

Arizona Department of Education

Student Accountability Information System

Getting Started
with
SAIS Student Detail

Version 1

This document contains information that should be helpful if you are new to SAIS Student Detail, if you have not worked closely with the SAIS Student Detail application, or if you have questions about how SAIS Student Detail information is to be sent to the Arizona Department of Education. It is not meant to be either comprehensive or definitive, but is intended to be a tool to help newcomers get started with SAIS Student Detail reporting.

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Introduction

SAIS (the Student Accountability Information System) is a new administrative application that collects student detail information using the Internet. All LEA's—school districts and charter holders—are to send this information to ADE's SAIS database. Their School Management System (SMS) and the Common Logon enable them to do so.

Though SAIS will collect detail information and generate the required aggregate reports (including average daily membership), districts and charters are to continue to submit the usual aggregate information for one more school year so the new system may be run in parallel with the old.

The first few topics explain SAIS student detail, the Common Logon, SMS, and parallel reporting in more detail.

Suggestions

If you have a suggestion or comment that will help improve this document, please let us know by contacting the SAIS Program Office at saisprogramoffice@ade.az.gov

What Makes up SAIS Student Detail

SAIS Student Detail reporting can be divided into three parts: *Initial Load*, *Enrollment Updating*, and *Special Needs Updating*:

- 1) **Initial Load** occurs *one time* each year, at the beginning of school. It involves sending a “snapshot” of your enrollment information to ADE. The initial upload is to be done as soon you have fairly accurate enrollment data. For LEA’s beginning school in late August, for example, this will be in early September, no more than ten days after the first day of school. (See *special note: Fiscal Year 2002 Initial Load*, below).
- 2) **Enrollment Updating** is *ongoing* throughout the school year. It involves sending information on absences, new enrollments, withdrawals, changes in grade, status, etc. to ADE so that the database created by the *Initial Load* is constantly brought up to date.
- 3) **Special Needs Updating** is *ongoing* throughout the school year. It involves sending information on changes in students’ special needs to ADE as the changes occur.

Submission Frequency

Enrollment and Special Needs updates may be submitted to ADE as often as daily, but no less frequently than once every ten days, with 'day' referring to a normal state business day.

If yours is a large LEA, and you expect to send more than 100 transactions per day, you should strongly consider sending your updates every day. This not only spreads the workload across several days for ADE’s servers, but it also spreads your workload required to assess submission results. For example, if your management system requires manual, visual verification, consider the difference between examining the results of 200 transactions every day, as opposed to 1000 transactions every Monday.

If, on the other hand, yours is a small LEA, you may not have sufficient changes to warrant sending data every day, so you could decide to send it every other day or every 5 days – but no less frequently than every 10 days.

Special Note: Fiscal Year 2002 Initial Load

*Some enrollment activity codes (e.g., E1) are used for returning students. Normally, a returning student would have a SAIS Student ID. However, since this is the first year that Student Detail is online, you will have returning students without SAIS Student ID’s. Therefore, **for this year only**, the Student Detail system has a feature called Initial Load Mode. Initial Load Mode allows you to enter two dates for each school, a start date and an end date. When you submit data between these two dates, the Student Detail system will relax its rules-checking for the E-codes, and allow these enrollments to be processed without errors. ADE will disable this feature by June 30, 2002, at which time the rules regarding E-codes will be enforced.*

The Common Logon

The Student Detail Data Interchange is only accessible through the Common Logon system. ADE's Common Logon system helps you access secured areas of ADE's website via a single login.

How the Common Logon works

Once you have entered your username and password, you will be presented with a customized menu that shows only those applications to which you have access. Further, some systems are strictly date-deadline-driven, so some menu items may 'appear' and 'disappear' during certain times of the year. In order to request exceptions to these date ranges, contact the ADE Call Center at 1-866-577-9636.

Getting a Common Logon account

Every LEA's top official(s), e.g., Superintendents and Charter Signers, should have an active account already. From this 'master' account your top official can request that an account be created for you. ADE will process this request within one business day of receipt.

Requests should be made via the 'Request Logins' application on the Common Logon menu of certain district managers. Other requests not related to account creation can be e-mailed to Enterprise@ade.az.gov.

