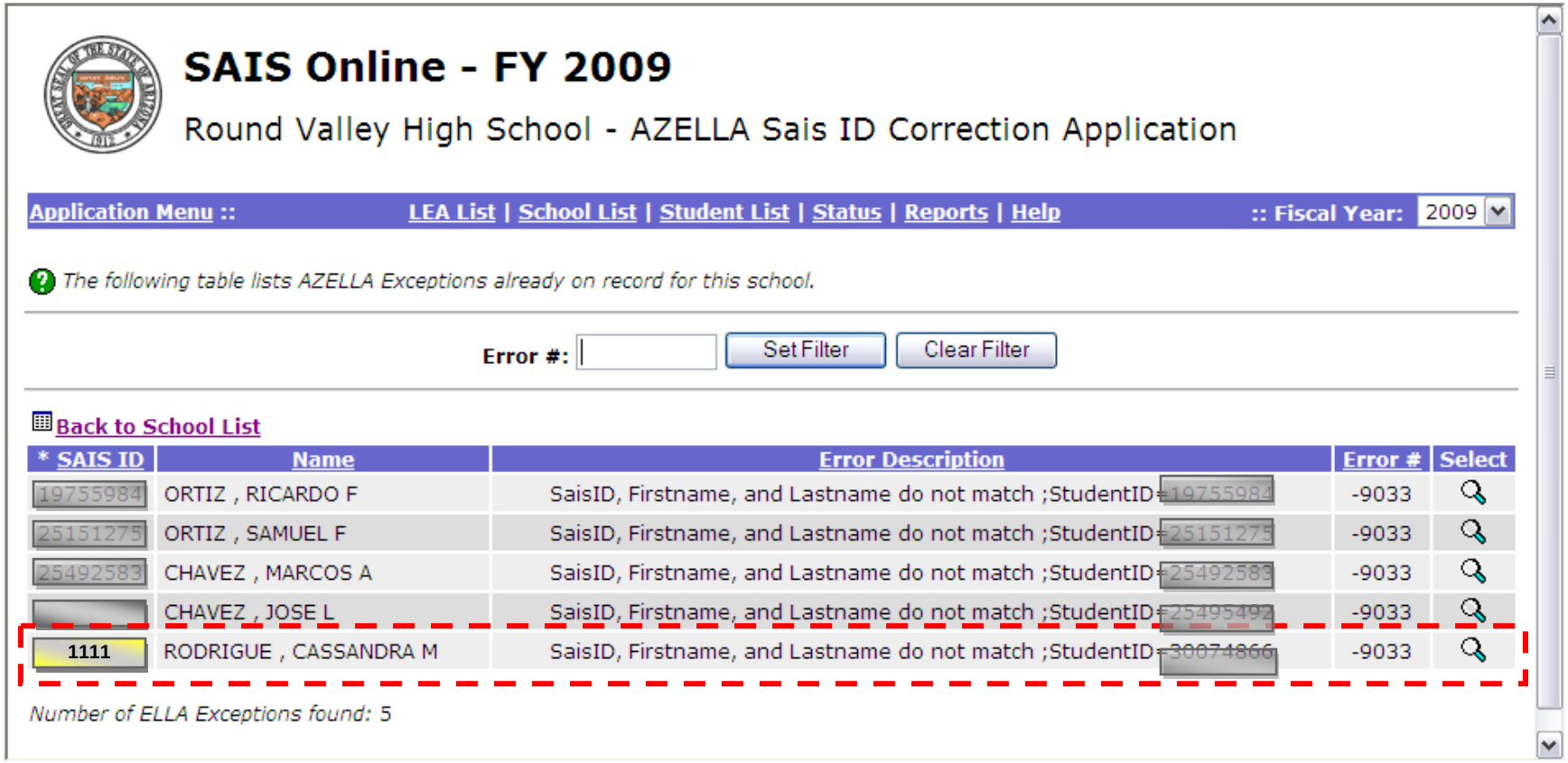
2.2.2 Choose the AZELLA SAIS ID Correction Link

Look for the “AZELLA Sais ID Correction” link in the bar towards the top of the page. Click the link to see the unmatched records.



After you click the link, if there are records that are unmatched, you will see a list.

