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

Essential Information about Obtaining and Using SAIS IDs

This document is intended to describe procedures for identifying SAIS IDs for students who have been assigned one and outlines the steps necessary to obtain SAIS IDs for students who are new to the Student Accountability Information System.

Background

The ability to track individual students in the Student Accountability Information System (SAIS) relies, in part, on the assignment of a unique identification number for every student who attends public school in the State of Arizona. Students who are tuitioned-out to private schools, preschool students with disabilities who participate in Head Start programs, private and home schooled students who receive special education services provided by public schools and some students who attend schools operated by the Bureau of Indian Affairs (BIA) are also assigned such an identification number. The state generates and assigns these unique identification numbers, which are referred to as SAIS IDs. Once assigned, the SAIS ID identifies a particular student throughout their entire preschool through 12th grade educational career in Arizona.

The Arizona Department of Education began assigning SAIS IDs to public school students during the 2001-02 school year. Therefore, the overwhelming majority of students who enroll in Arizona public schools now, have been assigned a SAIS ID. Since most students already have a SAIS ID, it is the responsibility of those who report information to SAIS to identify and use the SAIS ID for each student who has one.

Identifying SAIS IDs for students previously enrolled in SAIS

If the student is returning to the same school he/she attended previously, the student management system (SMS) used by the school should house student records, including the student's SAIS ID, which should be easily accessible to those who submit information to SAIS. In fact, if the appropriate field within the SMS is populated with the correct SAIS ID for a student, no additional action should be required.

It is usually necessary to enter SAIS IDs into the appropriate fields in the SMS manually for students who are new to a particular school, but not new to SAIS. The following information may be useful when trying to locate SAIS IDs for students who were previously enrolled in another Arizona school that submits information to SAIS:

- The SAIS ID is required to be included on each school's official withdrawal form.

Students who have officially withdrawn from an Arizona public school must present a withdrawal form when enrolling in a new school. See "Official Notice of Pupil Withdrawal" at http://www.ade.az.gov/schoolfinance/Forms/WithdrawalForm1.doc

- An application called "SAIS ID Number Search" is available to those who have access to the "Student Detail Data Interchange" (SDDI) on ADE's Common Logon. This tool can be used to look up SAIS IDs for students that have been previously enrolled in SAIS.

Notes related to the "SAIS ID Number Search"

1. *We recommend entering information into only those fields which are required (Last Name, First Name, Date of Birth) when beginning a search.*

2. *Be aware that the "SAIS ID Number Search" will only return results if the entered information exactly matches data that currently resides in SAIS. Example: Information relating to the required fields is listed in SAIS as Smith, John, 06/01/1995. Only an exact match has the potential to return a SAIS ID. Any variation on name (Jon, Johnny), spelling (Smyth, Smithe) or date of birth (01/06/1995) will result in failure to return the correct SAIS ID.*

3. *It may be necessary to enter additional demographic information to identify a student's SAIS ID when using the "SAIS ID Number Search" should the required information result in multiple matches.*

- If necessary, contact the school where the student was previously enrolled to inquire about the SAIS ID.

- If the student has transferred from another Arizona school and the previous school is unable to provide the SAIS ID, contact the STaR Team. Given the student's name, previous school, district and grade level, STaR Team personnel will either identify the SAIS ID that has been assigned or will offer additional assistance.

Enrolling students who already have SAIS IDs

When an enrollment transaction containing a SAIS ID is submitted to SAIS, the information included in the transaction is screened to ensure that the submitted SAIS ID is correct. This is accomplished by determining if the birth date and gender contained in the transaction match records that exist in SAIS for the submitted SAIS ID. Information that matches most often results in a successful enrollment in SAIS. Mismatched or missing information results in failure of the enrollment transaction. In such cases, ADE issues additional information for the submitter in the form of an error message.

Transaction level error messages
-**11046 Submitted birthdate on transaction differs from birthdate already on SAIS**
-**11061 Submitted gender code on transaction differs from gender code already on SAIS**
When the error message reveals that the submitted birth date and/or gender do not match information that exists in SAIS for that SAIS ID, the submitter should first check to

determine if the information was submitted as intended and/or matches actual student records. If it is determined that data residing in the SMS is wrong, the error should be corrected and another enrollment transaction should be submitted. *(Please check with your SMS vendor or local system developer if there is any uncertainty regarding the procedures necessary to resubmit a failed enrollment transaction.)* If it appears that no error exists in the SMS, additional steps must be taken to determine if the SAIS ID is correct and/or what birth date and gender information exists in SAIS for the SAIS ID in question. The following suggestions may be useful when trying to resolve such situations:

- If the student is returning to the same school, or previously attended another school in the same district or charter, the SMS might contain historical records regarding the birth date and gender that had been previously submitted to SAIS. Also, existing SAIS records can be examined through use of the SDADMS 71-1 report available in the Download Area at the school level on the Student Detail Data Interchange (SDDI). This report can be used to determine the birth date and/or gender that currently exists in SAIS for any student who was previously enrolled in SAIS in a particular school within the district or charter. *Note: The user must be sure to request the report for the appropriate fiscal year.*

- If the student has transferred from another Arizona public school, contact that school to check the validity of the SAIS ID and to ask what birth date and gender information had been previously submitted to SAIS.

