



System Training and Response (STaR) Team – SAIS Information Series

Upload/Download Procedures in SAIS

This document is intended to provide information regarding the procedures that are necessary to exchange data with the SAIS Student Detail Database using a web browser to access the Student Detail Data Interchange (SDDI). The information may not be applicable to end users who have added utilities to their student management system (SMS) to take advantage of the automatic upload and download capabilities of SAIS. It is also important to note that the functionality required to use the features described here for those that use SDDI, may not be available in every SMS.

Step-by-Step Instructions for Submitting (Uploading) Files to SAIS

1. Enter all information required for SAIS reporting into the student management system (SMS).
2. Validate that the information is complete and accurate.
3. Follow the procedures specified by the SMS vendor or local system developer necessary to create and save a submission file.
4. Navigate to the Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
5. Enter username and password.
6. Select “Student Detail Data Interchange” from the Application Access Menu.
7. Select the individual school for which you are submitting a file, from the dropdown menu. If you are submitting a file at the district/charter holder level, leave the selection as it is initially displayed.
8. Click “Upload Area”
9. Enter the path and file name or “Browse” for the file you wish to submit. *(The extension of the file will be .sdf or .xml)*
10. Click “Go”

Notes:

- *Though a message that the file has been successfully submitted is usually displayed shortly after upload, it is still necessary to follow the directions below to check file processing status.*
 - *File processing time may vary (from minutes to days) based on system activity.*
11. Click “Status Area”
 12. Enter information to limit the number of files returned by sequence number range, date range, or just click “Go” (*recommended*) to return the status for all submitted files for the selected fiscal year.

File level status messages

Files submitted to the Student Detail Data Interchange normally contain numerous transactions. Before transactions are processed, the file is checked against certain criteria for validity. File level status messages relate to the file as a whole and may indicate that the file is waiting to be processed, is processing, has processed successfully, has processed with errors or has transactions that are still pending. Additional information regarding the status of a failed file is available by clicking the “failure” link associated with the submitted file in the “Status” area. Likewise, additional information is available for files that process successfully, with transactions pending student matching or with errors, by clicking the “transactions” link associated with the submitted file. Common file status messages include:

- **File is being processed** (Self explanatory – See Note 1. below for more information)
- **File is waiting to be processed** (Self explanatory – See Note 1. below for more information)
- **File processed, but contains transactions pending student matching** (see notes 1.and 2. below)
 1. The submitter should not make subsequent submissions while files are waiting to be processed, processing or have pending transactions. It is strongly suggested that the submitter wait for the status message to change to show that processing is complete before downloading results and/or submitting another file.
 2. Often, when a Student Enrollment Transaction is submitted without a SAIS ID, the transaction is moved to a queue for manual matching to determine whether the student is new to SAIS or has already been assigned a SAIS ID. Matching is done by ADE Support Center personnel. The status message is changed once the Support Center completes the matching process. For more information regarding matching, please see “Essential Information about Obtaining and Using SAIS IDs,” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star/>
- **File processed successfully**

The file, as well as each transaction contained within the file, have passed all validity checks. Each transaction has modified the SAIS Student Detail Database (added, changed or deleted information).
- **File processed with errors**

The file has passed all validity checks, but some or all of the transactions contained within the file have not. Each transaction that processed successfully has modified the SAIS Student Detail Database (added, changed or deleted information). No modifications were performed for transactions that failed. Additional information in the form of an error message is available by first clicking the “transactions” link associated with the file and then the “failure” link associated with each failed transaction.
- **File rejected due to validation errors**

The file failed a validity check and did not process. No individual transactions are processed when a file is rejected. The submitter must address the problems that caused the file to reject and resubmit the file (same sequence number). Additional information in the form of an error message is available by clicking on the “failure” link associated with the file.

Step-by-Step Instructions for Downloading Results from SAIS

SAIS generates several files and reports which are available for use by submitters through a download process. The instructions below and on the next page are for downloading the two files that are required by some student management systems to complete the submission cycle.

Downloading SAIS IDs

It is necessary to complete the following procedure every time records for students who had not previously existed in the SAIS Student Detail Database are added to SAIS. For more information regarding the procedures necessary to obtain SAIS IDs for students who are new to SAIS, please see “Essential Information about Obtaining and Using SAIS IDs” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star>

Note: Skip steps 1-4 if you are already on the Student Detail Data Interchange and have chosen the appropriate school from the dropdown list of available schools. (School District /Charter Holder should be chosen if files are submitted to SAIS at that level.)

1. Navigate to Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
2. Enter username and password.
3. Select “Student Detail Data Interchange” from the Application Access Menu.
4. Select the individual school for which you submit files, from the dropdown menu. If you submit files at the district/charter holder level, leave the selection as it is initially displayed.
5. Click “Download Area”
6. Click “Get SAIS IDs” (*Some student management systems may require choosing “Get SAIS IDs with CTDS.”*)
7. Choose XML or Simple Text, according to vendor or local system developer specifications, as the format for the file to be downloaded.
8. Use the filtering feature if desired and/or Click “Go.”
9. When the file download dialog box appears, click “Save.”
10. Navigate to the appropriate destination, save, and then follow vendor or local system developer procedures to import the file into the student management system so that the appropriate fields in the SMS can be automatically populated with newly generated SAIS IDs.

Downloading “Status on Submitted Import Files”

“Status on Submitted Import Files” is a file that contains information regarding the transactions that have completed SAIS import processing. While it is often referred to by users as an error report, it includes information about every transaction that was successfully processed in SAIS as well. Some student management systems require that this file be downloaded and imported into the SMS in order to complete the submission cycle and trigger the ability to generate another submission file with the proper sequence number. Some student management systems may not support this process.

Note: Skip steps 1-5 if you are already on the download page of the Student Detail Data Interchange.

1. Navigate to Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
2. Enter username and password.
3. Select “Student Detail Data Interchange” from the Application Access Menu.
4. Select the individual school for which you submit files, from the dropdown menu. If you submit files at the district/charter holder level, leave the selection as it is initially displayed.
5. Click “Download Area”
6. Click “Get The Status on Submitted Import Files”
7. Choose XML or Simple Text, according to vendor or local system developer specifications, as the format for the file to be downloaded.
8. Use the filtering feature if desired or if it is necessary to return the results for a particular sequence number and/or Click “Go”

Note: If no sequence number is specified in the filter, SAIS will return a file with results for the last file submitted to SAIS.

9. When the file download dialog box appears, click “Save.”
10. Navigate to the appropriate destination, save, and then follow vendor or local system developer procedures to import the file into the student management system (*if the SMS supports the importation of this file*).

Other downloads

Several other reports are available for download from the same page. Please see, “The SAIS Student Detail Reports,” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for more information on the Student Detail Reports.