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

Understanding Concurrent Enrollment

This document is intended to provide information to explain the procedures that are recommended to personnel from public educational agencies who must verify, and in some cases validate, information that resides in SAIS for students who are concurrently enrolled. The document also contains information regarding the content and suggested uses of the *SDADMS80-1* and *80-2* reports as well as the application that is available to registered users of the Student Detail Data Interchange to validate information for students who are concurrently enrolled in a charter school and a public non-charter school.

Background

A concurrent enrollment exists when a student is simultaneously enrolled in any combination involving more than one register or grade level within a school, more than one school within a district or charter holder or more than one school in different Arizona public educational agencies (PEAs). Concurrent enrollments may also exist between PEAs and either private schools which serve students based on tuition paid by a public educational agency or students who participate in Head Start programs. Often, students are intentionally enrolled in two or more such educational entities at the same time (e.g., student attends both a high school and a school operated by a Joint Technology Education District – Chandler High School and the East Valley Institute of Technology satellite school operating at Chandler High School). Due to the nature of SAIS reporting, a student may appear to be concurrently enrolled though he/she is not. For example, the data that resides in SAIS may indicate that a student is enrolled in School A and School B simultaneously because School B has submitted enrollment information for the student before School A has submitted a withdrawal ending the enrollment period at School A.

In some cases, concurrent enrollment, can have an impact upon the funding that is generated by a student's membership. Please see *Instructions for Required Reports* available at
http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/ for a complete listing of the rules that govern the allocation of average daily membership for students who are concurrently enrolled.

In all cases, it is incumbent upon PEA personnel who act as data stewards for their agency to ensure that the information that resides in SAIS is complete and accurate. In some cases, as discussed later in this document, additional measures to validate enrollment information for students who are concurrently enrolled will also be necessary.

ADE generated reports related to concurrency

When a student is concurrently enrolled, certain information, including the enrollment dates, withdrawal dates, and the reported full time equivalency (FTE) attributed to the membership periods at all schools involved, is displayed on one or both of the ADE generated reports that relate to concurrent enrollment. The *SDADMS80-2 – Student Detail Concurrency* report displays information for all students within a particular school that are concurrently enrolled. The *SDADMS80-1 – Charter/Public (non-Charter) Concurrencies* report displays information relating to students who are concurrently enrolled in a charter school and a public non-charter school. Though students who are listed on the 80-1 report will also be listed on the 80-2, only the 80-1 indicates whether or not the involved charter school and public non-charter school have validated enrollment information for a student. Please see the examples of the *SDADMS80-1* and *80-2* reports included as the last two pages of this document.

The *80-1* and *80-2* reports are "real time" reports. They display information as it exists in SAIS at the time the request for download of the report is executed. Please keep in mind, however, that because SAIS reporting does not necessarily occur in "real time," a student whose information appears on a concurrency report may not actually be concurrently enrolled. It is possible for a school to submit an enrollment transaction to SAIS for a student before another school submits a withdrawal. In such cases, SAIS will see the student as concurrently enrolled and will display the student's information on the concurrency reports. Once the withdrawal is submitted to and successfully processed in SAIS, the student's information will no longer appear on a concurrency report. Please see *Specific scenarios involving concurrently enrolled students* starting on page 5 of this document for examples of this and other scenarios.

The abbreviation N/A displayed on SAIS Student Detail reports normally means *Not Applicable*. When N/A is displayed in the fields "Concurrent School CTDS" and "Concurrent School Name" on the *SDADMS80-1* and *80-2* reports it indicates the school for which the report has been downloaded. In the sample reports found at the end of this document, N/A displays in place of 00-02-98-001 in the "Concurrent School CTDS" field and XYZ Elementary School in the "Concurrent School Name" field.

Those who oversee the SAIS submission and data verification processes for a PEA must be certain that information displayed on the concurrency reports is complete and accurate. Public Educational Agencies are accountable for the information that they submit to SAIS. If, through examination of the concurrency reports, it is found that the information that resides in SAIS is not complete and accurate, corrections must be submitted. If, in the case of a concurrent enrollment that exists in a charter and a non-charter school, the information submitted by the examiner's school is found to be complete and accurate, it is necessary to follow procedures in SAIS to validate the enrollment. Please see *Validating enrollment* on page 4 of this document for information regarding the procedures necessary to validate enrollment information for students who are concurrently enrolled in a charter and a non-charter school.

