

Arizona Department of Education

# **Student Accountability Information System**

## **Basic Guide: Understanding & Verifying Your Reported Membership Counts**

Version 2.1

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## ADMS72 – Unadjusted Student ADM Report

Student Details within the SAIS database is dynamic because it undergoes updates when an LEA submits add, change or delete transactions via uploads. The Unadjusted Student ADM Report (ADMS72) provides raw reported student attendance and absences reflecting the most up-to-date information submitted by an LEA for inclusion in SAIS Student Details database. Student details reported on the ADMS72 report have not yet undergone the Aggregation process. Furthermore, information reported on ADMS72 is not bound by financial reporting periods (40<sup>th</sup> Day, 100<sup>th</sup> Day) as is the case for ADMS75 and other ADM reports.

The report is generated by Grade within an LEA. Students are listed in alphabetical order by DOR and register ID within the selected school or charter. SAIS Student ID and School Student ID are reported for each student. First and last dates of Membership are identified, FTE amount, Reported Absences (where applicable), and other attributes of the student's membership that may effect calculation of ADM. A column for Codes is provided to flag other conditions which would impact calculation of ADM and ADA. A legend of codes is provided on the last page of the generated report. The code values are discussed further in the section entitled "How to Interpret the ADMS72 Report".

### How to Request the ADMS72 Report:

To request an ADMS72 report, perform the following procedures.

1. Log on to the Common Logon
2. Select Student Detail Data Interchange from the menu.
3. Select a fiscal year from the resulting Student Detail Data Interchange page. The page defaults to the current fiscal year.
4. Select the appropriate LEA from the pull-down menu. The selections within the pull-down menu will be consistent with the security access profile of the logon.
5. Click on the "GO" button.
6. Select a school or charter site from the drop-down menu.
7. Click on the Download Area link
8. On the resulting screen, click on the link entitled ADMS72 Unadjusted Student ADM Report.
9. Click on the radio button, which indicates the desired format of the report; i.e. PDF, XML, Simple Text.
10. Select a grade.
11. Click on the "GO" button.
12. A prompt will appear requesting whether the report is to be displayed or saved to the PC.
13. Select the desired option for the report to be run.
14. The report will be available per the selection.

Presentation of information in ADMS72 is organized as follows:

1. Headings – the heading includes the report title, page number, and print date, and is repeated on each page.
2. Requesting District ID block – identifies the requesting district ID, district name, school name, school CTDS and grade, and repeats on each page.
3. DOR block – indicates the district of residence (DOR) CTDS and DOR Name, and appears on the first page of each report section.
4. Grade/Register ID block – identifies the grade, and Register ID, and appears on the first page of each section.

5. Student Details block – provides student demographic, membership, and other data that will be used during the Aggregation process, and appears on all pages except the last page of the report.
6. Footer – repeated on all report pages.

An annotated example of ADMS72 is provided in figure 1. below.

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The Reported Absence number is the amount of absence reported for the specified period, and the Reported Attendance number is the amount of attendance reported during that period.

Figure 1. ADMS72 Report Example - annotated

### How to interpret the ADMS72 Report:

This report is useful in that it assists LEAs to monitor the data integrity of student records that are intended to update the Student Details module in SAIS. Since the student records reported in ADMS72 do not yet reflect the application of the Aggregation process, the report can proactively isolate student records which may not be included in subsequent ADM aggregation runs or SPED calculations.

Note that it is possible for one student to be reported in more than one row. This may occur where changes to the student membership result in a new or different membership interval; that is, where key information regarding the student's membership changes.

The ADMS72 report contains student information per grade within an LEA. The student information is segregated by DOR and register ID. First day of Membership and last day of Membership, where applicable, are identified. Track number, FTE, Tuition Payer, Special Enrollment, Homebound, Reported Absence, and Reported Attendance, where applicable, are provided. There is also a Codes column.

The Codes column in the detail portion of the ADMS72 report may contain values as follows:

- "1", "2", "3" – denoting concurrent enrollments ; or
- "4" – Failure of 40<sup>th</sup> Day, 100<sup>th</sup> Day, or End of Year (EOY) Integrity; or
- "5" –Integrity Checking (40<sup>th</sup>, 100<sup>th</sup>, or EOY) has not been run since the last student data change.

If the codes column is populated with any of the values identified above, users are encouraged to execute and consult the "Student Integrity Status Report" for the given LEA. The report lists failure and warning errors for each student's transactions as applied during the Integrity Checking validation process. These codes indicate potential impact on ADM aggregation.

## **ADMS75 – Adjusted Membership Calculations Report**

The Adjusted Membership Calculations Report (ADMS75) is contained within the Student Details application. It is designed to provide the lowest level of student detail for a reported school or charter. It reports student memberships which have been aggregated.

The report contains an alphabetical list of students recorded in SAIS Membership by grade within a school or charter as of the 40<sup>th</sup> Day of the school calendar, and, where it has been reached, the 100<sup>th</sup> Day of the school calendar. The list represents students that have been recorded successfully in SAIS through LEA uploads. Student records uploaded to SAIS must have been processed successfully through integrity and the aggregation process in order to appear on the ADMS75 report.

Student records reported in ADMS75 are used as the basis for aggregated information reported in ADMS45-1 and other School Finance reports. As such, ADMS75 is reconcilable to aggregated reports.

### How to Request the ADMS75 Report:

To request an ADMS75 report, perform the following procedures.

1. Log on to the Common Logon
2. Select Student Detail Data Interchange from the menu.
3. Select a fiscal year from the resulting Student Detail Data Interchange page. The page defaults to the current fiscal year.
4. Select the appropriate LEA from the pull-down menu. The selections within the pull-down menu will be consistent with the security access profile of the logon.
5. Click on the “GO” button.
6. Select a school or charter site from the drop-down menu.
7. Click on the Download Area link
8. On the resulting screen, click on the link entitled ADMS75 Adjusted Student ADM Report.
9. Click on the radio button, which indicates the desired format of the report; i.e. PDF, XML, Simple Text.
10. Select a grade.
11. Click on the “GO” button.
12. A prompt will appear requesting whether the report is to be displayed or saved to the PC.
13. Select the desired option for the report to be run.
14. The report will be available per the selection.

Note: Once a new report is generated (by aggregation), access to old reports is no longer possible. Users of the ADMS75 report are therefore encouraged to print and/or save reports requested wherever possible.

Presentation of information in ADMS75 is organized as follows:

1. Headings – the heading includes the report title, page number, and print date, and is repeated on each page.
2. Requesting District ID block – identifies the requesting district ID, district name, school name, school CTDS and grade, and repeats on each page.
3. DOR block – indicates the district of residence (DOR) CTDS and DOR Name, and appears on the first page of each report section, i.e. each DOR, and each 40<sup>th</sup> Day and 100<sup>th</sup> Day section of the report.
4. Period/Aggregation block – identifies the grade, Register ID, period (40<sup>th</sup> or 100<sup>th</sup> Day), aggregation start and finish date, and appears on the first page of each section, i.e. for each register, and each 40<sup>th</sup> Day or 100<sup>th</sup> Day section.
5. Student Details block – provides student demographic, membership, and ADM data, and appears on all pages except the last page of the report.
6. Footer – repeated on all report pages.

An annotated example of ADMS75 is provided in figure2. below.

