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## System Training and Response (STaR) Team

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# Specific Details Related to Submitting and Verifying SPED Data

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

### What is SAIS?

The Student Accountability Information System (SAIS) comprises several ADE computer systems including the Student Detail Database, School Finance Student Counts System and other systems used for various purposes (i.e., Adequate Yearly Progress, AZ Learns, SPED Annual Data Collection).

### How is the 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?

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 as often as is necessary to ensure that they are complete and accurate in accordance with timelines for ADE data processing.

### What data is collected in SAIS for all Special Education students?

- **Need Code** – Indicates a student's disability. A record of a Need Code representing each disability category that applies to an individual student must reside in SAIS.
- **Need Entry Date** – Any date within the fiscal year for which the Need exists. This information simply indicates that the student has a Need at some point during the reporting year. If services are provided to address the Need (as occurs in the overwhelming majority of cases), the Need Entry Date must be the same as or precede the Service Entry Date.
- **Service Code** – Indicates how the student's disability is being serviced. (The level or type of service provided.)

#### Notes:

1. A separate record representing services provided for each disability category that applies to an individual student must reside in SAIS.
2. Special Education Service Codes correspond to the overall level of service provided for an individual child. Therefore, when a child receives services addressing more than one disability, the same Service Code is used in each record submitted to SAIS.

- **Service Entry Date** – The date a student’s SPED service within a school begins each school year. Also, the date indicating when a student begins participation in a new or additional Special Education Service in the same school, during the same school year.
- **Service Exit Date** – The date a student’s SPED service within the school ends. An Exit Date is submitted when a student exits from SPED service for any reason during or at the end of the school year.

*Note: A SPED Service Exit Date is required for every Special Education student. The date of the last day of school is reported as the SPED Service Exit Date for students who participate in Special Education through the last scheduled day of the regular school year.*

- **SPED Exit Reason** – Indicates the reason a student has exited from SPED service.

*Notes:*

1. *Submission of a SPED Exit Reason is required when a SPED Service Exit Date is reported to SAIS.*
2. *“School is Out” is reported as the SPED Exit Reason when no other SPED Exit Reason applies to a student who participates in Special Education through the last scheduled day of the regular school year.*
3. *SAIS will perform Integrity validations to ensure that records indicating a student’s SPED Exit Reason align with records of his/her year-end status or withdrawal from membership in the school.*

- **SPED Grade** – The student’s grade level in school. (SPED Grade must match the grade level on record for a student’s membership in the school.)
- **Funded SPED Service DOR** – The CTD (County, Type, District) number of the entity that receives the funding for services provided.
- **SPED Special Enrollment Code** – Certificate of Educational Convenience (CEC-A and CEC-B) and Open Enrollment – Signifies a special dispensation granted to allow a student to attend a school outside of the actual district where he/she physically resides. (Does not apply to charter schools.)
- **Federal Primary Need Indicator** – Indicates the particular disability that has the greatest adverse impact on the student’s ability to access and progress through the general curriculum. One and only one Need must be indicated in SAIS as the Federal Primary Need at any particular point in time.

### **What additional data is collected for preschool students with disabilities?**

*Note: These items apply only to preschool students and do not apply to charter schools.*

- **Preschool Assessment Type** – The name of the assessment given to monitor progress and measure outcome indicators for preschool children.
- **Responsible Entity** – The CTD (County, Type, District) number of the entity (district) that is responsible for administering the assessment.
- **Assessment Date** – The date the assessment was administered.
- **Test Score** – The raw assessment score or scores attributed to the student who took the assessment. (Multiple fields are available in SAIS to report test scores. The number of such fields to be used is dependent on the number of test scores resulting from a particular type of assessment.)

### **Where do I find the Data Transaction Code Values used in SAIS?**

Official documentation of all code values used in SAIS labeled “Data Transaction Code Values,” is available for download at <http://www.ade.az.gov/sais/saisdbdocs.asp>. The code values related to Special Education Service Participation and Early Childhood Preschool Assessment are also available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star>.

### **How is data verified?**

Verifying that the data that reside 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). The SDSPED71<sup>1</sup>, SDSPED72-1<sup>2</sup> and SDSPED72-2<sup>3</sup> contain real time (current) raw data that have been submitted to and successfully processed in SAIS. Use the SDSPED71 or SDSPED72-1 and SDSPED72-2 to verify that information for each student who participates in Special Education is complete and accurate.

The Student Integrity Status Report (accessed at the school or district/charter holder level) displays error messages for students whose records have failed in ADE SAIS Student Integrity processing. Students whose records fail in Integrity processing are ineligible for funding or are excluded from the Federal Special Education Census. It is in an LEA's best interests to appropriately address all Integrity errors.