How to know what's available under Common Logon

Your district/charter manager can view all the applications that are accessible via Common Logon.

Getting access to a certain application

Your district/charter manager decides who has access to what application. They can request access be granted to you. Once ADE processes the request, the menu item will appear on *your* Common Logon menu.

Accessing the Common Logon

The Common Logon page can be reached in various ways:

- From the front ADE web page, select the 'Common Logon' link.
- From the School Finance page (<http://www.ade.az.gov/schoolfinance/>), in the *Student Accountability Information System (SAIS)* box.
- From the SAIS page (<http://www.ade.az.gov/sais/>), under the heading *SAIS System*.
- Or directly, via <https://www.ade.az.gov/CommonLogon/>

The School Management System

In order to manage and submit Student Detail data, you must have purchased (or developed) and installed a School Management System (SMS) that is SAIS-capable. A list of SAIS-capable software products is available at: <http://www.ade.az.gov/sais/vendors/>.

Each vendor system is different in the way it looks, works, and stores its data. During FY 2001, ADE staff worked with several vendors to help them build an extraction feature onto their existing systems. This feature allows each different vendor to extract data transactions into a file in the identical format. This specially formatted file extraction is then sent to ADE where it is processed.

SDF File Format

The Student Detail File (SDF) format has a complex format. This file is really meant only to allow two computers to talk to each other. However, the format *is* readable and can be deciphered by referring to the *SAIS Student Detail Interchange* document or the *SAIS Transactions Overview* document (both available at <http://www.ade.az.gov/sais/saisdbdocs.htm>)

Extraction

Your vendor or MIS department should provide documentation and/or training on how you can get your particular SMS to extract this ADE specific data into the proper format.

Who to call first for help

In order to reduce frustration, it is important to know whom to call should you run into problems. Neither the staff at ADE nor the staff of the Regional Training Centers (RTC) are trained on individual vendors' SMS software. So, if you run into a problem in the use of your SMS, contact your vendor's help desk first. If you run into a problem with your upload, download, or ADE's web site, contact ADE's call center first.

Automated Submissions

Some vendors offer a feature that may be referred to as 'Automated Submission'. This feature allows the click of a few buttons to enable the SMS software to upload your data transactions automatically, without having to do an extraction. If your SMS software has this feature, you will need neither to extract data, nor to upload data. Similarly, some vendors offer another feature that may be called, "Automated Submission Resolution". This feature, which may be bundled with the automated submission feature, allows the SMS software to *download* result data (such as Student ID's) automatically from ADE's web site, and process them into your local system database, thus eliminating the need for you to download submission results and ID's manually.

Parallel Reporting

During fiscal year 2001-2002, the new SAIS Student Detail system will be run in parallel with the old system. Parallel reporting means that SAIS student detail information is to be reported in addition to the same aggregated information that has been reported in previous years. To safeguard both you and ADE against any surprises, ADE will be monitoring the aggregated results of both systems closely.

Payment

For the 2001-02 school year, ADE will be making payments to LEA's based on aggregate data, NOT on SAIS Student Detail data.

No Capability?

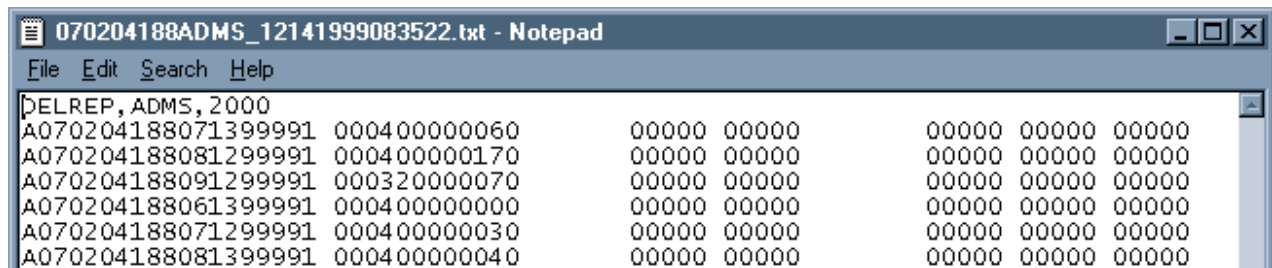
If your SMS software does not have the ability to report using the "old" system (aggregated reporting), you will need to use ADE-supported reporting tools to compile and report your data. The two such tools currently supported are: 1) SAIS Data Collection web applications (e.g., Vehicle Inventory, SDER, Grad-Rate) available through Common Logon, and 2) Microsoft Access-based DelRep. More information regarding DelRep is available at:

