



System Training and Response (STaR) Team

Guide to Self-selecting Appropriate SAIS Training

The System Training and Response (STaR) Team offers a variety of training opportunities designed to support end users of the Student Accountability Information System (SAIS) in their efforts to ensure that the data that reside in SAIS for a particular educational entity are complete, accurate and integrity error free by ADE specified deadlines. This document is intended to assist individuals, especially those who are new to the processes of collecting, submitting and/or verifying SAIS Student Detail data, to select appropriate training from the events scheduled for Fiscal Year 2009 based on the individual's reporting responsibilities and experience.

Background

SAIS is comprised of several ADE computer systems used for various purposes related to student accountability. Because the bulk of school funding as well as determinations about whether or not students are making adequate yearly progress (AYP) are based on the student level data submitted to and processed by SAIS, those who manage SAIS data have great responsibility. Because the requirements and procedures relating to collecting, submitting and/or verifying SAIS Student Detail data are complex, many individuals who manage SAIS data seek training opportunities provided by the ADE STaR Team. However, because the responsibilities relating to the management of SAIS data are often divided between various individuals within a local educational agency (LEA), the STaR Team has developed specific training opportunities designed to meet the needs of individuals based on their particular reporting responsibilities.

We hope this guide will be useful to individuals who wish to take advantage of STaR Team training opportunities, all of which are offered at no charge. Our team members greatly respect the time and energy individuals must devote to managing SAIS data. We encourage the use of this guide to select only appropriate training opportunities so that no individual's time is wasted traveling to and attending a workshop that doesn't address his or her needs.

Please note that the STaR Team offers training and assistance regarding ADE requirements and procedures relating to SAIS. We cannot provide specific support in the use of any student management system (SMS) or other local database used to collect and submit data to SAIS. We strongly encourage all those who manage SAIS data to seek appropriate training and assistance from the commercial software vendor or local software developer of the SMS used by the LEA.

Step 1 – Identify your reporting responsibilities

Select the statement that best describes your reporting responsibilities. If no single statement comes close to describing your SAIS related responsibilities, please continue by reading the information that describes each training opportunity starting on page 5 and/or contact the STaR Team by clicking on the “Request for SAIS Training and Assistance” link found at <http://www.ade.az.gov/schoolfinance/star/> for additional advice.

1. I am the only individual responsible for collecting, submitting and verifying all SAIS data for my school/district/charter.
2. I oversee the processes of collecting, submitting and verifying all SAIS data for my school/district/charter, though others are also involved in the process. Various other individuals enter data into the SMS and/or reconcile results (check ADE generated reports to ensure that they are complete and accurate).
3. I work with one or more others, but I must be familiar with the requirements and procedures relating to all SAIS data for my school/district/charter.
4. I am a school or district level administrator who has a stake in ensuring that all SAIS data are complete and accurate. I do not enter, submit or verify SAIS data, but I want to fully understand these processes.
5. I work with one or more others, but my responsibilities are limited to entering data and/or reconciling results (checking ADE reports to ensure that they are complete and accurate) related to Student Membership including enrollment in school, withdrawal from school, absence/attendance and student year-end status (e.g., promoted, retained, graduated, etc.).
6. My SAIS reporting responsibilities relate only to students who participate in Special Education programs.
7. My SAIS reporting responsibilities relate only to students who participate in English Language Learner programs.
8. My SAIS reporting responsibilities relate only to students who participate in Early Childhood Education programs.
9. My SAIS reporting responsibilities relate only to students who participate in Support Programs (i.e., Title I, 21st Century, Gifted, Johnson-O’Malley Indian Education).
10. My SAIS reporting responsibilities relate only to student program participation, but encompass more than one of the following (Special Education, ELL, Early Childhood, Support Programs).
11. My SAIS reporting responsibilities relate only to NCLB indicators (status that determines Economic Disadvantage – Eligibility for Free and Reduced Fee Lunch).

Step 2 – Review recommendations

Read the recommendations based on the statement that best describes your reporting responsibilities and whether you are new to SAIS reporting processes or an experienced user of the Student Accountability Information System.