If validations performed in SAIS Student Integrity processing reveal that a student's SPED Exit Reason does not align with his/her year-end status or withdrawal from membership, it may be necessary to compare appropriate SAIS records. SDSPED71 and SDSPED 72-1 or SDSPED72-2 reports list the SPED Exit Reason that resides in SAIS for each student. The SDADMS71-1, accessible for each individual student in the Download Area of SDDI, shows the withdrawal or year-end status code.

### **ADE Data Processing Timelines**

The School Finance Section of the Arizona Department of Education processes data related to the calculations for state add-on funding for students who participate in Special Education programs at the end of each month from November through June. Normally, SAIS closes at 4:00 p.m. on the last ADE business day of the month for data processing purposes and reopens to accept subsequent submissions after processing is completed. The "Student Detail Activity Calendar" which displays data processing schedules is available from the School Finance home page at <http://www.ade.az.gov/schoolfinance/>.

Personnel from Local Educational Agencies are strongly advised to ensure that the data that reside in SAIS are complete, accurate and Integrity error free when SAIS closes at the end of each month for data processing.

The Exceptional Student Services Section of the Arizona Department of Education processes data related to calculations for the Federal Special Education Census. Please see "Recommended Procedure: Verifying the Special Education Census" available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for additional information.

### **What is the relationship between SAIS data and State funding?**

Additional State Aid for students who participate in Special Education programs is based on three factors: 1) SPED Service Code; (For some disabilities, the add-on weight is different for students who are served in a self contained classroom vs. a resource setting.); 2) Add-on Weight (students who receive services for more than one Need or Disability Category generate state funding for only the highest weighted Need); 3) Service participation dates.

Example – The SPED add-on weight for a student whose highest weighted Need is Multiple Disabilities whose Needs are serviced in a resource setting is 6.024. Assuming that the student participates in Special Education on each of the 20 service participation dates (the 8th, 14th, 21st, and 28th of

<sup>1</sup> SDSPED71 lists current data for all SPED students who attend a particular school.

<sup>2</sup> SDSPED72-1 lists current data for all SPED students who attend a school within the district/charter.

<sup>3</sup> SDSPED72-2 lists current data for all SPED students who are tuitioned-out to a public or private school or who attend Head Start.

September, October, November, December and January) SPED add-on would be calculated by multiplying the SPED add-on weight (6.024) by the base level amount (\$3226.88). If the same student participated in an a SPED program on only ten of the service participation dates, his/her participation would generate one half of that amount. Students who do not participate in a SPED program on any of the program participation dates do not generate SPED add-on funding.

*Notes:*

1. *The Fiscal Year 2009 add-on weights and base level amount were not available at the time of this publication.*
2. *FY2008 base level amount stated in the example above does not consider District/Charter size, isolation of district, or Teacher Experience Index (TEI).*
3. *FY2008 add-on weights shown in table below.*

MDSSI	7.947	VI	4.806
OI (Self Contained)	6.773	HI	4.771
MD, A, SMR (Resource)	6.024	MOMR	4.421
MD, A, SMR (Self Contained)	5.833	OI (Resource)	3.158
EDP	4.822	ED, MIMR, SLD, SLI, OHI	0.003

**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 is most often used to report data to SAIS for Special Education students who are tuitioned-out to private schools and for preschool students with disabilities who participate in Head Start programs. SAIS Online is most appropriate for use when the costs of obtaining a site license for a commercially developed student management system to report data for a single or small number of students who attend a particular private school would be prohibitive.

- **Requesting Access** – Done through use of the “Request Logins” feature available to entity administrators (district superintendents, charter operators or their designees) on the ADE Common Logon. Questions regarding Common Logon and access to SAIS Online should be directed to the ADE Support Center at (602) 542-7378 or (866) 577-9636 (outside the Phoenix area).
- **User Roles** – SAIS Online is designed to restrict access to certain data through the assignment of specific user roles. Those who must submit data for Special Education students who are tuitioned-out to private schools or who attend Head Start require access to SAIS Online with User Roles 4 (update Membership information) and 6 (update SPED Service Participation/IEP). Additionally, User Role 20 is required when it is necessary to submit Early Childhood Preschool Assessment results through the use of SAIS Online.
- **Adding/Removing Private Schools and Head Starts** – In order to report students who attend a particular private school or Head Start, the school or Head Start must be included in the list of schools accessible to your district/charter in SAIS Online. To add a school, 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 for 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 detailed step-by-step instructions that address every data element that is required for Special Education students who are tuitioned-out to private schools or who attend Head Start.

Keep in mind that in addition to all Special Education program requirements, SAIS Online may also be used to submit data pertaining to a student's membership in a private school or Head Start (i.e., first day of membership, entry code, withdrawal date or year-end status as applicable, and absences or attendance depending on grade level). Details regarding submitting data related to a student's membership in a school are provided in the *SAIS Online User's Guide*.

### **How can I get help if I need further assistance with SAIS issues?**

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.