



System Training and Response (STaR) Team

Specific Details Related to Submitting and Verifying ELL 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 English Language Learner programs to the Arizona Department of Education's Student Accountability Information System (SAIS).

What is SAIS?

The Student Accountability Information System (SAIS) is made up of 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, Special Education 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."

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.

What data is collected in SAIS for ELL students?

- **Student Enrollment** – An ELL student must be enrolled as a member of the school where he/she participates in an ELL program for each day of his/her program participation. Enrollment information includes the student's name, date of birth and other demographic information as well as his/her first day of membership (enrollment date). 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.
- **Primary Home Language** – The result of the Home Language Survey taken at the time a student enrolls in a school. The Primary Home Language is reported to SAIS as part of the Student Enrollment transaction. *Note: The Primary Home Language must be something other than English to qualify a student to be assessed for placement in an ELL program.*
- **Need Code** – Indicates a student's particular Need (for ELL students this is Limited English Proficiency {LEPS}).
- **Need Entry Date** – Any date within the fiscal year for which the Need exists. Simply indicates that the student has a Need at some point during the reporting year. For students with limited English proficiency, the Need entry date is only submitted if the student is not participating in the English Language Learner program.

- **Program Code** – Indicates the particular ELL program in which a student participates (i.e., Structured or Sheltered English Immersion, Bilingual with a Waiver, Mainstream).
- **Program Entry Date** – The date a student’s ELL program participation begins each year or the date when a student returns to participate in the program during the same year following a previous exit.
- **Program Exit Date** – The date of exit from an ELL program. Submitted if a student exits from an ELL program for any reason during the school year.
- **Program Exit Reason** – Code indicating the reason a student has exited from an ELL program. (Required when an exit date is submitted.)
- **Assessment Date** – The date(s) the Oral, Reading and Writing sub-portions of the Arizona English Language Learner Assessment (AZELLA) were administered.
- **Scaled Assessment Score** – The scaled score achieved by a student on the Oral, Reading and Writing sub-portions of AZELLA. (Included in the report obtained from Harcourt.)
- **Proficiency Level** – Also referred to as Performance Level – The level of proficiency (Pre-Emergent, Emergent, Basic, Intermediate or Proficient) attributed to a student in each sub-area (Oral, Reading and Writing) as measured by AZELLA. (Included in the report obtained from Harcourt.)
- **Overall Assessment Result** – Indicates if a student is eligible to participate in an ELL program. The Overall Assessment Result is not included in the report obtained from Harcourt but is instead derived from the Overall Proficiency Level. Please see the Code Values documents described below for guidance regarding the appropriate use of Overall Assessment Result Codes.
- **Overall Total Composite Scaled Score** – The total composite scaled score achieved by the student after all sub-test results have been scored. (Included in the report obtained from Harcourt.)
- **Overall Proficiency Level** – The overall level of English language proficiency (Pre-Emergent, Emergent, Basic, Intermediate or Proficient) attributed to a student as a result of performance on AZELLA. (Included in the report obtained from Harcourt.)

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 ELL Program Participation 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. The SDELL71 Report, SDELL72 Report and SDELL70 Report (accessed at the school or district/charter holder level) contain real time (current) raw data that has been submitted to and successfully processed in SAIS. Use the SDELL71 to verify that information for each student who participates in an ELL program is complete and accurate. Use the SDELL72 (for all students) and/or SDELL70 (for individual students) to verify the assessment data that reside in SAIS.

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 Integrity processing. Students whose records fail in Integrity processing are usually ineligible for funding. Therefore, 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 does not have membership for each day of his/her participation in an ELL program, it may be necessary to compare appropriate SAIS records. SDELL71 lists the ELL Program entry and exit dates that reside in SAIS for each student. The SDADMS71-1, accessible for each individual student in the Download Area of SDDI, shows all data related to a student's membership (including enrollment and withdrawal dates) that currently reside in SAIS.

What is the relationship between SAIS data and State funding?

Additional State Aid for students who participate in an ELL program is based on two factors: 1) Add-on Weight; 2) Program participation dates.

Example – The ELL add-on weight is 0.115. Assuming that the student participates in an ELL program on each of the three program participation dates (October 1, December 15, February 1), the student's ELL add-on would be calculated by multiplying the ELL add-on weight (0.115) by the base level amount (\$3226.88*). If a student participated in an ELL program on only one or two of the three participation dates, his/her participation would generate one third or two thirds of that amount respectively. Students who do not participate in an ELL program on any of the program participation dates do not generate ELL add-on funding.

**Base level amount stated without consideration of District/Charter size, isolation of district, or Teacher Experience Index (TEI).*

What is the relationship between SAIS data and Federal funding?

Federal funding is based on the count of ELL students in a district or charter. (Count is determined by averaging participation over the three participation dates described above.) The allocation for each student is determined by dividing the total federal allocation for the state by the total number of students reported. Federal funding for ELL is distributed through the Title III LEP Program Grant.

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.