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SAIS Student ID	School Student ID	Last Name	First Name	Nick Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Memb Days	Abs Days	ADM	ADA	Codes
2199335	11569				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.50	1.00	.99	N/A
3039809	11635				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.00	1.00	1.00	N/A
18723984	11570				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	1.00	1.00	.98	N/A
2199645	11571				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.25	1.00	.99	N/A
1883294	11637				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	2.00	1.00	.95	N/A
220011	11572				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.00	1.00	1.00	N/A
2200984	11573				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.50	1.00	.99	N/A
2200127	11574				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	1.00	1.00	.98	N/A
1147973	11575				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.75	1.00	.98	N/A
2200233	11576				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.00	1.00	1.00	N/A
2200419	11577				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.50	1.00	.99	N/A
19611532	11578				08/21/2003	10/17/2003	1	1.00	1	N/A	No	40.00	.50	1.00	.99	N/A

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.

Figure 2. ADMS75 Report Example - annotated

### How to interpret the ADMS75 Report:

ADMS75 provides information to assist LEAs in monitoring factors used, at the aggregate, to calculate a school's funding levels. It reports student memberships that have been scrutinized by the Integrity Checking process and subsequently aggregated. The two critical reporting periods for calculating school funding – 40<sup>th</sup> Day and 100<sup>th</sup> Day – drive the segregation of information in the ADMS75 report. The full-time equivalent (FTE) at a student level of detail as well as number of membership days, absences, average daily membership (ADM), and average daily attendance (ADA) are reported. Other student identifying information is reported such as the SAIS ID, Name, and tuition payment information.

First and last days of membership for a given reporting period (40<sup>th</sup> or 100<sup>th</sup> Day) are identified by date. The ADMS75 report groups information on a per-grade basis within a school/charter. If more than one register exists for the selected school/charter, the report will be segregated into sections for each register within the selected grade.

The “Tuition Payer” column in the student details block indicates the source of tuition funding for the student. A value of “1” specifies that the student is eligible for state funding. Students with other tuition payment arrangements such as privately paid or foreign exchange students will not appear on this report. Rather, they are identified on the SDADMS76 – Funding Exclusion Report.

Once the 40<sup>th</sup> Day (also referred to as Period 1) of a school/charter calendar has been reached, and integrity checking has validated student detail records, the aggregation process is executed. The aggregation process populates database tables from which aggregated reports can be run. Aggregated figures are adjusted for concurrent enrollments.

100<sup>th</sup> Day (also referred to as Period 2) reporting occurs based on the school/charter calendar. It reports any incremental membership activity, which has been posted to Student Details from the 41<sup>st</sup> Day to the 100<sup>th</sup> Day of the school/charter calendar.

The Codes column in the detail portion of the ADMS75 report may contain values as follows:

- “1”, “2”, “3” – denoting concurrent enrollment is in effect; or
- “4” or “5” – denoting status of Integrity checking for the student/school combination.

These codes indicate possible impact on ADM calculation as reported on the ADMS45-1 report.

ADMS75 is reconcilable to ADMS45-1, the Membership and Absence Report for 40<sup>th</sup> Day and 100<sup>th</sup> Day aggregated totals of: Membership Days, Absence Days, ADM, and ADA. Refer to Flowchart A for a graphical representation of ADMS75 and its relationship to ADMS45-1.

## ADMS45-1 – Membership & Absence Report

Membership and Absence report (ADMS45-1) is a district/charter holder level report. It will report each school/charter site within a district or charter holder in sequence. All students who are tuitioned-in to the requesting district will be counted and be reflected on this report, regardless of district of residence.

For each District of Attendance (DOA) and School of Attendance (SOA) relationship, the ADMS45-1 will report Membership Days, Absence Days, Absence Rate, Reported ADM, Reported ADA, and privately paid or over 21 for reporting periods 1 (40<sup>th</sup> Day) and reporting period 2 (100<sup>th</sup> Day), as well as year-to-date (YTD). YTD is the sum of reporting periods 1 and 2.

Information on ADMS45-1 is presented by four different sub-headings:

- A. Attending Detail – information is reported by grade, cluster ID, and register number.
- B. School of Attendance Total – information is reported by grade and segregated into Regular and SPED with a Total Grade amount.
- C. School of Attendance Summary – information is presented by school total by grade for both Regular and Special Ed (Resident & Non-resident).
- D. SOA High School/Elementary Summary – elementary regular and self-contained resident amounts are reported and a total for the elementary school; followed by amounts for regular and self-contained high school and a total for the high school. Finally, a total for all grades is reported. It is a sum of all previous elementary and high school totals.

### How to Request the ADMS45-1 Report:

To request an ADMS45-1 report, perform the following procedures.

1. Using the Internet browser, access the ADE home page (<http://ade.az.gov/>)
2. Click on the SAIS link in the upper right hand corner of the display.
3. Select the District/Charter Login from the SAIS page.
4. Once the Information and Financial Services page is displayed, select the district or charter of interest from the pull down menu, then click on “GO”.
5. Select the link to Reports/Data from the page which appears from step 4. above.
6. From the pull down menu, select a fiscal year. Note that the current fiscal year will be the default display, but previous fiscal years can be selected.
7. Select a System from the drop-down menu. For the ADMS45-1 report, select ADMS.
8. Once the ADMS report page is displayed, select the link for the ADMS45-1 – Detailed ADM Attending Count Report. Note that the date of the most recent aggregation will be displayed with the report title.
9. The report requested will be displayed on the resulting web page.

Note: Once a new report is generated (by aggregation), access to old reports is no longer possible. Users of the ADMS45-1 report are therefore encouraged to print and/or save reports requested wherever possible.

Format of ADMS45-1 is:

1. Headings – the heading includes the report title, page number, and print date, and is repeated on each page.
2. Sub-heading – values printed are Attending Detail Page, School of Attendance Total Page, School of Attendance Summary Page, and SOA High School/Elementary Summary Page.
3. District of Attendance block – specifies the district selected when the report was requested.
4. School of Attendance block – specifies the schools owned by the District
5. District of Residence block – specifies the districts that tuitioned-in their students in the requesting district.
6. Details block – contains details appropriate to the sub-section of the report.

The example in figure 3. below is annotated to indicate the layout of the report.

Annotations in the image:

- 1: Points to the report title 'SAIS ADMS45-1'.
- 2: Points to the sub-heading 'School of Attendance Total Page'.
- 3: Points to the 'District Of Attendance' block.
- 4: Points to the 'School Of Attendance' block.
- 5: Points to the 'District Of Residence' block.
- 6: Points to the data table.

Grade	Report Period	Membership Days	Absence Days	Absence Rate	Reported ADM	Reported ADA	Pvt Paid/Over 21 Membership
5 - Regular	1	1958.00	45.25	2.3%	48,9500	47,8188	
	2	2987.00	151.00	5.1%	49,4500	48,9333	
	Y T D	4925.00	196.25	4.0%	49,2500	47,2875	
5 - SpEd	1	400.00	6.50	1.6%	10,0000	9,8375	
	2	572.00	23.50	4.1%	9,5333	9,1417	
	Y T D	972.00	30.00	3.1%	9,7200	9,4200	
Total Grade 5	1	2358.00	51.75	2.2%	58,9500	57,6563	
	2	3539.00	174.50	4.9%	58,9833	58,0750	
	Y T D	5897.00	226.25	3.8%	58,9700	58,7075	
6 - Regular	1	1915.00	103.50	5.4%	47,8750	45,2875	
	2	2848.00	239.25	8.4%	47,4887	43,4792	
	Y T D	4763.00	342.75	7.2%	47,6300	44,2025	
6 - SpEd	1	80.00	2.00	2.5%	2,0000	1,9500	
	2	143.00	8.25	5.8%	2,3833	2,2458	
	Y T D	223.00	10.25	4.6%	2,2300	2,1275	
Total Grade 6	1	1995.00	105.50	5.3%	49,8750	47,2375	
	2	2991.00	247.50	8.3%	49,8500	45,7250	
	Y T D	4986.00	353.00	7.1%	49,8600	46,3300	

Figure-3. ADMS45-1 Report Example – annotated

### How to interpret the ADMS45-1 Report:

Membership and Absence Report (ADMS45-1) can be used for many purposes including facilities planning and materiel management. As such, it is organized by district of attendance, by grade, and by report period. All figures reflect actual student membership and absence.

