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

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## **Recommended Procedure**

### ***Creating and activating a Local Educational Agency Calendar for Head Starts, Private Preschools, and Childcare Centers***

This document is intended to guide authorized Head Start, private preschool, and childcare center personnel through the procedures that are necessary to create and activate a Local Educational Agency Calendar using the application developed for this purpose. The application is available in the Common Logon area of the Arizona Department of Education's web site.

#### **Background**

Local Educational Agencies (LEAs) receive state aid based on data that is submitted to the Arizona Department of Education's (ADE) Student Accountability Information System (SAIS) in accordance with ADE guidelines and procedures. School districts that contract with Head Start programs or private preschools and childcare centers to serve preschool age students with certain disabilities are entitled to receive state aid to assist with costs related to the placement of students in such programs.

Also, ADE requires student assessment information to be reported for all preschool children enrolled in early childhood programs. School districts that contract with Head Start programs or private preschools and childcare centers to serve preschool age children must report student assessment information for children placed in these settings.

Before student level data that is submitted to the SAIS Student Detail Database can be processed successfully, each LEA must establish a calendar. ADE procedures require that a calendar be established and activated at each site where students who are eligible for state aid receive educational services.

#### **Identifying school sites**

The Arizona Department of Education identifies every LEA by assigning it a nine digit County, Type, District, Site (CTDS) number. The first two digits designate the county (i.e. 07 for Maricopa, 10 for Pima, etc.). The next two digits designate LEA type. All Head Starts are identified as type 26. Private preschool and childcare programs are identified as types 20, 21, 22, 24, and 30-34. The next two digits identify a particular entity within a county. (These digits could have any value from 01-99.) The last three digits identify the school or site. All administrative office sites are designated with a

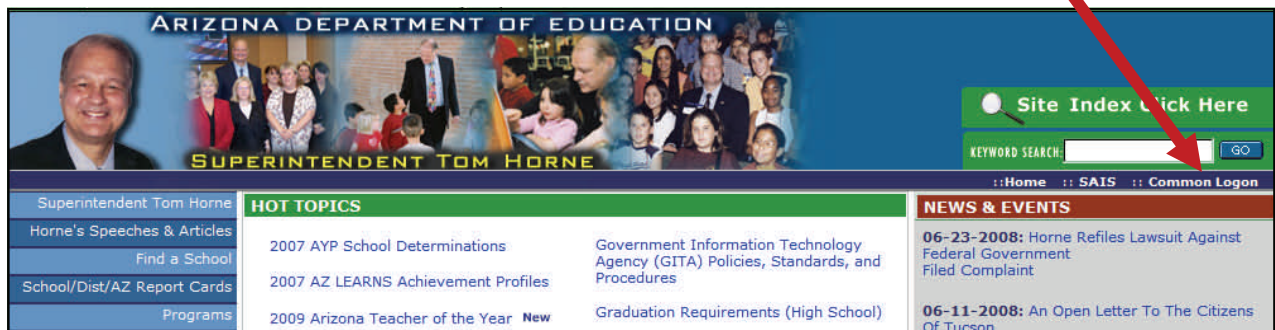
three digit site code of 000. School sites are designated with a three digit site code of something other than 000.

For example, the CTDS for the administrative office of Southwest Human Development Head Start is 072605000. The CTDS for one of the school sites operated by Southwest Human Development (Balsz School Head Start) is 072605010.

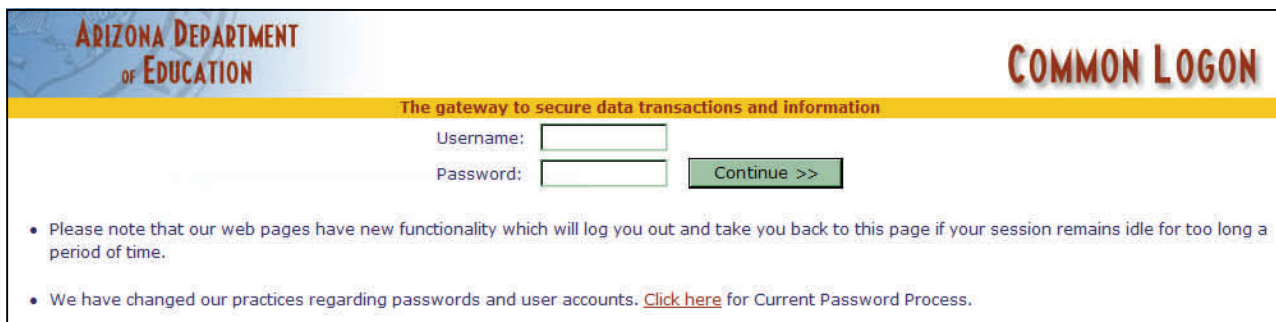
It is important to note that several entities could be assigned the same number for the 5th and 6th digits; however there will only be one such identifying number per county. (Only Southwest Human Development will be designated as 05 within Maricopa County.)

## Recommended Procedures

1. ADE Support Center personnel use the contact information provided by the program administrator or other authorized contact to create a username and password that allows access to the ADE Common Logon. Once created, the username and password are sent to the program administrator or other authorized contact via e-mail.
2. The authorized user logs on to the ADE Common Logon
  - Navigate to the ADE home page at <http://www.ade.az.gov>
  - Click on “Common Logon.” The link is located at the upper right corner of the home page.