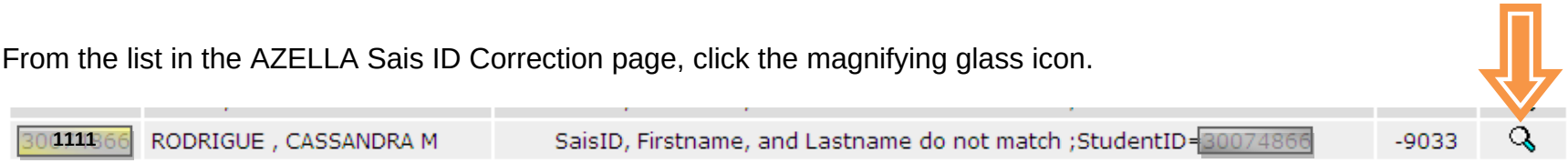
You can see in the sample below a list of SAIS IDs and student names, as they were entered on the assessment that was sent to Pearson for scoring, along with the reason that it could not be matched to a student record. A look at the student list shows a student with the same SAIS ID, but the name is spelled very differently.



We can tell that they are the same student by comparing the ID to the student record in SaisOnline and making a judgment on the similarity of the name, but SAIS can't. If you do not usually use SaisOnline, look up the student's record in your District's Student Management System (SMS).

2.3 Correcting or Verifying SAIS ID on an Unmatched Record

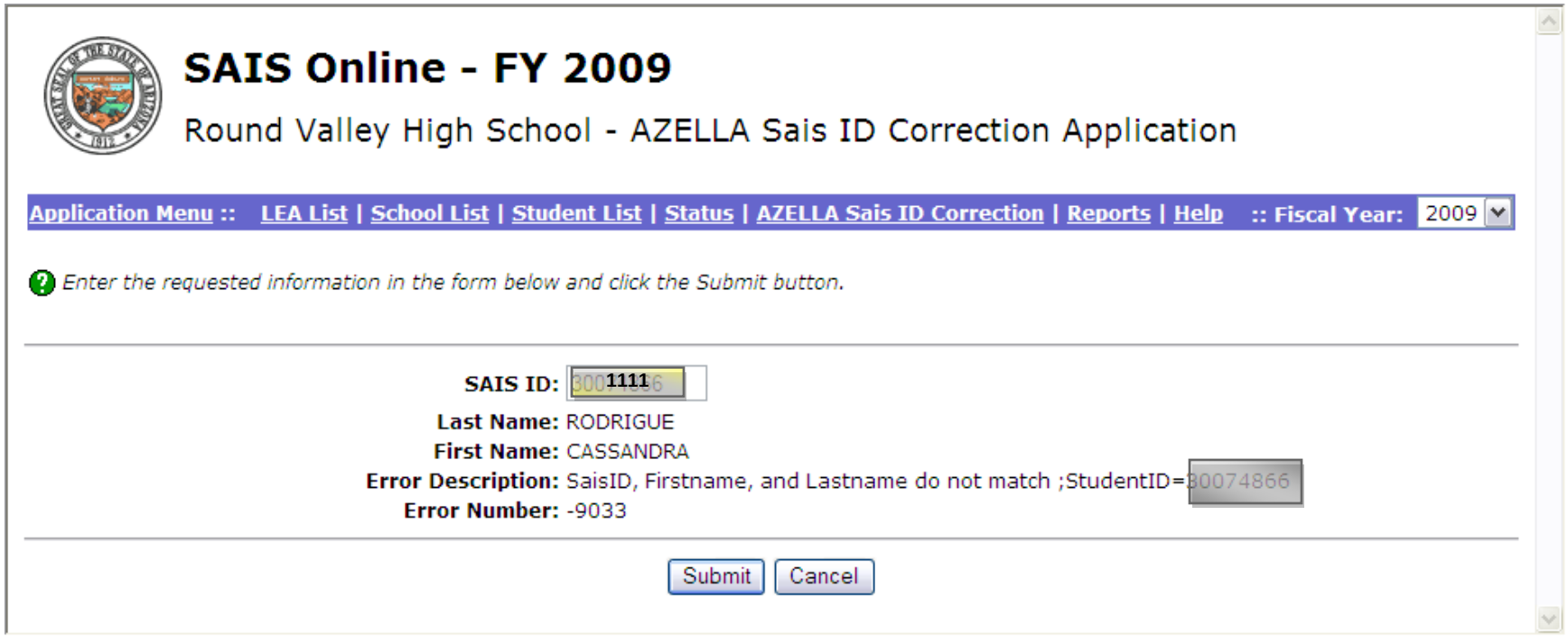
From the list in the AZELLA Sais ID Correction page, click the magnifying glass icon.