The report assists LEAs in validating reported ADM and ADA as it has been aggregated from the student detail level to the district level for the 40<sup>th</sup> Day (period 1) and 100<sup>th</sup> Day (period 2) of the school or district calendar.

ADMS45-1 is reconcilable to ADMS75 – Adjusted Membership Calculations Report. The following types of students whose ADM will not generate funding for the given school reported will appear in the “Pvt Paid/Over 21” column. They include:

- a) Foreign exchange students; or
- b) Students whose tuition is privately paid; or
- c) Student membership days which fall on or after the student’s 22<sup>nd</sup> birthday; or
- d) Student membership days, which fall during a time period when a Preschooler with SPED services was underage.

Note that student membership transactions which have failed integrity or have not been run through Integrity at the time of aggregation, will not be calculated into the aggregated ADM or ADA amounts. These would be students on ADMS72 whose code values are “4” or “5”.

Also, if a student has a code value of “1”, “2”, or “3” on the ADMS72 report, they are in concurrent enrollments, and the ADM amounts may be affected.

Refer to Flowchart A which provides a graphical representation of the interrelationship of ADMS45-1 to other SAIS reports.

## **ADMS45-2 – Average Daily Membership Attending Summary**

ADMS45-2 – Average Daily Membership Attending Summary report is a SAIS report that compares current fiscal year attending ADM to previous fiscal year ADM by requesting District

The averages are reported by grade grouping and broken out into Resident and Non-Resident amounts with totals by grade grouping..

### How to Request the ADMS45-2 Report:

To request an ADMS45-2 report, perform the following procedures.

1. Using the Internet browser, access the ADE home page (<http://ade.az.gov/>)
2. Click on the SAIS link in the upper right hand corner of the display.
3. Select the District/Charter Login from the SAIS page.
4. Once the Information and Financial Services page is displayed, select the district or charter of interest from the pull down menu, then click on “GO”.
5. Select the link to Reports/Data from the page which appears from step 4. above.
6. From the pull down menu, select a fiscal year. Note that the current fiscal year will be the default display, but previous fiscal years can be selected.
7. Select a System from the drop-down menu. For the ADMS45-2 report, select ADMS.
8. Once the ADMS report page is displayed, select the link for the ADMS45-2 – Attending Summary Count Report. Note that the date of the most recent aggregation will be displayed with the report title.
9. The report requested will be displayed on the resulting web page.

Presentation of information in ADMS45-2 is organized as follows:

1. Headings – the heading includes the report title, page number, and print date
2. District of Attendance block – identifies the district name and district ID of the requesting district
3. Previous Fiscal Year block – indicates the previous fiscal year.
4. Current Fiscal Year block – indicates the previous fiscal year
5. Grade grouping block – specifies which grades are grouped for reporting amounts
6. Detail block – report details.

An annotated example of ADMS45-2 is provided in figure 4. below.

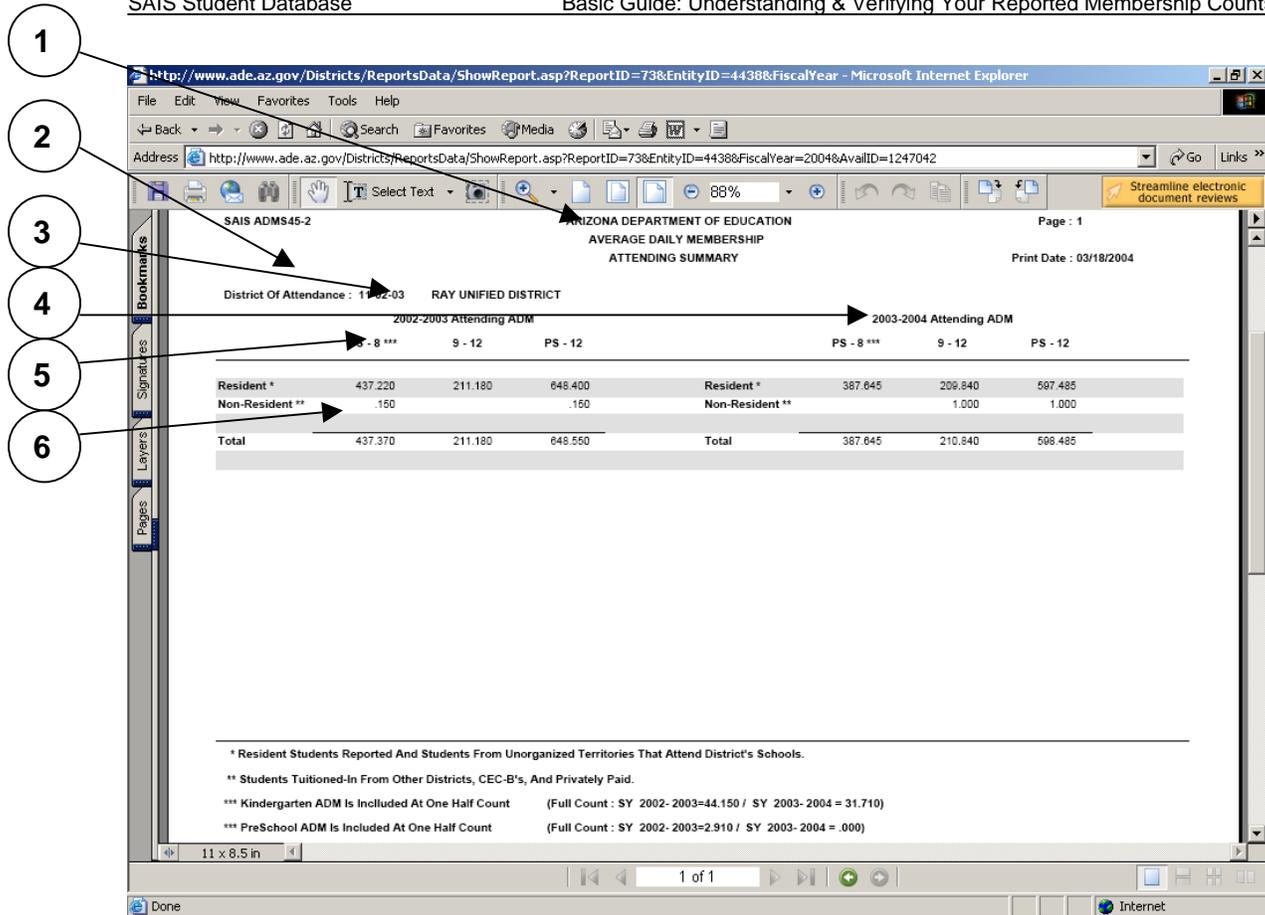


Figure 4. – ADMS45-2 Report Example - Annotated

### How to interpret the ADMS45-2:

The averages reported on this report are by 40<sup>th</sup> Day and 100<sup>th</sup> Day reporting ADM. Districts may use this report to monitor average daily membership over two fiscal years. It can assist in identifying trends that can affect budget calculations for future school years.