New – *An individual with less than one full year of experience or who has recently changed roles related to SAIS reporting or who is certain that significant gaps exist in his/her knowledge of SAIS reporting processes.*

Experienced – *An individual who has performed their role related to SAIS reporting for one or more full years and has not recently changed roles.*

Experienced SAIS users are welcome to attend most STaR Team workshops. However, we strongly advise that experienced users carefully review the workshop descriptions and check related written documentation available as part of the *SAIS Information Series* before registering, to determine if the presentation is likely to provide true value.

“Introduction to SAIS” is designed specifically for those who are new and to whom reporting responsibility descriptor statements 1-5 apply. “Introduction to SAIS” would be of little value and is not appropriate for experienced users or for those whose reporting responsibilities are best described by statements 6 – 11.

Statement	Recommendations for new users	Recommendations for experienced users
1. 2. 3. 4. 5.	<p>Recommended workshops:</p> <ul style="list-style-type: none"> • “Introduction to SAIS” • “Reconciling Student Membership Data in SAIS” • “SAIS Requirements Related to Special Education Programs” • “SAIS Requirements Related to English Language Learner Programs” • “Charter School Estimated Count” (applies only to charter schools) • “SAIS Requirements for FY 2010” <p><i>Note: Those who share or who are not directly involved with SAIS reporting responsibilities may gain all that is needed by working with others in their school/district/charter who are experienced and may not need to attend STaR Team workshops.</i></p> <p>Optional Workshop:</p> <ul style="list-style-type: none"> • “Calculating Student Absences” 	<p>Recommended workshops:</p> <ul style="list-style-type: none"> • “Reconciling Student Membership Data in SAIS” • “SAIS Requirements for FY 2010” <p>Optional Workshops:</p> <ul style="list-style-type: none"> • “SAIS Requirements Related to Special Education Programs” • “SAIS Requirements Related to English Language Learner Programs” • “Charter School Estimated Count” (applies only to charter schools) • “Calculating Student Absences”
<p>For the above:</p> <ul style="list-style-type: none"> • Please see workshop descriptions starting on page 5 and registration procedures on page 9. • The recommendations for those described by reporting responsibility statements 8-11 (found on page 4) may also apply. 		

Statement	Recommendations for new users	Recommendations for experienced users
6.	<p>Recommended workshops:</p> <ul style="list-style-type: none"> • “SAIS Requirements Related to Special Education Programs” <p>Optional Workshop:</p> <ul style="list-style-type: none"> • “SAIS Requirements for FY 2010” 	<p>Optional Workshops:</p> <ul style="list-style-type: none"> • “SAIS Requirements Related to Special Education Programs” • “SAIS Requirements for FY 2010”
7.	<p>Recommended workshops:</p> <ul style="list-style-type: none"> • “SAIS Requirements Related to English Language Learner Programs” <p>Optional Workshop:</p> <ul style="list-style-type: none"> • “SAIS Requirements for FY 2010” 	<p>Optional Workshops:</p> <ul style="list-style-type: none"> • “SAIS Requirements Related to English Language Learner Programs” • “SAIS Requirements for FY 2010”
<p>For the above:</p> <ul style="list-style-type: none"> • Please see workshop descriptions starting on page 5 and registration procedures on page 9. • Those who share SAIS reporting responsibilities may gain all that is needed by working with others in their school/district/charter who are experienced and may not need to attend STaR Team workshops. • We anticipate publishing written documentation detailing changes in SAIS requirements applicable to SPED and ELL for fiscal year 2009 by mid-September. These documents will be added to the STaR Team’s <i>SAIS Information Series</i>. Knowledge of new requirements may be all that is needed for experienced users. • Questions regarding the SAIS submission process and/or use of a student management system to enter data should be directed to the individual in your school, district or charter that oversees the submission of data to SAIS. This individual may be identified as the “SAIS Technology Coordinator.” 		
8. 9.	<p>Documentation detailing the procedures necessary to verify SAIS records for students who participate in Early Childhood Education and Support Programs is available as part of the <i>SAIS Information Series</i> at http://www.ade.az.gov/schoolfinance/star.</p> <p>Questions regarding program policies, procedures, deadlines, etc. should be addressed to ADE personnel responsible for overseeing particular Early Childhood Education and Support Programs.</p> <p>Questions regarding the SAIS submission process and/or use of a student management system to enter data should be directed to the individual in your school, district or charter that oversees the submission of data to SAIS. This individual may be identified as the “SAIS Technology Coordinator.”</p>	
10.	<p>See recommendations for statements 6 – 9 above. Recommendations involve a combination of attending workshops, reading documents and the possibility of directing questions to ADE program area personnel or the school, district or charter SAIS Technology Coordinator.</p>	
11.	<p>Questions regarding the requirements related to the submission of NCLB indicators should be addressed to those who oversee Title I in the Academic Achievement Section of the Arizona Department of Education.</p> <p>Questions regarding the SAIS submission process and/or use of a student management system to enter data should be directed to the individual in your school, district or charter that oversees the submission of data to SAIS. This individual may be identified as the “SAIS Technology Coordinator.”</p> <p>The SDSUPP73 – NCLB1 and NCLB2 Student Indicator Report, available in the “Download Area” of the Student Detail Data Interchange on ADE’s Common Logon may be used to verify the NCLB Indicator Data that reside in SAIS for a school/district/charter.</p>	