<http://www.ade.az.gov/schoolfinance/SAISSupport/Delrep/>

New versus the Old

For reference purposes, here are two snapshots of data files, the first one is the 'old' format, which has been submitted in previous years. The second snapshot is of a 'new' Student Detail data file.

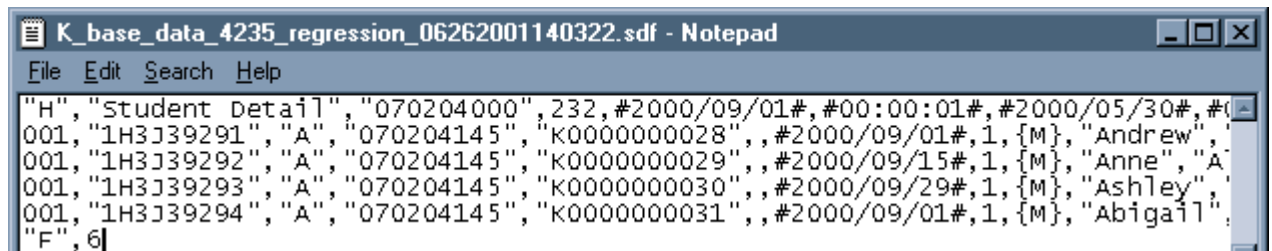
The 'Old' Way:



```

DELREP,ADMS,2000
A070204188071399991 000400000060      00000 00000      00000 00000 00000
A070204188081299991 0004000000170      00000 00000      00000 00000 00000
A070204188091299991 0003200000070      00000 00000      00000 00000 00000
A070204188061399991 0004000000000      00000 00000      00000 00000 00000
A070204188071299991 0004000000030      00000 00000      00000 00000 00000
A070204188081399991 0004000000040      00000 00000      00000 00000 00000
  
```

The 'New' Way:



```

"H", "Student Detail", "070204000", 232, #2000/09/01#, #00:00:01#, #2000/05/30#, #0
001, "1H3J39291", "A", "070204145", "K0000000028", #2000/09/01#, 1, {M}, "Andrew", '
001, "1H3J39292", "A", "070204145", "K0000000029", #2000/09/15#, 1, {M}, "Anne", "A
001, "1H3J39293", "A", "070204145", "K0000000030", #2000/09/29#, 1, {M}, "Ashley", '
001, "1H3J39294", "A", "070204145", "K0000000031", #2000/09/01#, 1, {M}, "Abigail", '
"F", 6|
  
```

Before you Begin

Before you get started, take a moment and make sure you have the basic tools necessary to work with the SAIS System.

Browser Requirements

ADE's development team has worked to allow older browsers to work with the new web site. We currently support Microsoft's Internet Explorer version 4.01 and newer; as well as Netscape Navigator version 4 and newer. Be advised that Netscape's browsers may present formatting and colors that are different from those of Internet Explorer. ADE uses Internet Explorer.

There are certain areas of the ADE site that take advantage of the new technology of some of the later browser versions. These areas are not critical, but do provide various information in a format that is more convenient to view. In order to use these features we recommend that you acquire Microsoft Internet Explorer version 5.5 or newer. When this was being written, the newest version of Netscape (4.77 and 6.0) did *not* support these new features. Browsers are freely downloadable, and require no licensing costs. Internet Explorer can be downloaded: <http://www.microsoft.com/ie>, and Netscape can be download: <http://home.netscape.com/download/>.