Note: Once a new report is generated (by aggregation), access to old reports is no longer possible. Users of the ADMS45-2 report are therefore encouraged to print and/or save reports requested wherever possible.

## **ADMS46-1 – Recalculated State AID ADM Counts**

The Recalculated State Aid ADM Counts (ADMS46-1) is a SAIS report for identifying the Resident ADM counts on which the school is funded. It is an LEA report with information segregated into 40<sup>th</sup> Day Counts and 100<sup>th</sup> Day Counts. Detailed information is reported by grade.

The count here is NOT a physical student count, and will NOT tie reconcile with the number of students enrolled in Student Detail for the given LEA. It is a Resident ADM count. This means the count is inclusive of all resident students for your LEA. This report can include an adjustment for excessive absence, if appropriate.

### How to Request the ADMS46-1 Report:

To request an ADMS46-1 report, perform the following procedures.

1. Using the Internet browser, access the ADE home page (<http://ade.az.gov/>)
2. Click on the SAIS link in the upper right hand corner of the display.
3. Select the District/Charter Login from the SAIS page.
4. Once the Information and Financial Services page is displayed, select the district or charter of interest from the pull down menu, then click on “GO”.
5. Select the link to Reports/Data from the page which appears from step 4. above.
6. From the pull down menu, select a fiscal year. Note that the current fiscal year will be the default display, but previous fiscal years can be selected.
7. Select a System from the drop-down menu. For the ADMS45-2 report, select ADMS.
8. Once the ADMS report page is displayed, select the link for the ADMS46-1 – Recalculated ADM State Aid Report. Note that the date of the most recent aggregation will be displayed with the report title.
9. The report requested will be displayed on the resulting web page.

Presentation of information in ADMS46-1 is organized as follows:

1. Headings – the heading includes the report title, page number, data as of date (aggregation date), and print date.
2. District of Residence block – identifies the district name and district ID
3. 40<sup>th</sup> Day Counts block – amounts broken out by grade
4. 100<sup>th</sup> Day Counts block - amounts broken out by grade
5. Footer – repeated on all report pages.

An annotated example of ADMS46-1 is provided in figure 5. below.

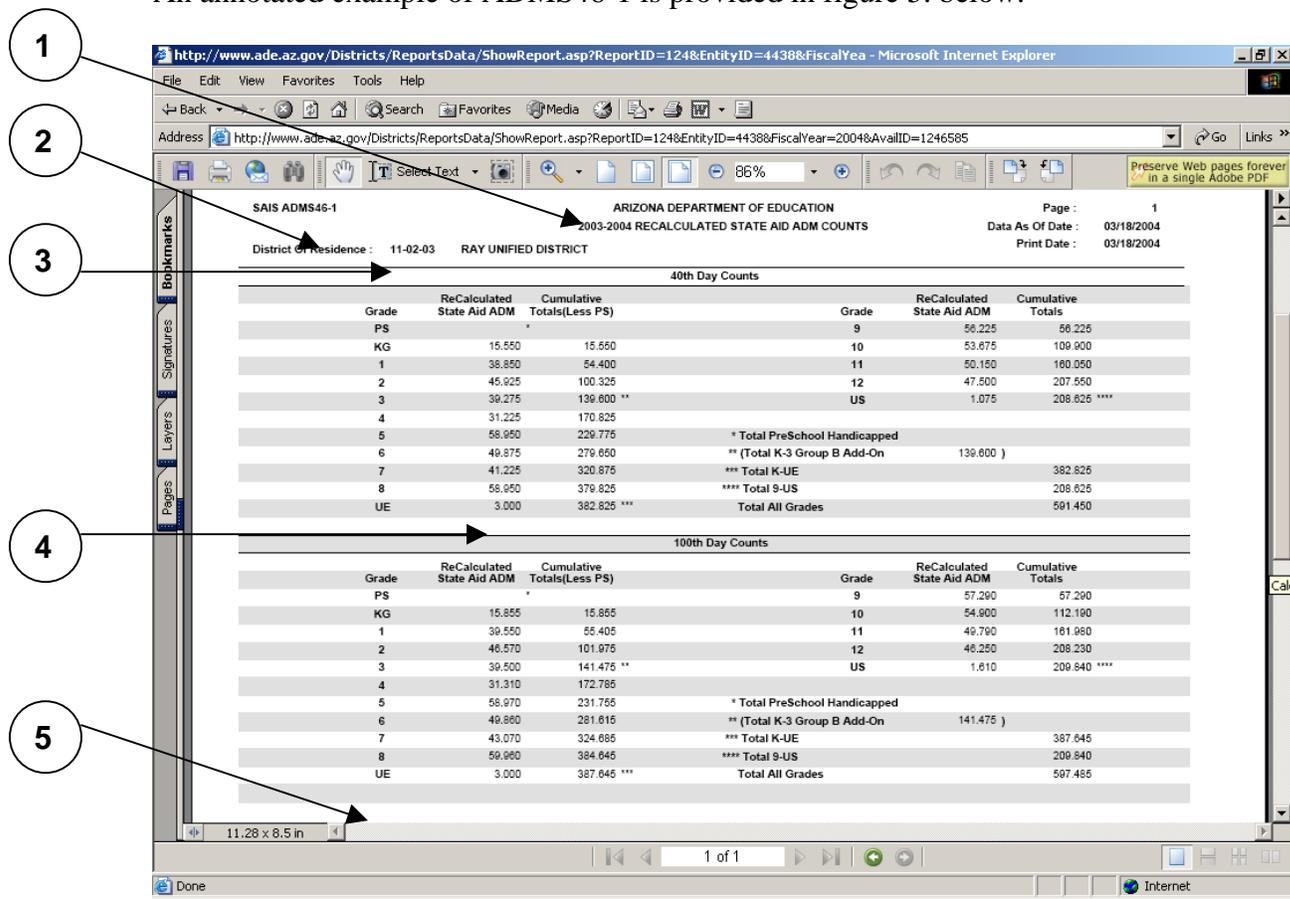


Figure 5. – ADMS46-1 Report Example – Annotated

#### How to interpret the ADMS46-1:

ADMS46-1, the Recalculated State Aid ADM Counts report, provides counts that result in State Funding. The formulae contributing to this report attempt to reflect the relative cost of providing service to the students in the system (i.e., counts for kindergarten and preschool are included at half their reported value, districts are penalized for excessive absence, and districts may be granted relief from absences due to certain catastrophic or uncontrollable reasons). This report is organized by district of residence and grade.

Approved Absence adjustments are reflected in Recalculated State Aid ADM Counts. ADMS46-1 includes counts for any students tuitioned out, where this district/charter holder is specified to receive the funding. Conversely, it will not include students attending LEAs in this district (tuitioned in) whose funding will be allocated to another district.

ADMS46-1 can be verified against the ADMS40-1 and ADMS40-2.

Note that the ADMS 40-2 is a report for days 1 through 100. Unless an LEA has met its 100th day, only a fraction (40%) of the total Resident ADM will display on this report. (Refer to Flowchart D for a graphic depicting the reporting relationships.)