Accessing the SDADMS80-1 or SDADMS 80-2

1. Registered users login with a valid username and password on the Arizona Department of Education's Common Logon page at https://www.ade.az.gov/CommonLogon

2. Click *"Student Detail Data Interchange"* (SDDI)

3. Select the school for which you wish to download an *80-1* or *80-2* report from the dropdown list on the SDDI home page.

4. Click *"Download Area"*

5. Verify or enter the fiscal year for which you wish to download an *80-1* or *80-2* report.

6. Click *"SDADMS80-1 Charter Public Concurrencies Report"* or *"SDADMS80-2 Student Detail Concurrency Report"*

7. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

   Note: We normally recommend using Portable Document Format (PDF) to view the 80-1 and 80-2 reports, which requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com

8. Click "Go"

9. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing and/or printing.

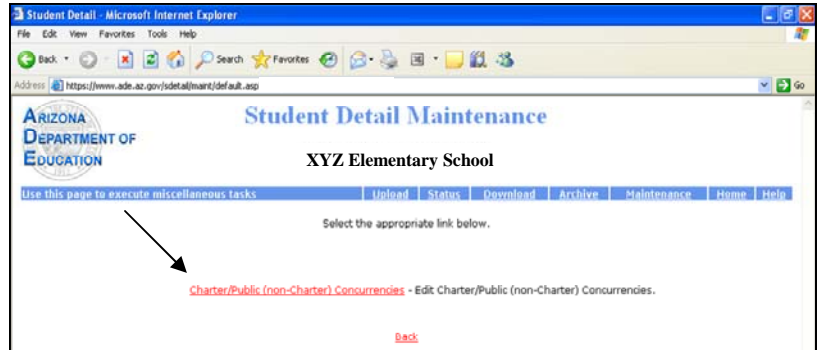## Rules regarding the allocation of funding for students who are concurrently enrolled

The School Finance Section of the Arizona Department of Education develops rules based on state statutes that define the allocation of average daily membership (ADM) when students are concurrently enrolled under certain circumstances. The concurrency rules are published in the ***Instructions for Required Reports*** which is available for download at http://www.ade.az.gov/schoolfinance/SAISSupport/PrivateSchls/InstrReqRpts/

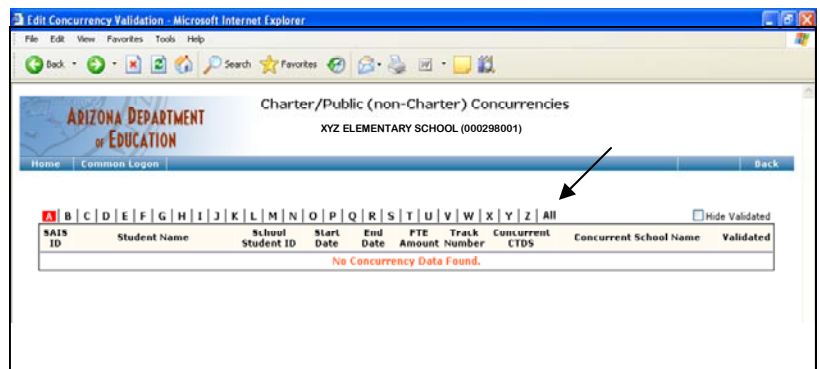## Specifics regarding charter/non-charter concurrency

One of the School Finance concurrency rules limits the ADM for a period during which a student is enrolled in both a charter school and a public non-charter school to 1.00. SAIS is designed to allocate ADM proportionately based on the FTE submitted by the schools involved. Since this data forms the basis of state membership funding, ADE has designed a validation process intended to ensure that funding is allocated correctly. The validation process also serves to minimize disputes between charter and public non-charter schools who may inadvertently claim membership for the same student. For example, if Charter School A and Non-charter School B both claim membership for the same student, but only Charter School A validates the enrollment, the funding for the concurrent portion of the membership will be apportioned entirely to Charter School A. Please see ***Specific scenarios involving concurrently enrolled students*** starting on page 5 of this document for details regarding this and other scenarios.

