System Training and Response (STaR) Team

Submitting and Verifying Early Childhood Preschool Data

This document is intended to assist Local Educational Agency (LEA) personnel who are responsible for submitting and/or verifying data for preschool students who participate in Early Childhood Education programs to the Arizona Department of Education's Student Accountability Information System (SAIS).

What is SAIS?

The Student Accountability Information System is made up of several ADE computer-based systems including the Student Detail Database, School Finance Student Counts System and other systems and applications to gather and use student information for various purposes (i.e., Adequate Yearly Progress, AZ Learns, Special Education Annual Data Collection).

How is Early Childhood program and assessment data submitted to ADE?

Information is stored and managed locally through a student management system (SMS) that complies with SAIS data submission requirements. Required data is submitted to the SAIS Student Detail Database via the Internet using the Student Detail Data Interchange (SDDI) on ADE's Common Logon. In some cases, data might be submitted through use of an ADE application called "SAIS Online." Additional information regarding SAIS Online is included on page 4 of this document.

When is the data submitted to ADE?

By law, data must be submitted to SAIS at least once every 20 school days; however, it is always in the best interests of LEAs to submit information so that it is complete and accurate when ADE processes it for purposes related to generating funding and/or to satisfy other state and federal reporting requirements. Therefore, we suggest that data be entered into the local SMS as events occur and that the data be submitted to ADE on a regular basis.

ADE collects data related to a preschool student's enrollment in a school, participation in one or more specific Early Childhood preschool programs and Early Childhood preschool assessment results. Because Early Childhood preschool assessments are generally not administered until a student is enrolled in a program for a least six weeks, it is likely that enrollment and program participation data will be entered into the SMS and submitted to SAIS prior to entering and submitting assessment results. SAIS requires that a student be enrolled in a school before it will accept information regarding his/her participation in a program and that he/she is participating in a program before it will accept assessment results. For additional details regarding guidelines and timelines for administering Early Childhood preschool assessments and submitting assessment results to SAIS, please see the Preschool Assessment Manual at http://www.ade.az.gov/earlychildhood/downloads/AssessmentManual.pdf

What data is collected in SAIS for Early Childhood Program Students?

Student Enrollment

Includes the student's name, date of birth and other demographic information as well as his/her first day of membership (enrollment date) and other data related to the student's enrollment.
Please see The Basic SAIS Transactions available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star for additional information about student enrollment.

Withdrawal or Year-end Status

Every enrolled student will either withdraw before the last scheduled day of school or will continue to be enrolled through the end of the school year. Information must be submitted to SAIS to indicate the date and reason for a withdrawal that occurs before the last scheduled day of school or the student's status at the end of the school year (i.e., promoted, retained). For additional information regarding Withdrawal and/or Year-end Status, please see The Basic SAIS Transactions available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star.

Attendance

Reporting absences or attendance is not required unless a preschool student participates in a Special Education program. Attendance (the number of minutes a preschool student participates in instruction) must be reported for preschool students who participate in a Special Education program. Attendance may be submitted in increments from one day up to one week (Sunday through Saturday). For additional information regarding Attendance, please see The Basic SAIS Transactions available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star.

Early Childhood Program Participation (Must have existing Enrollment in SAIS)

Preschool students may participate in one or more specific Early Childhood programs including Special Education and those listed below under "Preschool Program Type." Information regarding Special Education program participation is submitted to SAIS through a transaction used for that specific purpose. Please see your school district or charter school Special Education Director to coordinate collection, submission and verification of data related to preschool students who participate in Special Education.

Participation in all other Early Childhood programs is reported to SAIS through the submission of the Early Childhood Program Participation transaction. Data requirements are detailed below.

Notes:

1. *A student may participate in more than one Early Childhood program. In such cases it would be necessary to submit the Early Childhood Program Participation transaction once for each program in which a student participates or a combination of Early Childhood Program Participation transactions and the Special Education Program Participation transaction.*

2. *The labels for the data elements listed below may be different in your SMS.*

3. *Data for Family Income, Living in Household and Employment Status are submitted as of the date the student begins participation in an Early Childhood Program. Any changes in these data that occur during the course of the school year should not be reported to SAIS.*

- **Preschool Program Type** - preschool program in which the student participates (i.e., Early Childhood Block Grant, State Family Literacy, Title I Even Start, Migrant Education Even Start, Title I Preschool, Tuition-Based Preschool or Early Childhood Program, Other Preschool or Early Childhood Program)

- **Program Entry Date** - the date a student's program participation begins each school year or the date when a student returns to participate in the program during the same school year following a previous exit

- **Program Exit Date** - the date when the student exited from the program *(not applicable if the student does not exit prior to the last scheduled day of the school year)*

- **Program Partner ID** - CTDS code (9 digit identifying code - County, Type, District, Site) for the district reporting the student's information, or with which the entity has a relationship

- **Family Income Indicator** - used for students participating in State Family Literacy and/or Title I Even Start Program(s) to indicate whether or not family income is at or below the poverty level. Indicate "Yes" if the family income is at or below the poverty level, otherwise indicate "No."