## **ADMS40-01 – Current/Prior Year Residence ADM and ADA**

The Current/Prior Year Residence ADM and ADA report (ADMS40-01) is a district level report that contains counts as reported by LEAs and compares the current year's to previous year's counts. It reports ADM and ADA for all periods including year-to-date, and includes a year-to-date absence rate. Each district report contains counts exclusively for students residing in the selected district. It contains no tuition-in or non-resident counts, and all ADM and ADA counts are segregated by Grade.

ADMS40-01 contains two parts. Part One reports ADM and ADA by Grade with one row for regular counts, and a second row for SPED counts. The counts are broken out by Year-to-date, Period 1 (40<sup>th</sup> Day), and Period 2 (100<sup>th</sup> Day). A YTD absence percentage is reported in the section containing ADA counts. At the end of Part One, totals are provided for Kindergarten, Grades 1 – 8, Total Elementary, Secondary, and Total District.

Part Two is a summary of Current Year ADM, and Current Year ADA reported by total for each Grade. Corresponding Prior Year ADM counts are presented for each Grade including the previous year's YTD absence percentage. Totals for the report are provided and differ from those in Part One in that the Preschool counts are reported separately from Kindergarten where applicable.

### How to Request the ADMS40-01 Report:

To request an ADMS40-01 report, perform the following procedures.

1. Using the Internet browser, access the ADE home page (<http://ade.az.gov/>)
2. Click on the SAIS link in the upper right hand corner of the display.
3. Select the District/Charter Login from the SAIS page.
4. Once the Information and Financial Services page is displayed, select the district or charter holder of interest from the pull down menu, then click on "GO".
5. Select the link to Reports/Data from the page which appears from step 4. above.
6. From the pull down menu, select a fiscal year. Note that the current fiscal year will be the default display, but previous fiscal years can be selected.
7. Select a System from the drop-down menu. For the ADMS40-01 report, select ADMS.
8. Once the ADMS report page is displayed, select the link for the ADMS40-01 – Current/Prior Year Residence ADM and ADA report. Note that the date of the most recent aggregation will be displayed with the report title.
9. The report requested will be displayed on the resulting web page.

Presentation of information in Part One of ADMS40-01 is organized as follows:

1. Headings – the heading includes the report title, page number, report date (aggregation date).
2. District of Residence block – identifies the district name and district ID
3. ADM block – amounts broken out by YTD, Period 1, and Period 2.
4. ADA block – amounts broken out by YTD, Period 1, and Period 2, and YTD Absence %.
5. Details block – counts reported by grade for regular, and SPED.
6. Totals block – counts totaled by grade grouping
7. Footer – repeated on all report pages.

An annotated example of ADMS40-01 is provided in figure 6. below.

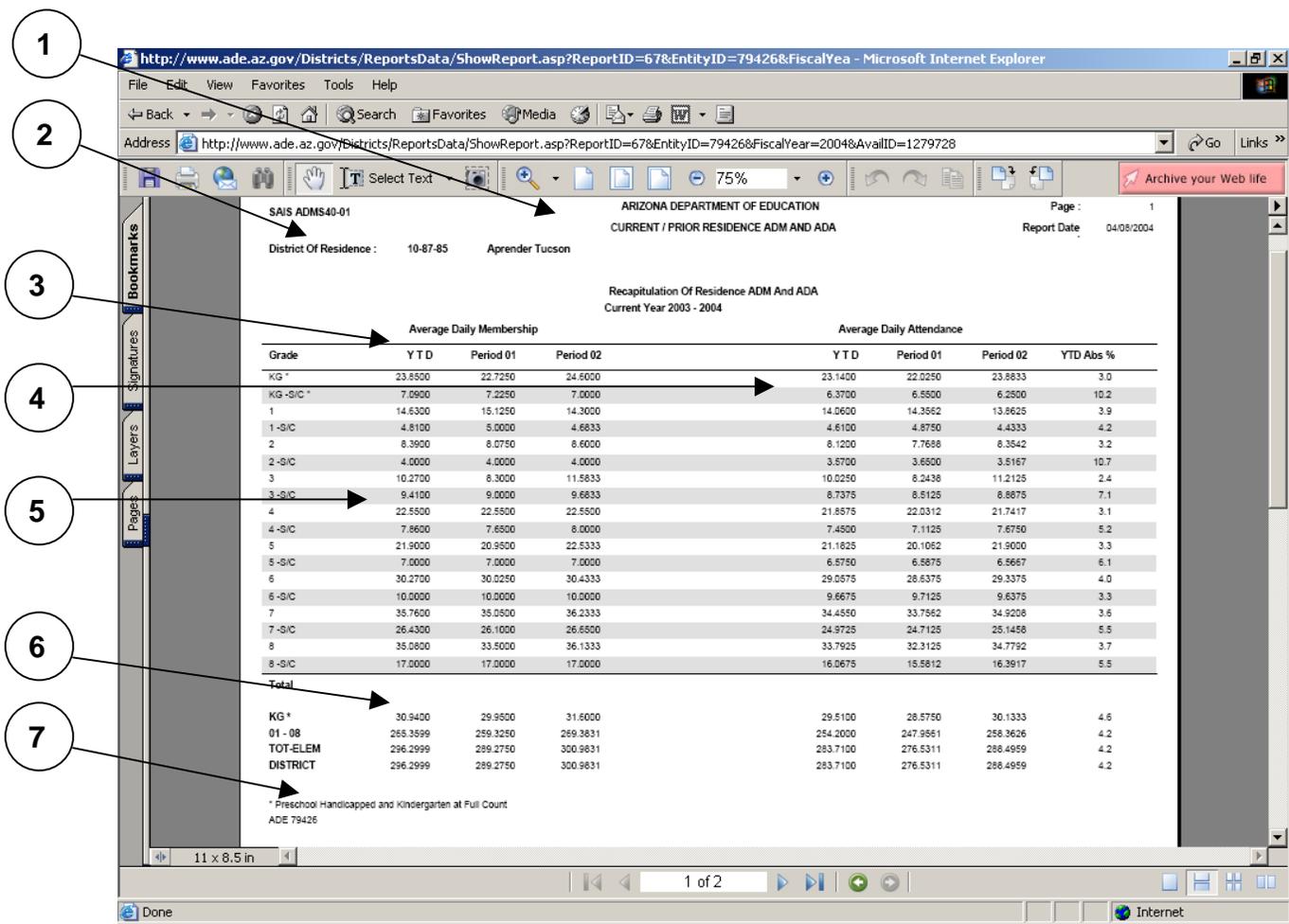


Figure 6. – ADMS40-01 Part One Report Example – Annotated

Presentation of information in Part Two of ADMS40-01 is organized as follows:

1. Headings – the heading includes the report title, page number, report date (aggregation date).
2. District of Residence block – identifies the district name and district ID
3. Current Year ADM/ADA block – amounts broken out by YTD, Period 1, and Period 2.
4. Prior Year ADM block – amounts broken out by YTD, Period 1, and Period 2, and YTD Absence %.
5. Details block – counts reported by Grade.
6. Totals block – counts totaled by Grade grouping.
7. Footer – repeated on all report pages.

An annotated example of ADMS40-01 is provided in figure 7. below.