Validating enrollment information for students who are concurrently enrolled in a charter and a public non-charter school

- The application used to validate enrollment information for students who are concurrently enrolled in a charter and a public non-charter school is located in the Maintenance Area of the Student Detail Data Interchange.

- After accessing SDDI (see the directions for accessing the *SDADMS80-1* or *SDADMS80-2* on the preceding page) select the school for which you wish to validate enrollment information from the dropdown list on the SDDI home page and then click on *Maintenance* in the blue menu bar.

- On the Maintenance Page, click on *Charter/Public (non-Charter) Concurrencies.*
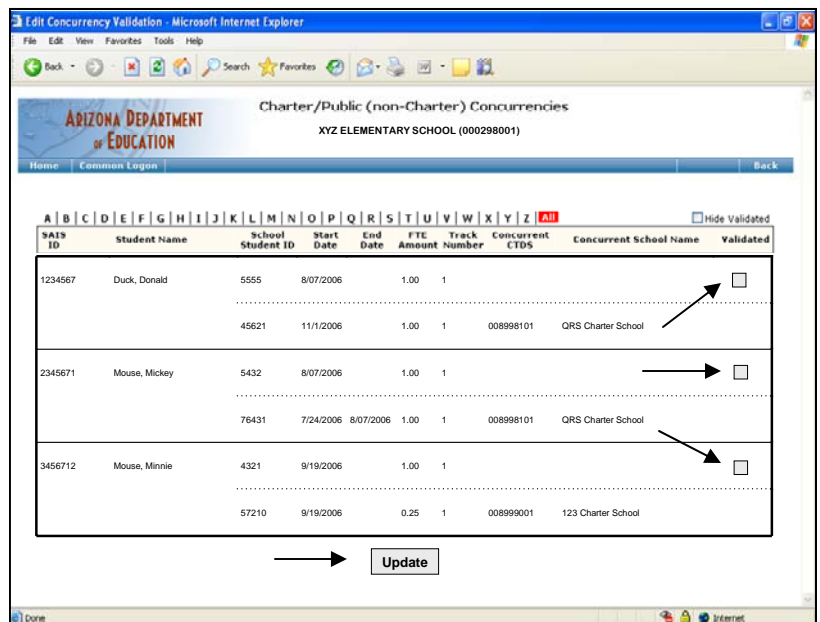

- Within the validation application, click on an individual letter (corresponds to the first letter of the last name of each student) or *All* (displays all students with a charter non-charter concurrency).

- Click the check box for each student with valid enrollment information, then click *Update*.

- *Note: The process of deleting then re-adding a student's enrollment and other membership related data known as "refresh," "reset," "resend enrollment" or "trigger events" available to users of certain student management systems results in resetting enrollment information that had previously been marked as validated to not validated. Therefore frequent observation of enrollment validation status is advised.*

Specific scenarios involving concurrently enrolled students

There are many possible scenarios involving concurrently enrolled students. A student could be involved in any combination of charter, non-charter, Technology Assisted Project Based Instruction (TAPBI), and/or Joint Technology Education District (JTED) schools. In the case of charter/non-charter concurrency, validation status introduces additional variables that may affect funding. Though it is impractical to attempt to illustrate every possible situation, several common scenarios are detailed below.

Adjustments to funding for student membership are made during aggregation and are displayed on the *SDADMS75 Adjusted Membership Calculations Report*.

Scenario 1 – Donald Duck (Illustrated on sample *SDADMS80-1* and *SDADMS80-2*)

- Donald is enrolled in XYZ Elementary School (non-charter) on 8/7/06 with an FTE of 1.00. There is no withdrawal from XYZ.
- He is enrolled at QRS Charter School on 11/1/06 with an FTE of 1.00. There is no withdrawal from QRS.
- Neither school has validated its enrollment for Donald.
- SAIS identifies a concurrent enrollment from 11/1/06 through the 100th day at each school.