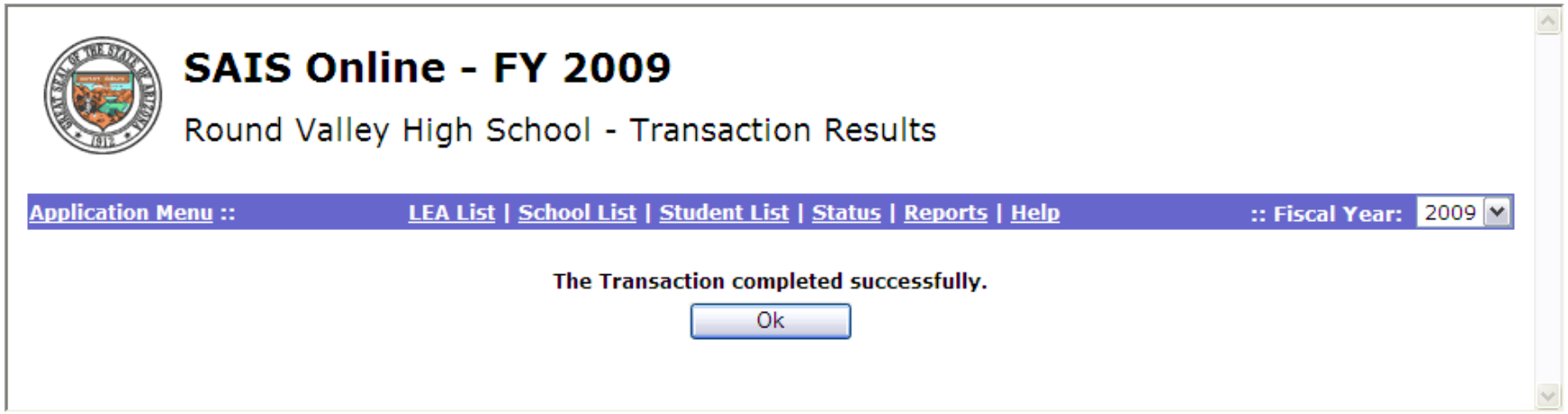
The following is a screenshot of the editing/confirmation page. If the SAIS ID had been incorrect, you would be able to change it. Since it is the name that is not a match but the SAIS ID is correct, do not change the SAIS ID.

You do not need to correct the name on the record, once you have confirmed that the SAIS ID is correct, the assessment results and scores will be matched to the student via the SAIS ID.

Click the Submit button to submit the ID change or ID verification.