- If the student has transferred from another Arizona public school and contact with the previous school fails to yield the information necessary to successfully enroll the student in SAIS, contact the STaR Team. STaR Team personnel can usually determine what demographic information exists in SAIS for a particular SAIS ID and will help to determine if there has simply been an error in data entry or if the SAIS ID in question is actually assigned to an entirely different student.

- If it is determined that the date of birth and/or gender that resides in SAIS is incorrect, the submitter must temporarily change the information in the local SMS to match (the incorrect) information in SAIS and then resubmit the enrollment transaction.

- Once the student is successfully enrolled in SAIS, the submitter should change the corresponding information within the SMS to reflect actual data. This will result in the creation of a personal information transaction that is intended to correct the birth date and/or gender information in SAIS when the next file *(sequence)* is submitted.

Important note: *Use of "refresh," "reset," "trigger events" or other similar options available in some student management systems is not advised when attempting to submit data intended to correct or change student personal information in SAIS. Once*

the student has been successfully enrolled in SAIS it is most often only necessary to enter the appropriate corrections in the SMS. When the user creates the next SAIS submission file, the appropriate transaction to change the birth date and/or gender on SAIS will automatically be included in the file. For details regarding procedures necessary to correct or change student personal information in SAIS, please contact your SMS vendor or local system developer.

Obtaining SAIS IDs for students who are believed to be new to SAIS

When a student who is believed to be new to SAIS is enrolled in a school that is required to report student data to ADE, the school normally submits an enrollment transaction for the student to SAIS. Enrollment transactions for such students would include an appropriate Entry Code (E-Code) indicating that the student may be new to SAIS (E3, E6, E11 or E15) but would not include a SAIS ID. Please see "The Basic SAIS Transactions" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star for more information on enrolling students in SAIS.

*Note: In some cases, students who are not enrolled as members of a school in SAIS are still required to have SAIS IDs. Please see **Obtaining SAIS IDs for BIA and "Needs Only" students**, on page 5 of this document.*

When an enrollment transaction is submitted without a SAIS ID, but containing an appropriate E-Code, SAIS automatically performs a search in an attempt to determine if the submitted demographic information in the enrollment transaction matches records already in SAIS or represents a student who is new to SAIS. In cases where the system determines that the submitted transaction is for a student who is new to SAIS, and assuming that all required information is included, the enrollment transaction will process successfully and a SAIS ID will be generated for the student. SAIS IDs are returned to the user in ADE generated files available in the Download Area of SDDI that can be used to update the SMS through an import process specified by the SMS vendor or local system developer. Click on "Get Student IDs" or "Get Student IDs with CTDS" according to procedures required for the SMS. Then save the file on a local drive and follow vendor or local system developer instructions to automatically populate the appropriate SAIS ID fields in the SMS.

When SAIS cannot determine with certainty whether or not the transaction is for a student who is new to SAIS, the transaction is held for manual processing in the SAIS matching queue. *Note: Records sent to the queue for manual matching may delay file processing*.

If it is determined through the SAIS manual matching process that the demographic information contained in the transaction does not match records for any other student in SAIS, a SAIS ID will be generated. If it appears that the submitted information matches existing SAIS records, the SAIS ID will normally be returned to the submitter in the files that contain SAIS IDs mentioned earlier.

Obtaining SAIS IDs for BIA and "Needs Only" students

For most students, SAIS IDs are generated upon successful processing of the first enrollment transaction submitted to SAIS. However, some students, such as a number of special education students who attend schools operated by the Bureau of Indian Affairs (BIA) or non-BIA students who receive school district provided special education services ("needs") only, must be assigned SAIS IDs but do not qualify for state funding related to school membership. In such cases, enrollment transactions (*which establish school membership for funding purposes*) must not be submitted to SAIS.

SAIS IDs are obtained for BIA and "Needs Only" students by submitting a personal information transaction to SAIS. Personal information transactions include all of the demographic information necessary to assign a SAIS ID, but do not include other information related to school membership.

When a transaction to add personal information for a student is submitted to SAIS, the same procedures outlined earlier in this document are employed to determine if records for the student already exist in SAIS, if the student is new to SAIS and to deliver the SAIS ID to the submitter.

Notes related to BIA and "Needs Only" students

1. *Personal information may only be added to the SAIS Student Detail Database once for any individual student. Therefore, attempts to add personal information to obtain a SAIS ID for a student who already has one will fail.*

2. *Use the strategies outlined in* **Students previously enrolled in SAIS** *starting on page 1 of this document to identify SAIS IDs for BIA or "Needs Only" students who have previously been assigned one.*

A crucial role for LEA Personnel

To minimize the chance that SAIS will assign a second SAIS ID to a student, those who submit data to SAIS are asked to take all necessary steps to identify SAIS IDs for students who are likely to have been assigned one before submitting transactions to SAIS. When enrollment and personal information transactions that do not contain a SAIS ID are submitted, any difference between the submitted demographic information and the demographic information existing in SAIS for a student increases the possibility that a second SAIS ID will be generated and assigned.

It is also important to understand that students who are thought not to have a SAIS ID, such as those who are new to Kindergarten in a particular school or who are transferring from out of state, may actually have one. Under all circumstances, please check records carefully, determine if a student has ever been enrolled in school in Arizona, and follow the steps outlined in this document to identify the SAIS ID should one have been assigned.