- **Living in Household Indicator -** used for students participating in the Early Childhood Block Grant program to indicate with which parent the student resides; choose the most appropriate option:

  {1} Mother - student resides with Mother
  {2} Father - student resides with Father
  {3} Both - student resides with Mother and Father
  {4} Neither - student resides with neither Mother nor Father

- **Mother Employment Status** - required if either {1} Mother or {3} Both is indicated in the Living in Household Indicator field. Indicate "Yes" if mother is employed, otherwise indicate "No."

- **Father Employment Status** - required if either {2} Father or {3} Both is indicated in the Living in Household Indicator field. Indicate "Yes" if father is employed, otherwise indicate "No."

- **Adult Education ID** - ADE generated adult education identifier required for students participating in the State Family Literacy or Title I Even Start Program

- **Exempt from PPVT III or PALS Pre-K** - reason used for students who participate in State Family Literacy or Title I Even Start Programs who are exempt from taking the PPVT III or PALS Pre-K assessment(s). The following exemptions are approved:

  {1} Hearing Impairment
  {2} Vision Impairment
  {3} Language Barrier
  {4} Age – student is not 5 years old by September 1 of the following fiscal year
  {5} Less than 6 months of instruction

Early Childhood Preschool Assessment (Must have existing Early Childhood Program Participation in SAIS)

Early Childhood Preschool Assessment results are reported to SAIS through the submission of the Early Childhood Preschool Assessment transaction. Data requirements are detailed below.

Notes:

1. *SAIS will not accept assessment results unless a record showing that the student is participating in one or more Early Childhood Programs (i.e., Special Education, Early Childhood Block Grant, State Family Literacy, Title I Even Start, Migrant Education Even Start, Title I Preschool, Tuition-Based Preschool or Early Childhood Program, Other Preschool or Early Childhood Program) exists in SAIS.*

2. *The labels for the data elements listed below may be different in your SMS.*

- **Preschool Assessment Type** – the name of the assessment tool used to monitor progress and measure outcome indicators for preschool children. (i.e., Work Sampling, Creative Curriculum, Child Observation Record (COR), Galileo Plus, Peabody Picture Vocabulary Test III (PPVT-III), Phonological Awareness Literacy Screening Pre-K (PALS Pre-K))

- **Responsible Entity** – the CTDS code (9 digit identifying code - County, Type, District, Site) of the entity that is responsible for administering the assessment

- **Assessment Date** – the date on which the assessment was administered

- **Test Score** – the raw assessment score(s) attributed to the student who took the assessment. Decimals are not allowed. (Multiple fields are available in SAIS to report test scores. The number of such fields is dependent on the number of test scores resulting from the particular assessment used.)

Where do I find the Data Transaction Codes Values used in SAIS?

Official documentation of all code values used in SAIS labeled "Data Transaction Code Value," is available for download at http://www.ade.az.gov/sais/saisdbdocs.asp. The code values related to Early Childhood program participation and assessment are also included in this document starting on page 5.

How is data verified?

Verifying that the data that resides in SAIS are complete and accurate is accomplished by checking ADE generated reports that are available in the Download Area of the Student Detail Data Interchange (SDDI) or via the "Reports" link in SAIS Online.

- **SDEC71 Early Childhood Program Participation Report** – This report lists all relevant data that currently resides in SAIS pertaining to each student's Early Childhood Program participation. Students who are participating in more than one Program should show records for each Program. This report can be used to determine if Program participation has been submitted correctly for each participating student.

- **SDEC72 Early Childhood Assessment Report** – This report lists all relevant data that currently resides in SAIS pertaining to each student's Early Childhood Preschool Assessment results. This report can be used to verify that records for each Early Childhood Assessment administered by the school during the entire fiscal year have been submitted to SAIS correctly.

- **SDEC73 Early Childhood Assessment Search Report** – This report lists all relevant data that currently resides in SAIS pertaining to an individual student's Early Childhood Assessment history. A student must have an active membership in the requesting school or school district in order to retrieve the student's Assessment results. The student's SAIS ID is required to perform the search generating the report. This report can be used to view the entire assessment history for a particular student. It includes all assessment results successfully submitted to SAIS from any district in any year.

- **Student Integrity Status Report** – Normally, it is necessary to view the Student Integrity Status Report to ensure that student records residing in SAIS are in compliance with ADE business rules. However, there are no current integrity rules in place for Early Childhood data and therefore the Integrity Report is not applicable at this time.