Step 3 – Review and select appropriate training opportunities

Carefully review the descriptions for each workshop that is recommended or listed as optional based on your reporting responsibilities and level of experience. Select and plan to attend those that appear to be of value.

Registration procedures for “Introduction to SAIS” are found on the last page of this document. Information regarding when registration procedures for all other workshops will be posted to the STaR Team web page are found on page 9. Flyers announcing workshop opportunities are also distributed by e-mail. To register for the STaR Team e-mail distribution list go to <http://www.ade.az.gov/schoolfinance/star> and click on “Sign-up for SAIS Information and Updates.”

Workshop – Introduction to SAIS

Target audience

New users who have responsibilities related to collecting, submitting and verifying *all* SAIS data. (Reporting responsibility description statements 1, 2, 3, 4, 5)

Timeframe

August – September¹

Additional Information

The content for “Introduction to SAIS” is delivered during two sessions. Session I (from 9:00 a.m. to 3:30 p.m.) is presented in a face-to-face format. Session II (2 hours – scheduled on various days and times) is presented via web conference requiring access to a computer with Internet connection and a telephone.

Topics

- Overview of the SAIS Student Detail and Student Counts Systems
- Discussion of some key terminology used by those who interact with SAIS (i.e., Common Logon, Student Detail Data Interchange, Student Integrity Processing, Aggregation, CTDS, Concurrent Enrollment)
- Information and procedures regarding generating new and identifying existing SAIS IDs (unique ADE generated student identifier)
- Details (including applicable business rules) regarding the six basic transactions used in SAIS that relate to school student membership (Enrollment, Withdrawal, Readmission, Summer Withdrawal, Absence, Attendance)
- Step-by-step instructions regarding the process of submitting information (the transaction files generated by student management systems) to SAIS
- Step-by-step instructions regarding the process of reviewing the status of submitted files and downloading the results for import to a student management system
- Step-by-step instructions on the process of accessing the ADE generated Student Detail reports used by LEAs to verify the data that reside in SAIS
- Discussion of a suggested routine for submitting data to and reconciling results from SAIS
- Sources of additional information/Requesting on-demand assistance

¹Sessions may be added later in the school year based on a need to respond to new users who are identified after scheduled workshops have been completed.

Workshop – SAIS Requirements Related to Special Education Programs

Target audience

New users who have responsibilities related to collecting, submitting and verifying SAIS data relating to students who participate in Special Education programs. (Reporting responsibility description statements 1, 2, 3, 4, 6 and possibly 10, optional for experienced users)

Timeframe

October and January

Topics

- Details (including pertinent business rules) regarding the SAIS transactions applicable to students who participate in Special Education programs (SPED Service Participation)
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data relating to Special Education programs that reside in SAIS
- Step-by-step instructions on the processes related to verifying the Federal Special Education Census
- Understanding ADE timelines related to calculating funding for SPED program participants
- Using SAIS Online to submit information for Special Education students who are tuitioned-out to private schools or who participate in Head Start
- Sources of additional information/Requesting on-demand assistance