Result in SAIS

- Since neither school has validated the enrollment, SAIS assigns funding according to a rule that assumes the second enrollment (QRS) is valid and that a withdrawal from XYZ has failed to process successfully in SAIS.
- XYZ will be funded in full (1.00) from 8/7/06 through 10/31/06. (Though no withdrawal date was reported, the last day of membership at XYZ will be adjusted and listed on the *SDADMS75* report as 10/31/06.)
- QRS will be funded in full (1.00) from 11/1/06 through their 100th day of instruction.

Recommendations

- For XYZ – Assuming that the student actually withdrew from membership at XYZ on or before 10/31/06, the withdrawal must be submitted to and successfully processed in SAIS. Once this occurs, the concurrency no longer exists in SAIS and the student's information will no longer appear on the concurrency reports.
- For QRS – Check to be certain that the enrollment information listed for Donald at QRS is complete and accurate. Submit changes if necessary or if the information is complete and accurate follow the procedures outlined on page 4 of this document to validate the enrollment.

Variation 1 – QRS validates, XYZ does not. (Same result as above)

- XYZ will be funded in full (1.00) from 8/7/06 through 10/31/06. (The last day of membership at XYZ will be listed on the *SDADMS75* report as 10/31/06.)
- QRS will be funded in full (1.00) from 11/1/06 through their 100th day of instruction.

Variation 2 – XYZ validates, QRS does not.

- XYZ will be funded in full (1.00) from 8/7/06 through their 100th day of instruction.
- QRS will receive no funding. The student is omitted from the *SDADMS75* report for QRS.

Variation 3 – Both QRS and XYZ validate

- XYZ will be funded in full (1.00) from 8/7/06 through 10/31/06. (The last day of this portion of the membership at XYZ will be listed on the *SDADMS75* report as 10/31/06.)
- XYZ will be funded at half (.50) from 11/1/06 through their 100th day. (A second membership period will show on the *SDADMS75* report with a first day of 11/1/06 and FTE of .50.)
- QRS will be funded at half (.50) from 11/1/06 through their 100th day. (Though reported at 1.00 FTE, the adjusted membership shown on the *SDADMS75* will show .50 FTE.)

Scenario 2 – Mickey Mouse (Illustrated on sample *SDADMS80-1* and *SDADMS80-2*)

- Mickey is enrolled in XYZ Elementary School (non-charter) on 8/7/06 with an FTE of 1.00. There is no withdrawal from XYZ.
- He is enrolled at QRS Charter School on 7/24/06 with an FTE of 1.00. He is withdrawn from QRS on 8/7/06.
- Neither school has validated its enrollment for Mickey.
- SAIS identifies a concurrent enrollment for one day on 8/7/06.

Result in SAIS

- Since neither school has validated the enrollment, SAIS assigns funding according to a rule that assumes the second enrollment (XYZ) is valid and ignores the withdrawal from QRS.
- QRS will be funded in full (1.00) from 7/24/06 through 8/4/06. (The last day of membership at QRS will be listed on the *SDADMS75* report as 8/4/06 – the last day school was in session prior to 8/7/06.)
- XYZ will be funded in full (1.00) from 8/7/06 through their 100th day of instruction.

Recommendations

- For QRS – The withdrawal date is defined as the last day of actual attendance. Check to be certain that the enrollment information listed for Mickey at QRS is complete and accurate. Submit changes if necessary or if the information is complete and accurate follow the procedures outlined on page 4 of this document to validate the enrollment.
- For XYZ – Check to be certain that the enrollment information listed for Mickey at XYZ is complete and accurate. Submit changes if necessary or if the information is complete and accurate follow the procedures outlined on page 4 of this document to validate the enrollment.

Variation 1 – XYZ validates, QRS does not. (Same result as above)

- QRS will be funded in full (1.00) from 7/24/06 through 8/4/06. (The last day of membership at QRS will be listed on the *SDADMS75* report as 8/4/06 – the last day school was in session prior to 8/7/06.)
- XYZ will be funded in full (1.00) from 8/7/06 through their 100th day of instruction.