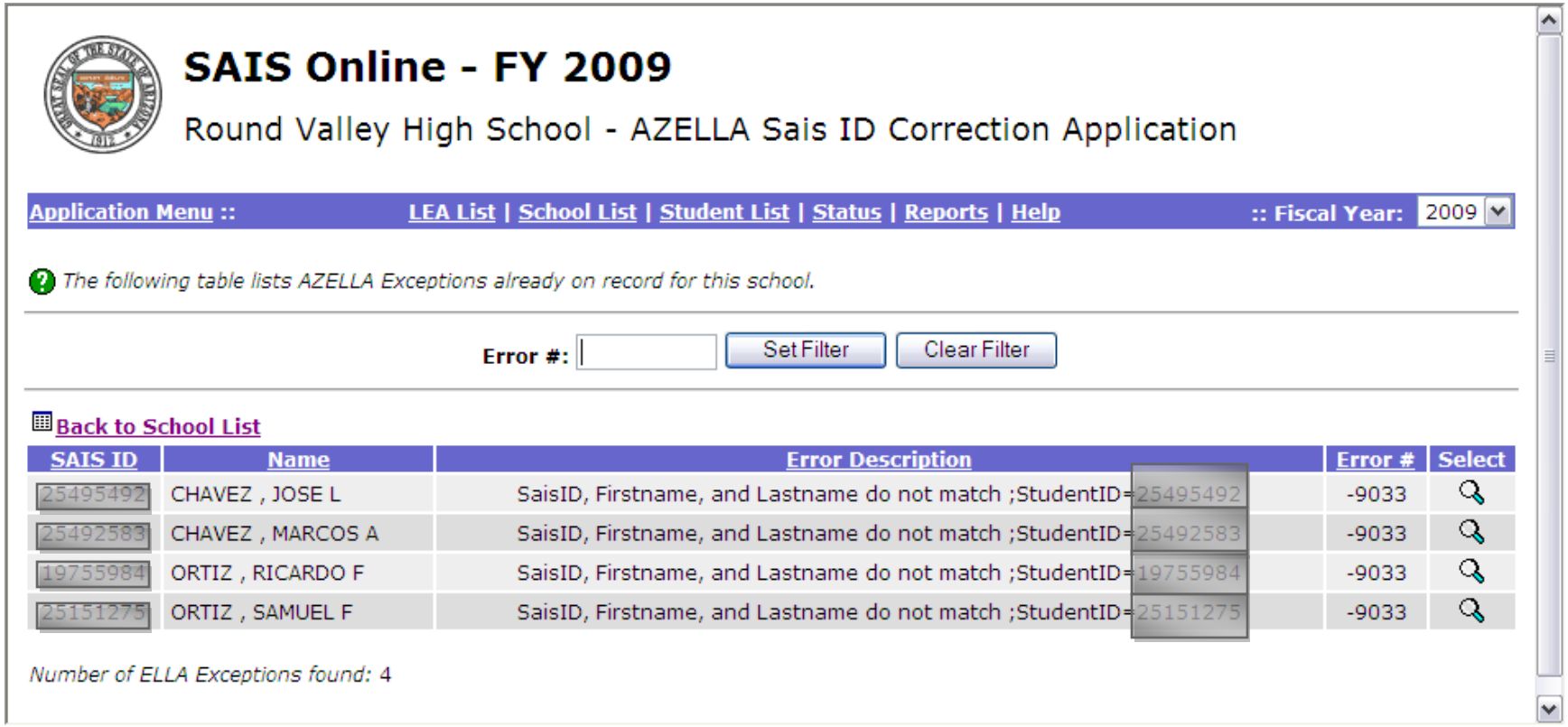

SAIS Online - FY 2009
Round Valley High School - AZELLA Sais ID Correction Application
Application Menu :: LEA List | School List | Student List | Status | AZELLA Sais ID Correction | Reports | Help :: Fiscal Year: 2009
Enter the requested information in the form below and click the Submit button.
SAIS ID: 1111
Last Name: RODRIGUE
First Name: CASSANDRA
Error Description: SaisID, Firstname, and Lastname do not match ;StudentID=30074866
Error Number: -9033
Submit
Cancel

If it is a valid SAIS ID, you will see a message confirming that the submission has been accepted and the results have been matched to a student record.



2.4 Verifying that the Record has been Matched

Back at the AZELLA Sais ID Correction list, it can be seen that the record that was corrected is no longer on the list.



SAIS Online - FY 2009

Round Valley High School - AZELLA Sais ID Correction Application

Application Menu :: | LEA List | School List | Student List | Status | Reports | Help | :: Fiscal Year: 2009

The following table lists AZELLA Exceptions already on record for this school.

Error #: Set Filter Clear Filter

Back to School List

SAIS ID	Name	Error Description	Error #	Select
25495492	CHAVEZ , JOSE L	SaisID, Firstname, and Lastname do not match ;StudentID=25495492	-9033	
25492583	CHAVEZ , MARCOS A	SaisID, Firstname, and Lastname do not match ;StudentID=25492583	-9033	
19755984	ORTIZ , RICARDO F	SaisID, Firstname, and Lastname do not match ;StudentID=19755984	-9033	
25151275	ORTIZ , SAMUEL F	SaisID, Firstname, and Lastname do not match ;StudentID=25151275	-9033	

Number of ELLA Exceptions found: 4

When the students SDELL70 report is generated again, the assessment results are now shown.

SDELL70

Arizona Department Of Education

Student's Most Recent Language Assessment Search Report

Page: 1

Print Date: 01/13/2009 16:55:54

School CTDS: N/A

School Name: N/A

SAIS ID	Last Name	First Name	Middle Name	School Student ID	Birth Date	Last Name Student Goes By	Normal Grad Year	Race	Gender	Home Language	Tribal Name
30**1111**66	Rios	(Rodriguez) Cas	M.	551875	03/29/1994	Rios	2012	H	F	00	N/A

Overall Assessment Result	Language Program Participation	Overall Proficiency Level	Total Composite Scaled Score	Entry Date	School Name	School CTDS
Initial Fluent English Proficient	N/A	Proficient	707	N/A	Round Valley High School	010210-210

Assessment Date	Assessment Type	Assessment Score	Proficiency Level	Grade	District Name	School Name	School CTDS
12/18/2008	Oral	734	Proficient	9	N/A	Round Valley High School	010210-210
12/18/2008	Reading	695	Intermediate	9	N/A	Round Valley High School	010210-210
12/18/2008	Writing	692	Intermediate	9	N/A	Round Valley High School	010210-210