
Arizona Department of Education

Year-End
Enrollment
Data Collection
Website
User Manual

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1 Introduction

Welcome to the User Manual

Welcome to the Arizona Department of Education (ADE) Year-End Enrollment (YEE) data collection website user manual. This user manual has been developed by the ADE to provide instructions for everyone who submits year-end enrollment data.

Beginning with the 2002 fiscal year, a new YEE website allows all districts across the state to provide their year-end enrollment data online. The website provides forms where you can enter the data for each school in your district and then submit the data to the ADE.

If you have been using the standard SAIS file drop procedure for delivering other types of data to the ADE, you can use that procedure for your year-end enrollment data, also.

For more information about this procedure, see "*File Drop Alternative*" on page 5.

Training Goals

This training course is designed to provide you with the skills and knowledge you need to begin using the Year-End Enrollment website. Specifically, this course:

- Provides you with a general understanding of how the YEE website is designed to collect your year-end enrollment data.
- Explains how to use each of the website features for entering YEE data.
- Explains the procedure for submitting YEE data, including basic troubleshooting for data errors.

User Manual

The Year-End Enrollment User Manual is designed to guide you through the use of the YEE website. Within each chapter, you will find the following features:

- Screen captures provide examples of website pages.
- Step-by-step instructions take you through each procedure.
- Key points make sure that you don't overlook critical information.
- Feedback page gives you a method for letting us know how we can improve this manual.

This manual does not provide instructions on how to collect your YEE data, nor does it explain each of the YEE codes. A separate document, available online, provides detailed code descriptions and use guidelines.

We recommend that you take a few minutes to go through the "*YEE Data Entry*" starting on page 6 before beginning to enter your year-end enrollment data.

Additional Resources

The following tools are available to help you:

- Code glossary is available from most of the website pages.
- A Year-End Enrollment Code Descriptions manual has been developed that explains each of the codes and provides examples of their use. This guide can be downloaded from the YEE website.

Data Collection Overview

Use the following general procedure to report Year-End Enrollment data for your district using the YEE data collection website:

- Step 1:** Collect and prepare the YEE data for each school in your district.
- Step 2:** Access the YEE website from the ADE common logon.
- Step 3:** Enter all of the YEE data for a school in your district.

YEE data is entered for one school at a time.

- Step 4:** Check whether your data for this school is accurate and ready for submission. The YEE website reviews your data for accuracy.
- Step 5:** If your school YEE data contains errors, review, correct and recheck whether your data is accurate.

If your school's data does not contain errors, it is automatically submitted to the ADE after validation is completed.

- Step 6:** Repeat **Step 3** through **Step 5** for each school in your district.

This manual provides instructions for completing **Step 2** through **Step 6** in this procedure.

To help the districts understand the YEE codes and their use, the ADE has developed the *Year End Enrollment Code Descriptions* manual. You can download this manual from the YEE website.

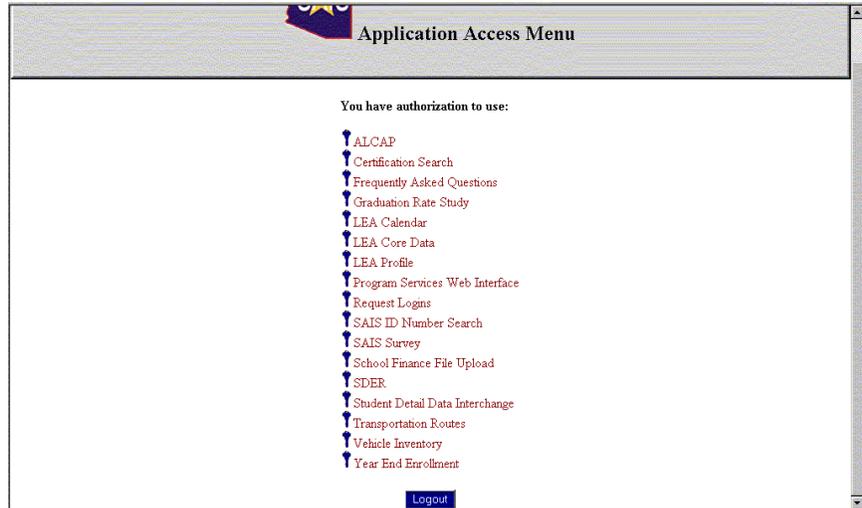
YEE Code Categories

The Year-End Enrollment website requires you to enter data for each of the following YEE code categories.

- Entry
- Withdrawal
- Re-entry
- Year End Status
- Summer Activity

YEE Website Overview

The Year-End Enrollment website is available on the ADE Common Logon menu.



Screen 1: The SAIS Application Access Menu showing the Year End Enrollment website.

YEE Website Access

To access the Year-End Enrollment website:

- Step 1:** Use the ADE Common Logon page to display the Application Access Menu.
- Step 2:** Select YEAR END ENROLLMENT.

The website displays the Year End Enrollment main menu page.



Screen 2: The Year End Enrollment website main page.

The main page consists of the following components:

Name	Description	Location
YEE Menu	Provides access to all YEE functions.	Left side of page.
SAIS Options	Provides quick access to other SAIS applications and logout.	Left side of page below YEE menu options.

After you display the main page, you have the following options:

From Here You Can ...

Click BACK	Return to the SAIS Application Access Menu.
Make a menu selection	Perform any Year-End Enrollment function.
	For more information about these functions, see “ <i>YEE Menu Options</i> ” on page 4.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the Year-End Enrollment website and leave the SAIS common logon area.