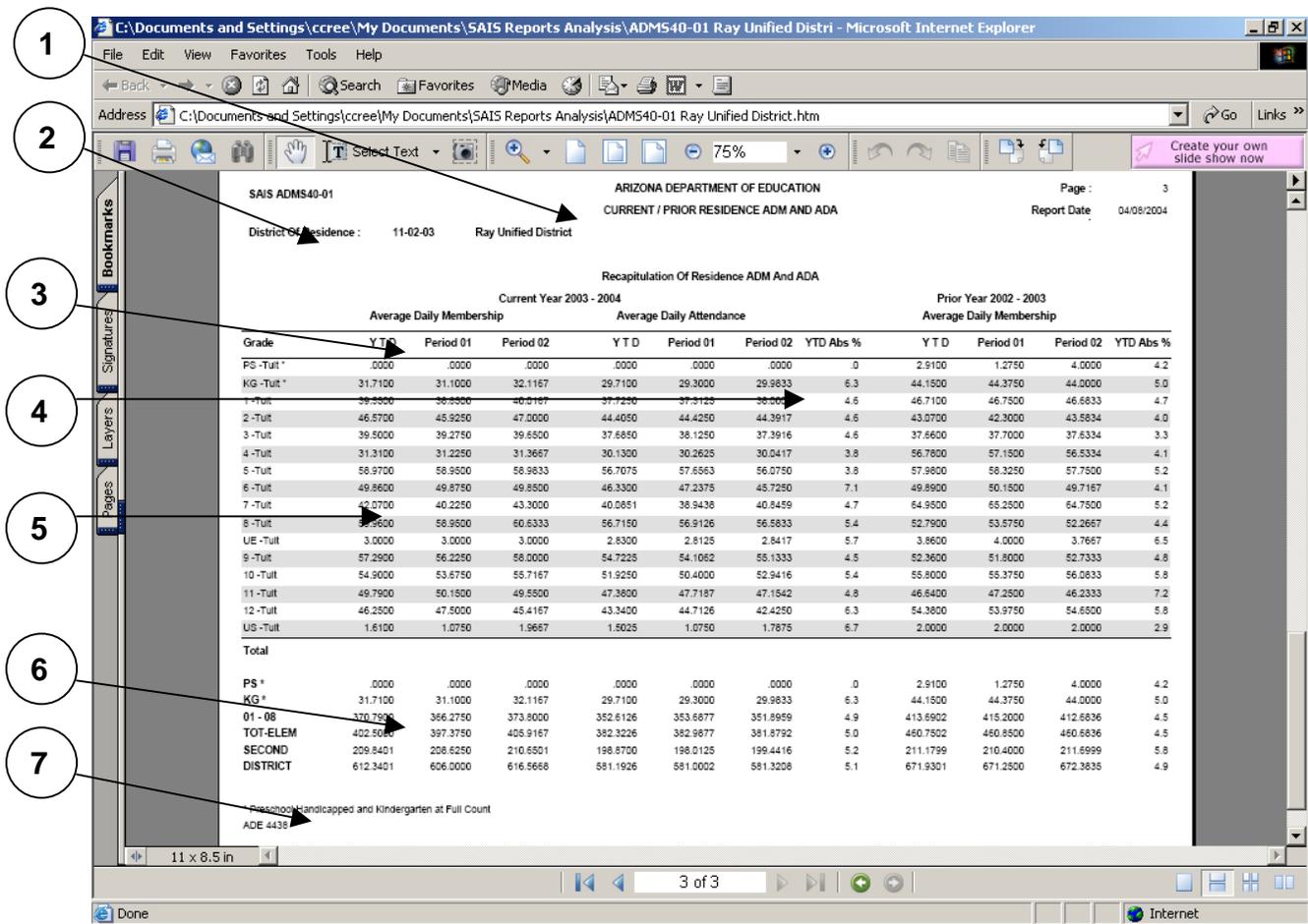


Figure 7. – ADMS40-01 Part Two Report Example – Annotated

### How to interpret the ADMS40-01:

ADMS40-01, the Current/Prior Residence ADM and ADA report, provides information that can assist LEAs to monitor the current fiscal year's ADM compared to the previous year's ADM. Since LEA budgets for the current fiscal year are based on previous year's student counts, marked deviations between current year actual counts, and previous year counts can be readily identified. Additionally, given that ADM is adjusted for excessive absences, the LEA can identify, at a glance, the applicable absence percentages for the current year and compare those absence percentages to prior year.

Other analysis can be performed using this report in tandem with other ADM reports such as determining how much is being paid to a district of attendance (DOA) by the given district of residence (DOR).

## **ADMS40-02 – Resident Average Day Membership Recap**

A district level report, ADMS40-02 identifies reported ADM and ADA, as well as approved ADA, and Adjusted ADM. It is designed to assist LEAs in determining the affect of excessive absences on ADM. The reporting period for ADMS40-02 is Day 1 through Day 100 of the district calendar. District totals are included as well as counts broken out into detail.

Approved Absence Days as reported on ADMS40-02 are reported by Grade grouping and segregated into four categories. The absence categories are: Illness, Refusal, Weather, and Chronic.

### How to Request the ADMS40-02 Report:

To request an ADMS40-02 report, perform the following procedures.

1. Using the Internet browser, access the ADE home page (<http://ade.az.gov/>)
2. Click on the SAIS link in the upper right hand corner of the display.
3. Select the District/Charter Login from the SAIS page.
4. Once the Information and Financial Services page is displayed, select the district or charter holder of interest from the pull down menu, then click on “GO”.
5. Select the link to Reports/Data from the page which appears from step 4. above.
6. From the pull down menu, select a fiscal year. Note that the current fiscal year will be the default display, but previous fiscal years can be selected.
7. Select a System from the drop-down menu. For the ADMS40-02 report, select ADMS.
8. Once the ADMS report page is displayed, select the link for the ADMS40-02 – Resident Average Day Membership Recap. Note that the date of the most recent aggregation will be displayed with the report title.
9. The report requested will be displayed on the resulting web page.

Presentation of information on ADMS40-02 is organized as follows:

1. Headings – the heading includes the report title, page number, data as of date (aggregation date).
2. District of Residence block – identifies the district name and district ID.
3. Details block – counts reported and broken out by Grade grouping.
4. Totals block - amounts reported for the District.

An annotated example of ADMS40-02 is provided in figure 8. below.

SAIS ADMS40-2

ARIZONA DEPARTMENT OF EDUCATION  
RESIDENT AVERAGE DAY MEMBERSHIP RECAP  
DAY 1 THROUGH 100  
FISCAL YEAR 2003-2004

Page : 1  
Report Date : 04/08/2004

District of Residence : 11-02-03 RAY UNIFIED DISTRICT

Grade	Reported ADM	Reported ADA	Approved Absence Days	Approved ADA	Adjusted ADM
			Illness		
			Refusal		
			Weather		
			Chronic		
PSH *** ** *****			Illness		
			Refusal		
			Weather		
			Chronic		
KDG *** ** *****	15.855	14.855		14.855	
			Illness		
			Refusal		
			Weather		
			Chronic		
01 - 08 *****	370.790	352.613		352.613	
Elementary	386.645	367.468		367.468	386.645
			Illness		
			Refusal		
			Weather		
			Chronic		
Secondary	209.840	198.870		198.870	209.840
District Total	508.485	508.338		508.338	508.485
Privately Paid / Over 21 ADM		1.000			

\* PSH ADM @ 1/2 ( Full PSH ADM = )  
 \*\* PSH Absence Approvals @ 1/2 ( Full PSH Illness = ) Refusal = Weather = Chronic = )  
 \*\*\* KDG ADM @ 1/2 ( Full KDG ADM = 31.710 )  
 \*\*\*\* KDG Absence Approvals @ 1/2 ( Full KDG Illness = ) Refusal = Weather = Chronic = )  
 \*\*\*\*\* Regular & Self-Contained Special Education Students Included.