LEA Calendar must be activated

ADE maintains a sub-system called the LEA Calendar. This system, also accessible via the Common Logon, is tightly integrated with the SAIS Student Detail system. Before any SAIS Student Detail transactions can be accepted, a calendar for that LEA must have been input and must be activated. As a minimum requirement, there must be an activated calendar for your school district or charter holder level. Then, if no individual school calendars are defined, this district/holder calendar is used as a default. Any transaction sent into SAIS will have its dates verified against your active calendar. More information working calendars can be found on the School Finance page: <http://www.ade.az.gov/schoolfinance/SAISSupport/LEACalUserManual.pdf>

Reporting Special Education Services

Special education data will be accepted by Student Detail data collection (though it is not required to be submitted in FY 2002). Before such transactions can be accepted, however, school districts and charter holders must first report the special education services offered by their schools. This may be accomplished through the **LEA Program Information** application. This application will be available in the Common Logon. Help is available within the application, and a link to further information will be posted on the SAIS web page by the end of August 2001. Data for special education students, reported through SPED Service Participation transactions, is verified against special education services available in schools.

Approved Grades

The ADE Enterprise team manages a list of Approved Grades for your district or charter holder. By default, district grades are set in statute: elementary districts are approved for grades K-8, high school districts are approved for grades 9-12, and unified districts are approved for all grades. Charter schools have their approved grades defined in their charter.

When enrolling students, SAIS Student Detail will check the grade levels in your enrollment against this approved list. If you submit enrollments to grades for which you are not *Approved*, the enrollment will be rejected. You can find out what grades your District or Charter Holder are approved for by searching in the Educational Directory at <http://www.ade.az.gov/edd/>. Your grades are listed in the right hand column, labeled "Grades Served". Note that the list of grades approved

for an individual school may differ from the list of grades approved for its district or charter (the school's is almost always a sub-set of the list for its district or charter holder). SAIS Student Detail does not verify against a school's approved grades – only the approved grades for the district/charter.

So, if you know in advance that you qualify for an exception, or that your *Approved* list may be out of date or inaccurate, you can save yourself time and headaches by contacting the SAIS Program office before submitting any enrollments.

Concurrent Enrollments

NOTE: This section pertains **only** to those schools that have students who receive instruction at two schools (school within their district, charter school, joint vocational school).

Special attention must be given to students who receive instruction at two schools, because of special restrictions in legislation. Examples of concurrently enrolled students are: a student attends two schools in the same district; attends both a charter and regular school; or attends a regular school and a joint vocational school. A student who attends two schools in different districts is not considered a concurrent enrollment.

The new SAIS Student Detail system has the ability to help calculate funding for a student that attends one or more schools or districts. The various rules that affect this scenario are beyond the scope of this document. Student Detail will manage the FTE (Full Time Equivalency) of a student to 1.0 within a single district, and handle the exceptions related to Joint Vocational, charter schools, etc.

If your LEA is going to be sharing the education of a student with one or more other LEA's, a few extra pieces of information will need to be gathered before the student is enrolled. First, someone must decide which of the LEA's will be the *main custodian* of the student's personal information. Only the main LEA will be able to change or make corrections to the student's personal information.

The remaining LEA's will also enroll the student, but will also flag their enrollments as *Ancillary enrollments*. When sending in an Ancillary enrollment, you must provide 1) the CTDS of the Main LEA, and 2) the LEA Student ID at the Main LEA (not just the SAIS Student ID).

Your SMS vendor or MIS department should provide information on how to submit an enrollment as either Main or Ancillary. Keep in mind that a majority of your total student population will be enrolled as Main. You will have to submit an Ancillary enrollment only if you teach a student whose personal information is maintained by another LEA.

Retrieving Up to Date lists of CTDS's

If your system references other districts (as in the case of concurrent enrollments), it is important that your list of CTDS's is kept up to date. The Enterprise group manages a central list of Districts, Schools, Charter Schools and many other organizational units. This list, used by all of ADE, is accessible via the internet and can be downloaded in various formats. It is possible for you to import ADE's copy of the list. You can access the list at <http://www.ade.az.gov/wizard/>.

Ensuring your LEA is 'Active'

NOTE: This section pertains **primarily** to new charter schools.

When a new LEA or school is first being created, ADE enters that LEA's information (address, grades, contact names, etc.) into the centralized Enterprise database. To begin, the LEA is marked as 'Inactive.' If your LEA is inactive, it will not appear in various lists and will not allow you to log

in to certain Common Logon systems. The Enterprise team changes an Entity's status to active only when various units at ADE request the change. Your LEA must be marked as *Active* in order to be able to submit transactions to SAIS Student Detail.