Workshop – SAIS Requirements Related to English Language Learner Programs

Target audience

New users who have responsibilities related to collecting, submitting and verifying SAIS data relating to students who participate in English Language Learner programs. (Reporting responsibility description statements 1, 2, 3, 4, 7 and possibly 10, optional for experienced users)

Timeframe

November and February

Topics

- Details (including pertinent business rules) regarding the SAIS transactions applicable to students who participate in ELL programs (ELL Program Participation, Student Assessment)
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data relating to ELL programs that reside in SAIS
- Understanding ADE timelines related to calculating funding for ELL program participants
- Sources of additional information/Requesting on-demand assistance

Workshop – Reconciling Student Membership Data in SAIS

Target audience

New and experienced users who have responsibilities related to collecting, submitting and verifying SAIS data relating to School Student Membership, also referred to as Average Daily Membership. (Reporting responsibility description statements 1 – 5)

Timeframe

Late November – April

Additional Information

Due to significant changes to procedures used by ADE to calculate Average Daily Membership (ADM) and Average Daily Attendance (ADA) for students who are concurrently or subsequently enrolled, and the impact of those changes on the procedures proposed for use by LEA personnel for reconciling student membership data in SAIS, we recommend this workshop for all new and experienced users who have responsibilities related to student membership data that results in student ADM and ADA counts.

Topics

- Recommendations for establishing a submission and data verification routine using the SDADMS72, 75, 76, 78, 80-1, 80-2 , Student Integrity Status and other new reports to ensure that the data in SAIS related to Student Membership are complete, accurate and integrity error free by ADE specified deadlines
- Explanations of the intended use and significance of the reports referenced above
- Explanations of the reasons a student who appears on a school roster may not be listed as expected on one or more of the reports referenced above
- Explanation of the significance of Integrity errors
- Discussion of the most common Integrity errors
- Explanation of the significance of concurrent and subsequent enrollment

Workshop – Charter School Estimated Count

Target audience

Charter school personnel responsible for submitting the estimated count. (This may be applicable to any number of individuals, but is often tasked to those who submit information to SAIS.)

Timeframe

May

Topics

- The process of submitting the Charter School Estimated Count
- Discussion of the contents of the Charter School Enrollment Packet which contains procedural guidelines pertaining to Estimated Count, LEA Calendar and the Maintenance and Operations Declaration
- Information and examples to illustrate how differences between Estimated Count and ADM (derived from SAIS data) can impact State Aid
- Guidance to help a charter operator determine when payments based on the data in SAIS begin and Estimated Count end

Workshop – SAIS Requirements for Fiscal Year 2010

Target audience

All users who have responsibilities related to collecting, submitting and verifying all SAIS data. (Reporting responsibility description statements 1 – 4) Participation by those with other reporting responsibilities should be considered optional and should depend on the specific changes in SAIS reporting requirements for FY 2010. We will update information regarding the target audience through a workshop announcement flyer to be distributed in mid-April.

Timeframe

May

Topic

- Explanation of any new reporting requirements, enhancements and/or reports to be implemented in SAIS for Fiscal Year 2010

Workshop – Calculating Student Absences

Target audience

- New and experienced users who have responsibilities related to collecting, submitting and verifying SAIS data relating to School Student Membership, also referred to as Average Daily Membership and Average Daily Attendance. (Reporting responsibility description statements 1 – 5)
- School/district/charter personnel who are responsible for tracking student attendance for state reporting purposes (i.e., attendance clerks, registrars, school secretaries, principals, school business officials)

Timeframe

Beginning in September and continuing as need/interest dictates

Additional Information

- The content for “Calculating Student Absences” is delivered via web conference (webinar) which requires access to a computer with Internet connection and a telephone.
- Because reporting requirements vary, webinars for “Calculating Student Absences” are organized and offered separately by requirements for students in grades KG, 1 – 8 , 9 – 12 and for students in grades 6 – 12 placed in alternative education programs pursuant to A.R.S § 15-796.