Variation 2 – QRS validates, XYZ does not.

- QRS will be funded in full (1.00) from 7/24/06 through 8/7/06.
- XYZ will be funded in full (1.00) from 8/8/06 through their 100th day of instruction. (Though reported as 8/7/06, the first day of membership at XYZ will be listed on the *SDADMS75* report as 8/8/06.)

Variation 3 – Both QRS and XYZ validate.

- QRS will be funded in full (1.00) from 7/24/06 through 8/4/06. (The last day of this portion of the membership at XYZ will be listed on the *SDADMS75* report as 8/4/06 – the last day school was in session prior to the concurrency occurring on 8/7/06.)
- QRS will be funded at half (.50) for 8/7/06. (A second membership period will show on the *SDADMS75* report with a first and last day of 8/7/06 and FTE of .50.)
- XYZ will be funded at half (.50) for 8/7/06. (A membership period will show on the *SDADMS75* report with a first and last day of 8/7/06 and FTE of .50.)
- XYZ will be funded in full (1.00) from 8/8/06 through their 100th day of instruction. (A second membership period will show on the *SDADMS75* report with a first day of membership of 8/8/06.)

Scenario 3 – Mary Jones (Not illustrated on sample reports)

- Mary is enrolled in XYZ High School (non-charter) on 8/7/06 with an FTE of 1.00. There is no withdrawal from XYZ. XYZ Unified School District is a member of the 123 Joint Technology Education District.
- Mary is enrolled in the 123 JTED satellite school that operates on the campus of XYZ High School on 8/7/06 with an FTE of .25. There is no withdrawal from 123 JTED.
- These enrollments do not involve a charter school and a public non-charter school and are therefore not subject to validation.
- SAIS identifies a concurrent enrollment from 8/7/06 through the 100th day at each school.

Result in SAIS

- The applicable concurrency rule in the School Finance *Instructions for Required Reports* states that a member district of a JTED and a JTED satellite campus at the same member district will be limited to 1.25 ADM. Since reported ADM does not exceed 1.25, both the district and the JTED will be funded as reported.
- XYZ will be funded at 1.00 for days 1 through 100.
- 123 JTED will be funded at .25 for days 1 through 100.
- Mary will appear on the *SDADMS80-2* report at both XYZ High School and 123 JTED. However, the information applicable to Mary would be valuable for informational purposes only. Assuming that the information is listed completely and accurately, no further action is necessary.
- Since these enrollments do not involve a charter school and a public non-charter school, Mary will not be listed on the *SDADMS80-1* report.

Variations

- If the district reports 1.00 FTE, the JTED will be limited to .25 FTE regardless of what is reported. If the JTED reports .50 FTE, and the district reports 1.00, the FTE for the JTED will be reduced to .25 and displayed as such on the *SDADMS75* report.
- If the district reports .75 FTE and the JTED reports .50 FTE, both entities would be funded as reported.

Recommendation

- If either the enrollment date, withdrawal date or FTE is inaccurate as reported, the reporting school should take the steps necessary to correct the data that resides in SAIS.

Scenario 4 – Charter to Charter or Non-charter to Non-charter (Not illustrated on sample reports)

- Student is enrolled in two charter schools or two public non-charter schools.

Result in SAIS

- These enrollments do not involve a charter school and a public non-charter school and are therefore not subject to validation.
- There are currently no specific concurrency rules that would serve to limit the ADM when a student is enrolled full time at two charter schools or at two non-charter schools.
- Each entity would be funded as reported.
- Such students will appear on the *SDADMS80-2* report at both entities. However, the information applicable to these students would be valuable for informational purposes only. Assuming that the information is listed completely and accurately, no further action is necessary.
- Since these enrollments do not involve a charter school and a public non-charter school, such students will not be listed on the *SDADMS80-1* report.

Recommendation

- If either the enrollment date, withdrawal date or FTE is inaccurate as reported, the reporting school should take the steps necessary to correct the data that resides in SAIS.