3. Enter the Username and Password received by e-mail from the ADE Support Center and click “Continue.”



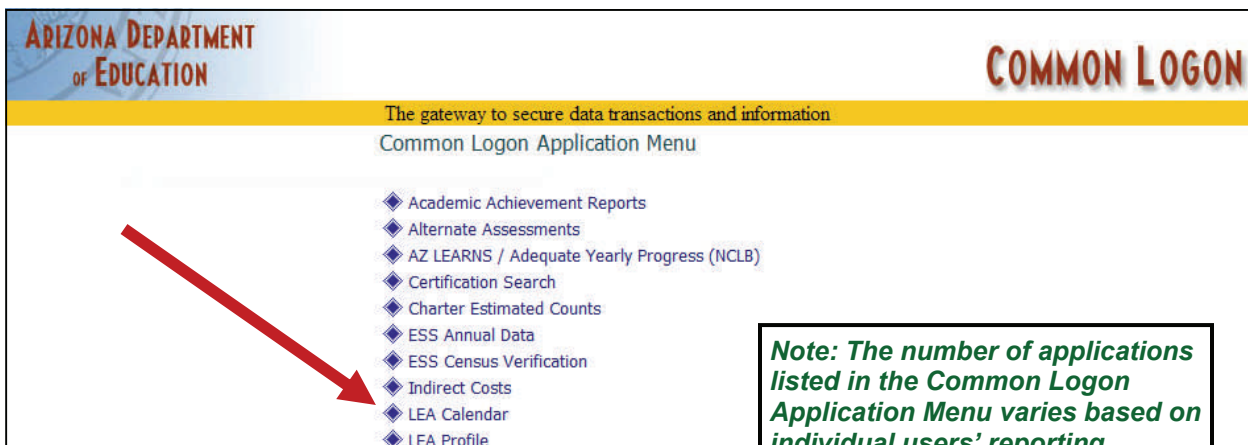
4. First time users of the Common Logon must read and agree to the terms of the ADE Acceptable Use Policy before proceeding.
5. First time users are also prompted to change their password before proceeding. Provide an answer to a security question should there ever be need to retrieve a lost or forgotten password.
6. If desired, the authorized user may request a Username and Password to enable another individual to access the LEA Calendar application. To do so, follow these steps:
  - The authorized user must send a request via email to [enterprise@ade.az.gov](mailto:enterprise@ade.az.gov)
  - The email must be generated from the email account on record at ADE for the Head Start, private preschool, or childcare center employee who is the initial authorized user.
  - “Request Calendar” should be the subject of the message.
  - Provide the first and last name, telephone number with area code, and e-mail address of the user to be added. Also include the CTDS number of the entity.

*Note: Providing the CTDS number ending in “000” will allow the new user to access the parent entity’s calendar and all dependent calendars (school/site level) under the parent entity. Providing a CTDS number ending with three digits other than “000” will allow the new user access to the calendar only for that specific school/site.*

- Specify if the new user is to be granted “read only” access (may only view a calendar) or “write” access (may create, view, and/or edit a calendar).

ADE Support Center personnel process requests and issue Usernames and Passwords for new users within 24 hours.

7. To access the application to create a calendar, click on “LEA Calendar.”



The screenshot shows the Arizona Department of Education's Common Logon interface. At the top left is the logo for the Arizona Department of Education. At the top right is the text "COMMON LOGON". Below this is a yellow banner with the text "The gateway to secure data transactions and information". Underneath is the "Common Logon Application Menu" which lists several options, each preceded by a blue diamond icon: Academic Achievement Reports, Alternate Assessments, AZ LEARNS / Adequate Yearly Progress (NCLB), Certification Search, Charter Estimated Counts, ESS Annual Data, ESS Census Verification, Indirect Costs, LEA Calendar, and LEA Profile. A red arrow points from the left side of the menu to the "LEA Calendar" option.

**Note: The number of applications listed in the Common Logon Application Menu varies based on individual users’ reporting responsibilities.**

8. The calendar application will display the name of the parent entity, for example, a Head Start Administrative Office, by default. Because a parent entity calendar must be created and activated before school site calendars can be created, leave the drop down list as it appears and click “Go.”

The screenshot shows the SAIS - School Finance application interface. At the top, it says "Information and Financial Services" and "SAIS - School Finance". Below that, there is a blue header for "Calendar Information". On the left side, there is a navigation menu with links for "Applications", "Calendars", and "Manual". The main content area has a section titled "Select a School or District." with a "Name:" label and a dropdown menu showing "SW HUMAN DEVELOP HEAD START (072605000)". Below the dropdown is a "Go" button.

### Important notes:

- Before proceeding, please consult the LEA Calendar Manual. The manual provides detailed, illustrated instructions for entering calendar information. The link to access and download the manual appears on the left side of every page in the LEA Calendar application.
- Calendars for the current school year can be activated by the application user until August 31 each year. After this date, the user must contact the ADE School Finance unit to request that the calendar be activated.
- If a calendar must be activated or changed after August 31, use the Request for Calendar Change form located at <http://www.ade.az.gov/schoolfinance>.
- Once the parent entity calendar (for example, a Head Start Administrative Office) is activated, each school site that operates under the same CTD number automatically inherits the parent calendar. If all sites under the parent entity operate under the same calendar, no further action is required. However, each school that operates a different calendar must have a corresponding LEA Calendar created and activated. Procedures to set up a dependent entity calendar are detailed in the manual.
- Training and assistance with issues related to entering information in the LEA Calendar application is available from the ADE System Training and Response (STaR) Team. To request assistance, please use the “Request for SAIS Training and Assistance” link found at <http://www.ade.az.gov/schoolfinance/star>. A STaR Team Training and Support Analyst will use the information provided in the request to contact you by telephone and provide assistance.