Figure 8. – ADMS40-02 Report Example – Annotated

### How to interpret the ADMS40-02:

ADMS40-02, the Resident Average Day Membership Recap report, assists LEAs to determine absences that may effect the calculation of ADM. It reports counts for days 1 through 100 of the LEA calendar. ADMS40-02 distinguishes reported average daily attendance (ADA) from approved ADA, thus demonstrating the impact of excessive absence rates on the calculation of ADM (Adjusted ADM). The ADMS40-02 supports calculations as defined in ARS§ 15-902.

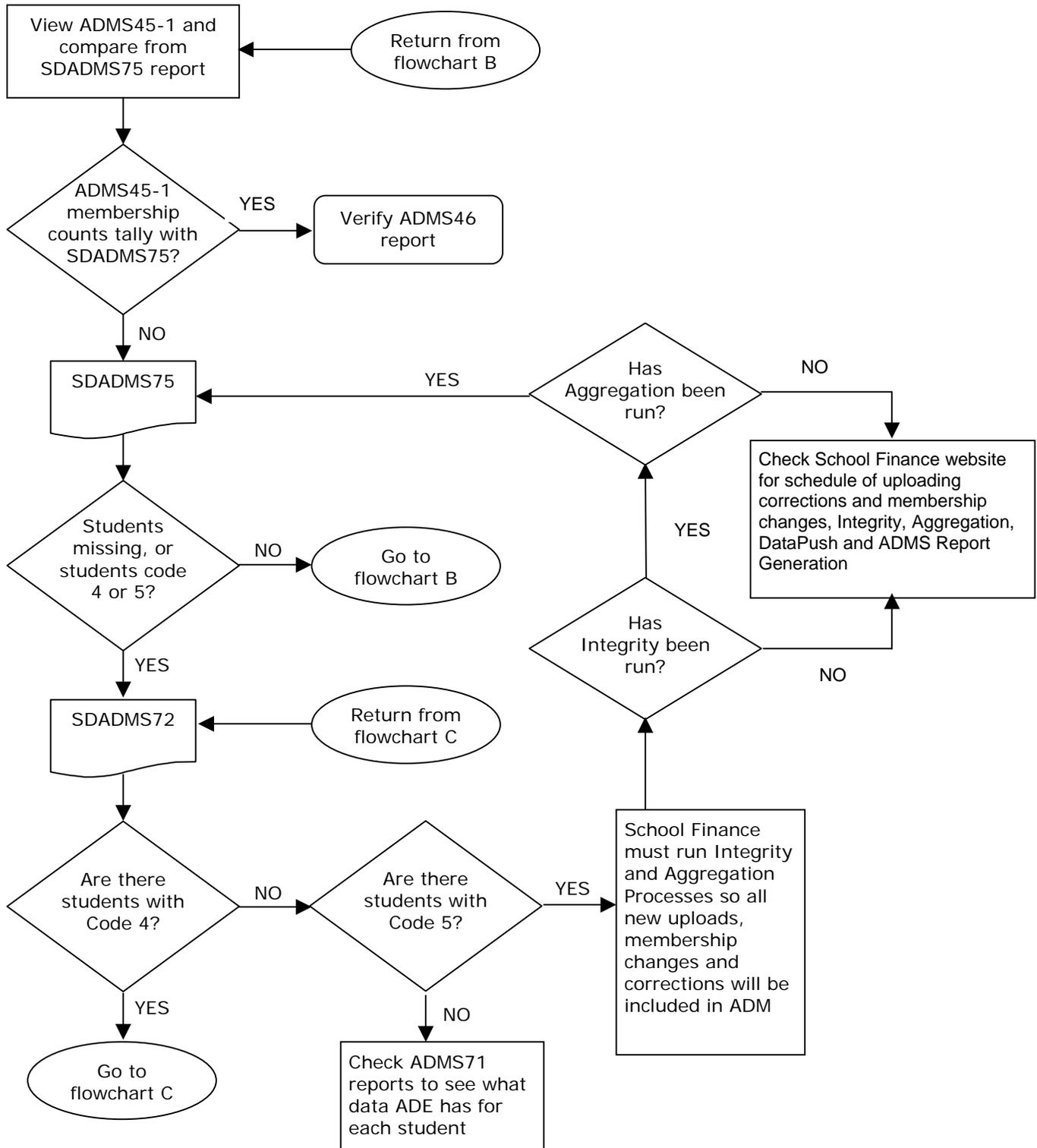
This report can be referenced during analysis of the ADMS46-1 report - Recalculated State Aid ADM Counts.

## Common Terms and Definitions

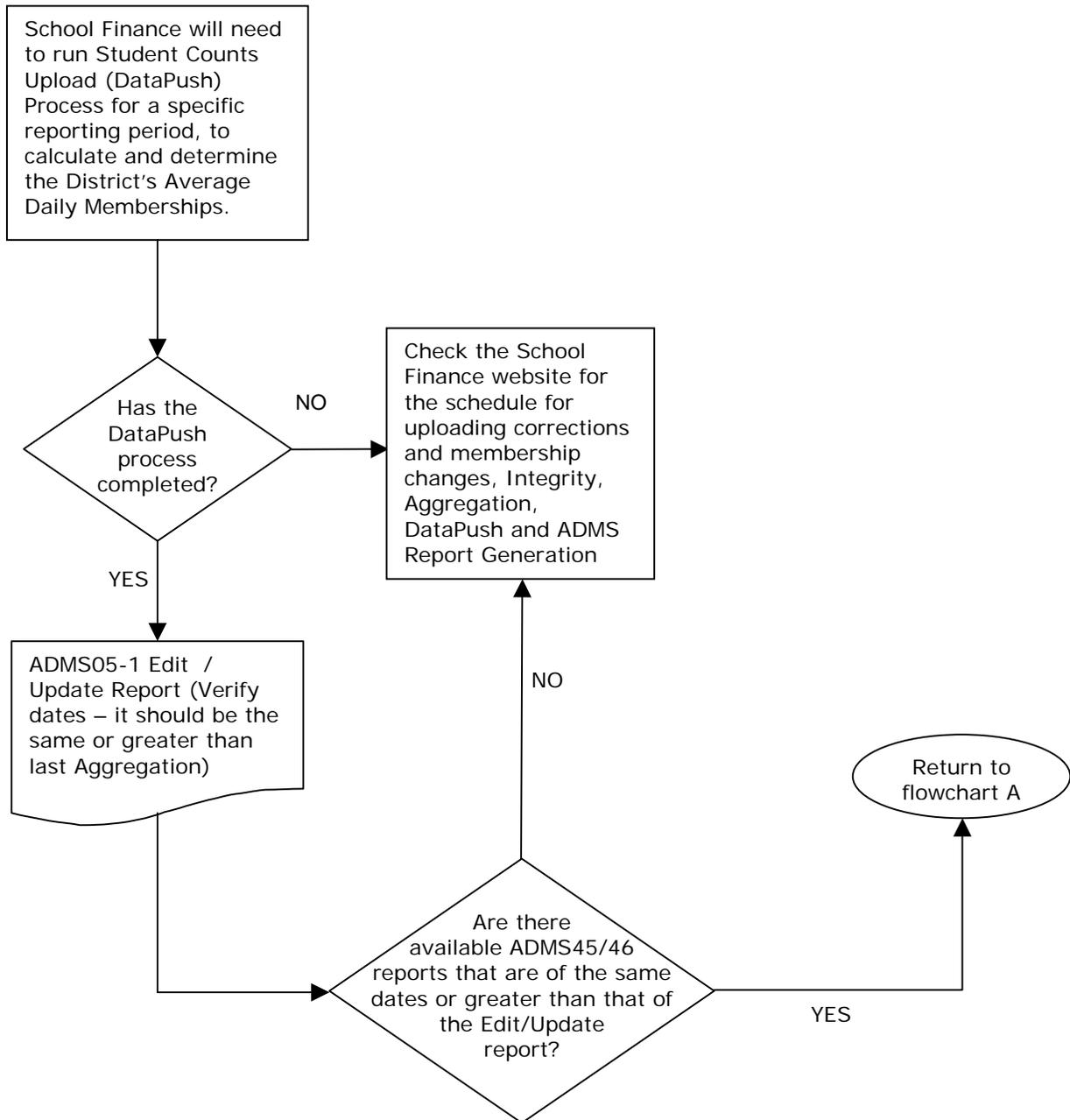
Term	Definition
Absence	Student absence days are the total number of days a student is in membership but not in attendance during the reporting period.
Aggregation	The aggregation process applies statutory formulae to Student Details data that has passed Integrity, to group student data according to statutory requirements, regulations, and guidelines.
Average Daily Membership (ADM)	Membership days divided by number of days in reporting period. Example:
Average Daily Attendance (ADA)	40 days in membership/40 <sup>th</sup> Day = 1 ADM Membership days minus absence count divided by number of days in reporting period. Example: (40 days in membership – 1 day absence)/40 <sup>th</sup> Day = 0.975 ADA
CEC	Certificate of Educational Convenience provided by statute permitting a student to attend a school other than one in the district of residence.
CTDS	A 9-digit numeric identifier for county, type, district, school. Format is: CCTTDDSSS
District of Attendance (DOA)	The district office to which the student's LEA (most often a school) reports.
District of Residence (DOR)	Identifier of the district office for the school district in which the student resides or to which student's residence is assigned; the identifier of the DOR is the CTD code; logical DOR; refers to the district receiving the funding.
Fiscal Year	July 1 to June 30 as defined by ADE
Local Education Agency (LEA)	School, institution, agency, or authority providing educational services to the student; the identifier of the LEA is the CTDS code.
Special Education (SPED)	The collection of programs serving disabled students in Arizona. Also, the name of an MIS subsystem, which maintains records and generates reports of students placed in Special Education programs.