Recommendations for defining and resolving disputes

LEA personnel sometimes express concern regarding what should or can be done to resolve disputes between their school and another educational entity that is claiming membership for the same student. Please consider the following recommendations:

- Ensure that the data that resides in SAIS on behalf of your own entity is complete and accurate.

- Whenever the concurrency involves enrollment in a charter and a public non-charter school, take the steps that are necessary to ensure that the enrollment information that resides in SAIS for your school is shown as validated.

- Focus on concurrency scenarios that result in reduced funding. If reported FTE (shown on the SDADMS72 report) and adjusted FTE (shown on the SDADMS75 report) match for the entire duration of a student's school membership that occurs during the first 100 days of school, there has been no reduction in funding due to concurrency. Therefore, even if another entity claims membership for the student during the same time period, no funding related dispute exists.

- Understand that certain concurrency scenarios that result in adjusted FTE are legitimate. For example, Variation 3 of Scenario 2 from page 6 of this document illustrates circumstances where a student is claimed by two schools for the same, single day. While it may be unlikely for a student to be enrolled in and actually attend his/her old school for part of the day and his/her new school on the same day, it is possible. If one school is a charter and the other is a public non-charter and both validate the enrollment, funding will be legitimately apportioned up to a limit of 1.00 ADM between the schools based on submitted FTE.

- If both a charter and a public non-charter have validated enrollment information attributed to their schools and if it is suspected that the validation performed by the other entity is inappropriate, it is best to contact that entity directly to attempt to identify the cause and a resolution of a dispute. In such cases, it is sometimes determined that a simple data entry error has been made. Once corrected, the dispute no longer exists.

- Most disputes can be avoided by following the provisions of A.R.S. 15-827 which requires students to present a withdrawal form from the previous school upon enrollment[1]. The withdrawal form specifies the last day of attendance. With a withdrawal form presented as evidence, ADE School Finance personnel may be able to provide further assistance if disputes cannot be resolved by personnel from the involved schools.

[1] A.R.S. 15-827. Presentation of withdrawal form

A. A pupil who enters a school shall present to the principal of the school a properly executed withdrawal form if such pupil previously attended another school in this state.

B. The withdrawal form prescribed by subsection A shall be prepared and distributed by the office of the superintendent of public instruction. The withdrawal form shall in addition to any other data required by the superintendent of public instruction contain space for the reason for the withdrawal and the signature of an official of the school from which the pupil has withdrawn.

Requesting District ID: **00-02-98**

Requesting District Name: **XYZ Unified School District**

School Name: **XYZ Elementary School**

School CTDS: **00-02-98-001**

SAIS ID	Student Name
1234567	Duck, Donald

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	Validated
45621	11/01/2006	N/A	1.00	1	5	00-89-98-101	QRS Charter School	Not Validated
5555	08/07/2006	N/A	1.00	1	5	N/A	N/A	Not Validated

SAIS ID	Student Name
2345671	Mouse, Mickey

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	Validated
76431	07/24/2006	08/07/2006	1.00	1	5	00-89-98-101	QRS Charter School	Not Validated
5432	08/07/2006	N/A	1.00	1	5	N/A	N/A	Not Validated

Arizona Department of Education

Student Detail Concurrency Report

Requesting District ID: **00-02-98**

Requesting District Name: **XYZ Unified School District**

School Name: **XYZ Elementary School**

School CTDS: **00-02-98-001**

SAIS ID	Student Name
1234567	Duck, Donald

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	School Type
45621	11/01/2006	N/A	1.00	1	5	00-89-98-101	QRS Charter School	Charter Facility
5555	08/07/2006	N/A	1.00	1	5	N/A	N/A	In a Unified School District

SAIS ID	Student Name
2345671	Mouse, Mickey

School Student ID	Start Date	End Date	FTE	Track Number	Grade	Concurrent School CTDS	Concurrent School Name	School Type
76431	07/24/2006	08/07/2006	1.00	1	5	00-89-98-101	QRS Charter School	Charter Facility
5432	08/07/2006	N/A	1.00	1	5	N/A	N/A	In a Unified School District