To ensure that your own district or charter is active, you can search for yourself in the Educational Directory, at <http://www.ade.az.gov/edd/>. The most accurate way to search is by CTDS. If you can't find your CTDS or school name in the list, your district or charter has not yet been marked as active. You can contact the Enterprise team at Enterprise@ade.az.gov to find out why it is not yet active.

Absence versus Attendance

Statute permits reporting base ADM data in two modes, absence and attendance. All grades can submit data using the absence mode, however only high school grades, e.g., 9-12 and US (ungraded secondary), can submit using the attendance mode. Your SMS software may provide a facility for submitting attendance. Attendance reporting is generally more useful when a student participates in a non-standard schedule.

ADE's system can handle attendance/absence reporting differences on a per student basis. In other words, half your students could be reporting using the attendance mode, and half reporting using the absence mode. For funding purposes ADE will calculate absence from the submitted attendance data. One stipulation is that the reporting type for a student may not be changed during a single period of enrollment.

Files, Uploads, and Downloads

This topic should give you a general idea of how files are uploaded, processed, and downloaded. More specific information will be found in the Help Manual for the Student Detail Data Interchange.

File Submissions & Processing

Student Detail files should be submitted only through the web site called the “Student Detail Data Interchange”, or SDDI, which is accessed through the Common Logon system. When you submit a Student Detail file to ADE, a set of processes are set in motion that will eventually copy all the information from your file into the SAIS database. After you have uploaded, the SDDI Status page will be updated in real-time as the file is being processed. ADE’s system can process multiple files simultaneously, up to a limit. So, if you submit a file while our system is idle, it will be processed immediately. However, if you submit a file just after several districts have uploaded, or after a very large district has uploaded, your file may have to wait in queue before it is processed.

If a file’s general structure is found to have an error, the entire file will be rejected. Since the file structure is a fixed format that your SMS vendor has programmed, this should happen only if a file is damaged during upload transmission. If the file structure is correct, each row, or transaction, in the file is processed in order and on its own, so each row will be accepted or rejected individually, without affecting other rows.

Submission Results

The exact explanation of Submission Results is detailed in the help document for the Student Detail Data Interchange. The SDDI Status page allows you to view:

- all your file submissions and their ‘overall’ status
- each file’s row (or transaction) status
- any results (good and bad) that may be attached to that transaction

The error messages will generally require you to make some changes on either your local SMS system, or to a related ADE-system (e.g., your calendar may not yet be activated).

Some SMS Vendors may provide a feature that allows you to import the Submission results into your SMS software. If your SMS supports this, you can download the submission results from the SDDI’s download page and save them to your local hard drive. You can then import them directly into your system for processing. Refer to your SMS documentation for more information on “Submission Results” or “Submission Error” processing.

SAIS Student ID Numbers

SAIS Student ID’s are created at ADE whenever we receive an enrollment for a student who is not yet in our system.

How are they assigned? Whenever you submit an enrollment to ADE without a SAIS Student ID, we will first search our database for a student that matches the personal information you have provided. If we have an exact match, we will assign that existing SAIS Student ID to your enrollment. If it is a *near* match, ADE will review the enrollment; the possible match will be examined and its accuracy ensured. If the match is not close, ADE will generate a new SAIS Student ID.

How do I retrieve SAIS Student ID's? After your enrollment transaction(s) has/have been successfully processed, you can download one or all of your SAIS ID's. When you download them you will notice they are matched with your local Student ID's. This format is intended to allow the SMS vendor to automatically import the ADE's ID list and populate your student record's automatically. Check with your SMS vendor's documentation for information about importing SAIS Student ID's.

SAIS Student ID Search Tool

When enrolling a student that has transferred from another district or school within Arizona, ADE expects a SAIS Student ID to be provided on the enrollment record. In the event that this ID was not sent by the prior school, ADE has made available the Student ID Search Tool. This tool allows you to provide various personal information and search our database for the correct SAIS Student ID. Accessible through the Common Logon, this tool should be used to try and locate a SAIS Student ID prior to submitting the enrollment to ADE.

Data Management: District? ...or School?