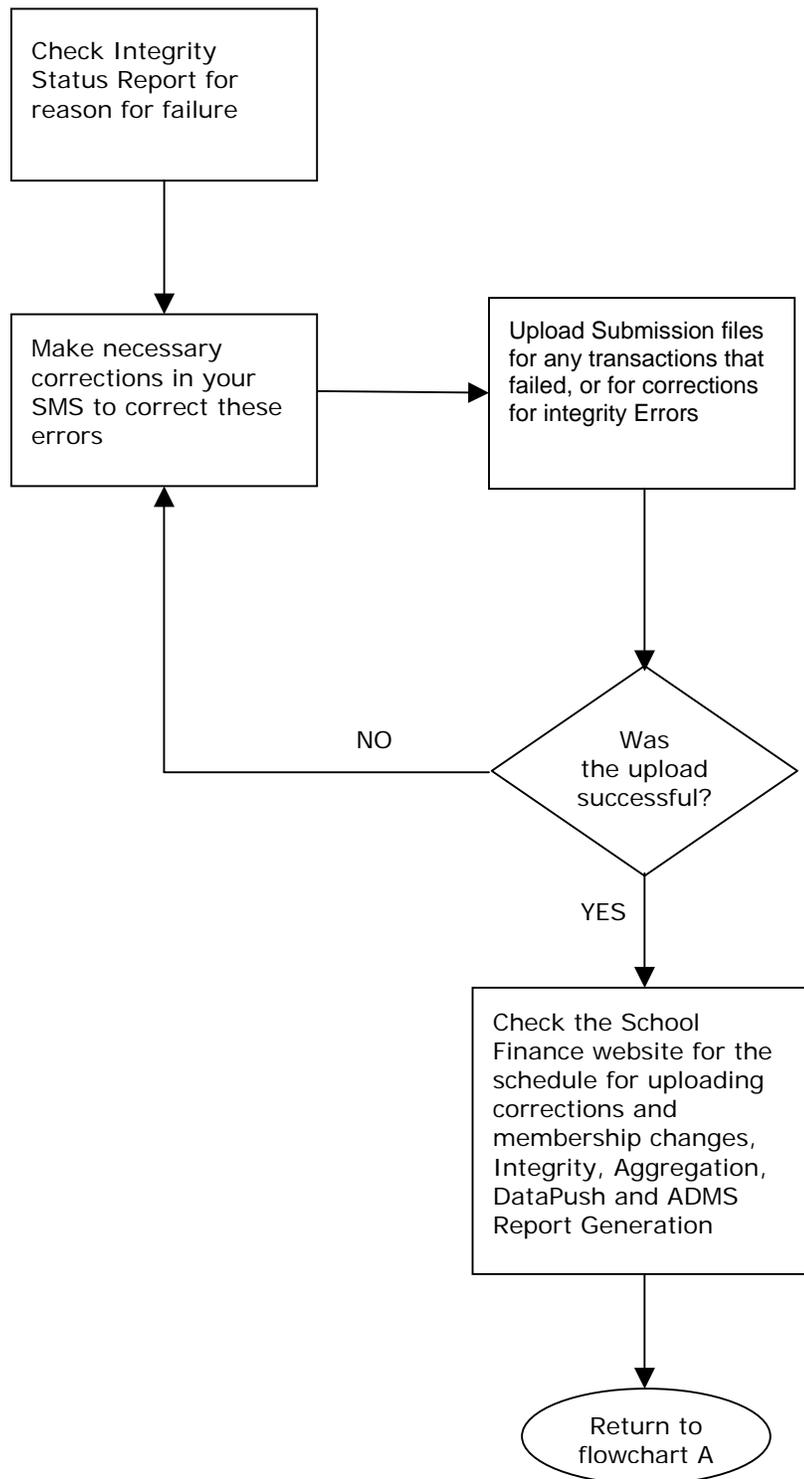
Term	Definition
Student Management System (SMS)	Generic term for any system, be it a bespoke system or a third-party vendor package, used by a district or LEA to manage their student data. Most SMS's include at a minimum: modules to handle registration, class schedules, attendance, and academic reporting. Many also offer modules for special education, immunization, and other aspects of student data.
Tuition-In Student	Tuition-in students are students attending within the district's schools but are residing outside their district of residence as defined in Arizona statute, but whose tuition is paid by the district or ADE.
Tuition-Out Student	Tuition-out students are students attending school outside their district of residence
Tuition Payer Code = 1	The "normal" setting for Arizona school children who generate state funding.
Tuition Payer Code = 2	Privately paid tuition, no tuition charged, or not eligible for state funding.
Tuition Payer Code = 3	Effective FY05. Foreign exchange student not eligible to generate state funding.

**FLOWCHART A**



**FLOWCHART B**



FLOWCHART C

FLOWCHART D

Determine Unadjusted ADM at grade-level, Reported ADA at grade-level from ADMS40-1

Determine if your district has an absence approval from ADMS40-2:

- Illness
- Weather
- Concerted Refusal
- Chronic Health