What is SAIS Online and how do I use it?

SAIS Online is a web-based application available on the ADE Common Logon that provides a direct interface with the SAIS Student Detail Database. It may be used to report required Early Childhood data to SAIS for students who are attending private preschool and Head Start programs.

- **Requesting Access –** The entity administrator (e.g., Superintendent, Charter Operator, etc.) can use the Request Logins application on the ADE Common Logon or can send an email to the ADE Support Center at enterprise@ade.az.gov to request access to SAIS Online for individuals. In the email, request access to SAIS Online so data related to Early Childhood Education (ECE) can be submitted to SAIS. Indicate that student personal information, membership information, Special Education information (if appropriate), preschool program participation and preschool assessment information must be entered. State that the user will need access to ADE generated Student Detail reports as well. For each staff member needing access, include the staff name, entity name, CTDS, phone number, email address to which the new account information should be sent, and the

Common Logon account user name if they already have one. Questions regarding Common Logon and access to SAIS Online and other applications should be directed to the ADE Support Center at (602) 542-7378 or (866) 577-9636 (outside the Phoenix area).

- **Enable submission for students in private preschools and Head Starts** – In order to report data for students who attend a private preschool or Head Start, the school or Head Start must be included in the list of entities accessible to your district in SAIS Online. To add an entity, fill out and submit the School Finance form used for this purpose available at http://www.ade.az.gov/schoolfinance/Forms/SAISOnlineRequest.pdf.

- **SAIS Online User's Guide** – A comprehensive guide to support SAIS Online users is available on the STaR Team web site at http:www.ade.az.gov/schoolfinance/star. The *SAIS Online User's Guide* includes step-by-step instructions that address every data element that is required to be reported for students in Early Childhood Education Programs.

Early Childhood Preschool Program Codes (Program Type)

Code	Program	Description
1	Early Childhood Block Grant	Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.
2	State Family Literacy	State Family Literacy eligible child and family enrolled in a state funded Family Literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education.
3	Title I Even Start	Even Start eligible child and family enrolled in a federally funded Even Start program. Child receives services in a preschool setting in conjunction with family members receiving adult education.
4	Migrant Education Even Start	Migrant eligible child and family enrolled in a family literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education.
5	Title I Preschool	Child enrolled in a Title I targeted program or Title I school. Different from Title I Even Start.
6	Tuition-Based Preschool or Early Childhood Program	Child enrolled in District administered program. Tuition or fee is paid by parent or family.
7	Other Preschool or Early Childhood Program	Child enrolled in other program that does not meet preschool or early childhood program previously described.

Early Childhood Preschool Program Codes (Program Type)

Code	Program	Description
1	Mother	Student resides with mother
2	Father	Student resides with father
3	Both	Student resides with both mother and father
4	Neither	Student resides with neither mother nor father

Early Childhood Preschool Assessment Exceptions
for Title I Even Start and State Family Literacy

Code	Exemption	Description
1	Hearing Impairment	Child participating in Title I Even Start or State Family Literacy Early Childhood program who is exempt from PPVT III or PALS-PreK due to hearing impairment.
2	Vision Impairment	Child participating in Title I Even Start or State Family Literacy Early Childhood program who is exempt from PPVT III or PALS-PreK due to vision impairment.
3	Language Barrier	Child participating in Title I Even Start or State Family Literacy Early Childhood program who is exempt from PPVT III or PALS-PreK due to a language barrier.
4	Age	Child participating in Title I Even Start or State Family Literacy Early Childhood program who is exempt from PPVT III or PALS-PreK because he/she is not 5 years old by September 1st of the following fiscal year.
5	Less than 6 months of instruction	Child participating in Title I Even Start or State Family Literacy Early Childhood program who is exempt from PPVT III or PALS-PreK because he/she has not received at least 6 months of instruction.

Early Childhood Preschool Assessments (Preschool Assessment Type)

Code	Assessment Type (Name of Assessment)	Description	Preschool programs approved to administer	Number of Test Areas
1	Work Sampling	Ongoing progress monitoring instrument published by Pearson Early Learning	All	7
2	Creative Curriculum	Ongoing progress monitoring instrument published by Teaching Strategies, Inc.	All	10
3	Child Observation Record (COR)	Ongoing progress monitoring instrument published by High/Scope	All	6
4	Galileo Plus	Ongoing progress monitoring instrument published by Assessment Technologies, Inc.	All	9
5	Peabody Picture Vocabulary Test III (PPVT-III)	Norm-referenced assessment of receptive language skills published by American Guidance Service, Inc.	Title I Even Start	1
6	Phonological Awareness Literacy Screening Pre-K (PALS Pre-K)	Norm-referenced assessment of phonological awareness and emergent literacy published by the University of Virginia	Title I Even Start	6