Managing file submissions can be done at three different levels. You should decide which at the beginning; it may be even dictated in your SMS configuration requirements. The SAIS Student Detail Data Interchange (SDDI) was built to support many different submission management levels; we have defined three.

If you have district level security, when you first log in to the SDDI you will be presented with a drop-down box listing all your schools and your district or charter holder (which starts with an asterisk). If you do not have district level security, you will see only the school(s) for which you have permission to upload and download.

The first model for data management is the **District Management** model. This should be used if you want to manage all data submissions for all your district's schools from a central point (typically the LEA office). Under the District Management model you will never need to select a school from the drop-down. You will always upload files after selecting the district or charter holder in the drop-down selector. All the files you upload will then be processed and reported back under that same district's Status view page. By default, any file submitted using a district upload can contain *any school* under that district's control.

The second is the **School Management** model. This should be used if data submissions will be managed at each individual school, or by groups of schools. On the SDDI drop-down you will generally only see those schools for which you have responsibility. Your district will generally not be in the drop-down. When you upload a file under an individual school, it can contain only data meant for that school (two schools cannot be combined in a single file and submitted at the school level). All the results for that file will be displayed on that *school's* Status View page. (The results will *not* show up on the District Status View page)

The third is the **Mixed Management** model. This should be used if some of your schools will be managed by your central office, but some of the schools will handle their own submissions. The district-managed schools would be submitted just as if run under District Management, and the individual schools would submit under the School Management model. Again, by default the district will *still* have the authority to submit files for those school-managed schools. If you or your management team want ADE to restrict the *district* from managing certain *schools* in your district, contact the SAIS Program Office and this can be arranged.

General Computer Management

The following information is provided for those who are just getting comfortable in our electronic-enabled world. The references provided are purely ‘for your information’ and, while extremely important, they are neither required by ADE, nor are they necessary for interacting with SAIS Student Detail. The information provided will, however, reduce the possibility of data loss resulting from security breaches or infrastructure failures.

Security

The data that is contained in your SMS system, as well as in the files that are extracted and sent to ADE is considered a student record. As such, it is protected by federal law through the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g; 34 CFR Part 99).

Consider adding to your existing security policies measures such as protection of computer files, proper handling and disposal of report print-outs, screen-savers that automatically lock after inactivity for a certain amount of time limited access to CD-burners, safe/secure storage of backups, etc.

Firewalls

A firewall is a security system intended to protect an organization's network against external threats, such as hackers. A firewall prevents computers in a network from communicating directly with computers outside the network, and vice versa.

You can find a wealth of helpful information about firewalls at: <http://www.faqs.org/faqs/firewalls-faq/index.html>.

Backups

Special care should be taken to backup various parts of your system. A good rule of thumb is to backup anything that costs more to ‘recreate’ than to restore from a backup copy. Once backup procedures are set up, they are generally inexpensive to maintain, so it becomes easy to warrant the backup of a majority of your data.

Help and Training

If, after reading this document, you have additional questions or need help with sending SAIS information, contact the ADE SAIS Call Center.

- ADE Call Center: **866-577-9636**.

For training opportunities, seek assistance from the ADE Regional Training Center (RTC) in your area. RTC web page: <http://www.ade.az.gov/rtc/>

- Flagstaff: 928-527-6122 or 888-394-1377
- Tempe: 480-965-3366
- Tucson: 520-798-8677
- San Simon: 520-845-2275

SAIS - Before you begin Checklist

- Installed an acceptable internet browser. (See: Browser Requirements).
- If your LEA is new, make sure that your CTDS has been registered with ADE and is active.
- Installed a SAIS-capable School Management System (See: Your School Management System)
- Ensure a calendar has been entered and activated (See: LEA Calendar)
- Ensure the grades taught by the LEA are approved. (See: Approved Grades)
- Ensured that Special Needs for the LEA have been input for the current fiscal year (See: Special Education Services)
- Assessed and/or implemented safe & secure computer use policies (See: General Computer Management).

SAIS - Initial Load Checklist

- If your SMS software has a backup feature, it is suggested you backup your system prior to your first submission.
- Following your SMS software's extraction procedures, extract a data file to your local hard-drive.
- Some SMS software products may have a special 'annual start-up' procedure that will do other things to set up your system for the year. Refer to your SMS software documentation for information on getting started with your particular software product.
- Refer to the Upload Procedures checklist for the next steps.
- Refer back to the Status page to determine when processing is complete.
- Refer to your Download checklist to retrieve your SAIS ID numbers.