Topics

- Procedures for calculating and reporting student absences
- Use of the “ADE STaR Team Absence Calculator Workbook” (requires Microsoft Excel)

Note

The ADE STaR Team Absence Calculator Workbook is available for download at <http://www.ade.az.gov/schoolfinance/star>. Detailed instructions for the use of the “Absence Calculator Workbook” are also available on the STaR Team web page. Though LEA personnel may wish to take advantage of training sessions by webinar, the use of the “Absence Calculator Workbook” is fully supported by the STaR Team through normal requests for assistance.

Additional Training Opportunities

The training needs of some individuals might be addressed entirely through reading available documentation and/or contacting the STaR Team for on-demand training and assistance by phone when necessary.

Written documentation – SAIS Information Series

Most topics presented at STaR Team workshops are addressed in writing as part of the *SAIS Information Series* available at <http://www.ade.az.gov/schoolfinance/star>.

On-demand Training and Assistance by Phone

For assistance with issues related to submitting and verifying SAIS data, use the STaR Team “Request for SAIS Training and Assistance” form found at <http://www.ade.az.gov/schoolfinance/star>. Fill in the required fields, enter a brief description of your training need or support issue and submit the form. Someone from the STaR team will contact you by phone as soon as is possible to discuss your need or issue. Response times vary depending on the volume of requests, but are usually managed so that a call is returned within a few hours.

Step 4 – Follow registration procedures and/or review timelines

If applicable to your reporting responsibilities and level of experience, follow the procedure specified on the last page of this document to register for “Introduction to SAIS.” Plan to register for other appropriate workshops as specific information regarding workshop locations and dates becomes available. (See the table below)

A flyer with dates, times and locations of workshops along with detailed instructions regarding registration procedures will be distributed by e-mail to those who are registered for the STaR Team e-mail distribution list and posted on the STaR Team web site according to the schedule shown below. To register for the STaR Team e-mail distribution list go to <http://www.ade.az.gov/schoolfinance/star> and click on “Sign-up for SAIS Information and Updates.”

Workshop	Registration materials released
Calculating Student Absences	On or around August 22, 2008 and near the end of each month throughout the school year as need/interest dictates
SAIS Requirements Related to SPED Programs	On or around September 26, 2008 and January 7, 2009
SAIS Requirements Related to ELL Programs	On or around October 24, 2008 and January 30, 2009
Reconciling Student Membership Data in SAIS	On or around November 7, 2008 and near the end of each month through March
Charter School Estimated Count	On or around April 24, 2009
SAIS Requirements for Fiscal Year 2010	On or around April 24, 2009

Introduction to SAIS – Session I

9:00 AM – 3:30 PM

The content for “Introduction to SAIS” is delivered during two sessions. Session I is presented in a face-to-face format at various locations around the state. Session II is presented to small groups via web conference requiring an Internet connection and telephone. Session I participants will receive information on registration procedures for Session II when they attend Session I.

To register for “Introduction to SAIS”:

1. Select a workshop date and location. (We suggest having at least one alternate date in mind.)
2. Call the STaR Team representative listed for the region in which the workshop you have selected will be held.
3. Be prepared to supply the name, phone number and e-mail address for each participant.

Notes:

- The STaR Team representative will help to verify that “Introduction to SAIS” is appropriate for each prospective participant.
- Registration is only confirmed by direct contact with a STaR Team representative. Should you need to leave voice mail, your registration cannot be confirmed until direct contact is made by return call.

Northern Region Workshops	
STaR Team Representative: Stephanie Saunders (928) 679-8122	
Wednesday, August 13	Flagstaff
Wednesday, August 20	Prescott
Thursday, August 21	Prescott
Monday, August 25	Kingman
Thursday, September 4	Flagstaff
Monday, September 8	Holbrook
Central Region Workshops	
STaR Team Representative: Nicole Armstrong (602) 364-2093	
Friday, August 8	Phoenix
Tuesday, August 12	Phoenix
Wednesday, August 20	Phoenix
Monday, August 25	Phoenix
Thursday, August 28	Phoenix
Tuesday, September 9	Phoenix
Friday, September 12	Phoenix
Southern Region Workshops	
STaR Team Representative: Norm Purdy (520) 225-4959	
Thursday, August 14	Sierra Vista
Tuesday, August 19	Tucson
Thursday, August 21	Safford
Tuesday, August 26	Tucson
Thursday, August 28	Yuma
Tuesday, September 9	Tucson