SAIS - Upload Procedures Checklist

- Access Common Logon at <http://www.ade.az.gov/commonlogon/>
- Choose Student Detail Data Interchange (SDDI) link.
- Select District, or School* that you are submitting for.
- Choose Upload link.
- Upload file**
- Verify upload received***

**Select District* (1) This will depend on whether schools data is collected at a district level, and submitted there, or if the school submits data themselves. (2) A district will be allowed to submit data for any of their schools. Multiple schools data may be included in one file submitted by the district. (3) The header record in the submission file will determine which LEA is submitting the data, and SAIS will check that the LEA has permission to submit transactions for all schools reported within the submitted file. (4) SAIS Student Detail expects consistent sequence numbers from submitters.

***Upload File* (1) Click on the browse button, and navigate to where the file to be submitted is located. (2) Once you have selected the file to upload, click on the 'Go' button. (3) A message will be displayed on the screen detailing what has occurred: It should confirm the successful upload of the file; if not, it may ask you to resubmit at a later time, or detail another problem. If you need help with these messages, contact the SAIS student detail call center.

****Verify Upload Received* (1) Choose Status link, here there are options to view by sequence number or date. Click on the 'Go' button. (2) Here you will be able to tell whether the submitted file is waiting to be processed, is busy being processed or has been processed. You can click on the transaction or errors links to see more detailed results.

SAIS - Download Procedures Checklist

- Access Common Logon <http://www.ade.az.gov/commonlogon/>
- Choose the Student Detail Data Interchange (SDDI) link
- Select District, or School
- Choose Download Link.
- To download SAIS Student ID Numbers:
- To download the results of previously submitted files:

**Download...ID Numbers* (1) Under Student ID, choose the 'Get Student ID's' link. (2) There are options on which ID's to download (date, all students, or single students). Click on the 'GO' button. (3) Note: If yours is a district, and you need to download SAIS ID's for schools, you will need to download the ID's at school level (it is not possible to do this at a district level for all schools within the district).

***To Download Results...* (1) Under System Status, choose the 'Get the Status on Submitted Files' link. (2) There are options on which files to download (date range or sequence number). Click on the 'GO' button.

Glossary

ADE – Arizona Department of Education

ADM – average daily membership

ancillary enrollment – enrollment of a student in a school while that student is simultaneously enrolled in another school

automated submission – a feature offered by some SMS products enabling transmission of data to SAIS without intervention on the part of the user

common logon – a portal (a web page) through which users access ADE administrative applications

CTDS – an identification number for schools (County-Type-District-School)

E-codes – enrollment codes or enrollment activity codes

educational directory – a compilation of information, including addresses and contacts, for public schools

enrollment activity code – an “E” series or “R” series number that identifies the type of enrollment (e.g., E2 signifies same district enrollment, but in a different school)

FERPA – Federal Educational Rights and Privacy Act

fiscal year – July 1, 2001 to June 30, 2002 is fiscal year 2002 (FY 2002, or FY02)

FTE – full time equivalency

FY – see: fiscal year

ID – identification or identification number

LEA – see: local education agency

LEA calendar – contains data identifying schools’ days of instruction

LEA student ID – districts and charters assign students an identifier that is unique within the district or charter

local education agency – school district or charter holder

old system – refers to the aggregated reporting that existed prior to SAIS Student Detail

request logins – a web application used by LEA’s to arrange access by their staff to ADE administrative applications

RTC –Regional Training Center

SAIS –Student Accountability Information System

school management system – a computerized system for recording a variety of school information. The information is used to satisfy various state and federal reporting requirements

SDDI – see: student detail data interchange

SDF – student detail file

SMS – see: school management system

student detail – a part of SAIS dealing with data by individual student; brought online July 1, 2001

student detail data interchange – a web application used for interchange of SAIS data between LEA’s and ADE

submission error – refers to an incorrect data format or violation of a business rule

submission results – results of the submission of data to SAIS, including both successful and failed transactions

US – ungraded secondary