YEE Menu Options

The Year-End Enrollment menu provides access to all of the year end enrollment information and tools. The following table identifies each of the menu options and where they are explained in this manual.

Menu Option	Description	Page
ANNOUNCEMENTS	Provides access to information from the ADE about the year end enrollment website, submission deadlines, etc.	N/A*
CHANGE FISCAL YEAR	The YEE data collection website always defaults to the current fiscal year. However, in future years, you may want to view or input data for other fiscal year. This option will allow you to change the fiscal year from the current year to another year.	N/A*
LINKS	Provides access to additional resources that can assist you in collecting and reporting your YEE data. For example, this user manual will be available on this page.	N/A*
REPORTS	Each time you submit YEE data for a school, a PDF edit/update report is created. From this page, you can download and view the YEE data you have submitted from the Reports & Data section.	N/A*
SHOW SCHOOLS	Provides access to data entry forms for each school in your district.	6
SUBMISSION DETAILS	Provides the tools for submitting completed school YEE data to the ADE. Also, this option provides access to error details (when appropriate) for data you are ready to submit.	15

* *These options are not covered by this user manual.*

Exiting the YEE Website

At any time, you can leave the Year-End Enrollment website and return to the SAIS menu.

To leave the YEE website:

- Step 1:** If you are entering school data, make sure to save the data for the current grade and code you are working on.

For more information, see "*Leaving Data Entry Before You Are Finished*" on page 21.

Step 2: Click MENU.

You leave the YEE website and return to the SAIS main menu.

File Drop Alternative

The Year-End Enrollment website was created to assist school districts with reporting their year-end enrollment data. However, if it is more convenient for you to use the standard SAIS file drop procedure, you may do that instead of using the YEE website.

Complete instructions for the SAIS standard file drop procedure are included in the User Manual located at:

<http://www.ade.az.gov/districts/>

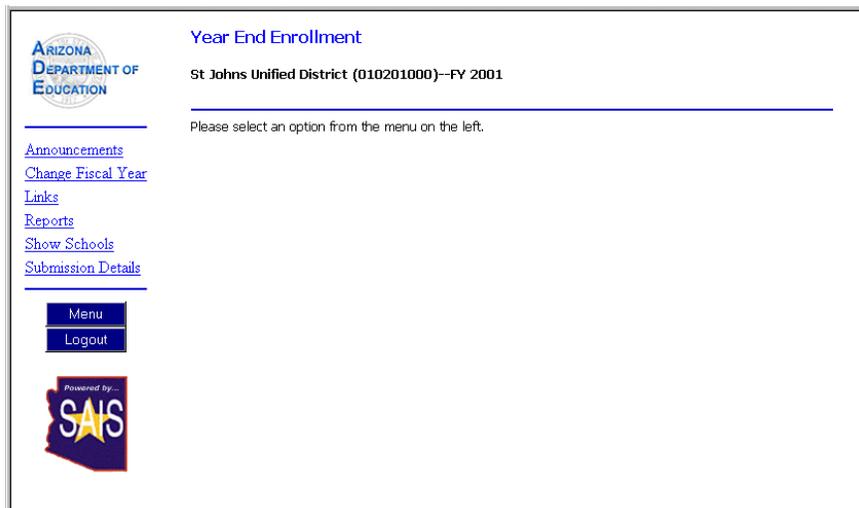
File format characteristics are defined at:

<http://www.ade.az.gov/services/mis/filelayout/sais.asp>

2 YEE Data Entry

Access Your School List

When you access the Year-End Enrollment (YEE) website from the SAIS Application Access Menu, the website knows your district from your SAIS logon user name. Your district name displays on the YEE main page.



Screen 3: *The Year End Enrollment website main page showing the school district name.*

To display the list of schools for your district:

Step 1: Display the YEE main page.

If you need help displaying this page, see "YEE Website Access" on page 3.

Step 2: Click SHOW SCHOOLS.

The website displays the school list page for your district.



[Announcements](#)

[Change Fiscal Year](#)

[Links](#)

[Reports](#)

[Show Schools](#)

[Submission Details](#)

[Menu](#)

[Logout](#)



Year End Enrollment

Window Rock Unified District (010208000)--FY 2001

Press the reset button to refresh a school's data with what is on the SAIS Master Database. Any pending changes will be lost. If you have uploaded a file in the File/Upload section of the School Finance Web Site, the data will not be reflected here unless you reset the school's data using the buttons below.

CTDS	School Name	Action
01-02-08-000	Window Rock Unified District	Reset School Data
01-02-08-707	Arizona Vocational Training	Reset School Data
01-02-08-110	Fort Defiance Elementary School	Reset School Data
01-02-08-107	Integrated Preschool	Reset School Data
01-02-08-115	Tse Ho Tso Middle School	Reset School Data
01-02-08-112	Tse Ho Tso Primary Learning Center	Reset School Data
01-02-08-105	Window Rock Elementary School	Reset School Data
01-02-08-201	Window Rock High School	Reset School Data

Screen 4: The school list page for Window Rock Unified District.

The school list page consists of the following components for each school:

Components	Description
CTDS	The school's CTDS number
School name	The school name
Action button	Resets the schools YEE numbers from the ADE/YEE database

Under normal circumstances, you do not want to use the RESET SCHOOL DATA button. If you click this button, any YEE data entry you have entered and saved for the school will be erased.

After you display the school list page, you have the following options:

From Here You Can ...	Description
Click on any school	Begin entering YEE data for the selected school
Click the browser BACK	Return to the YEE main menu.
Make a menu selection	Perform any YEE function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the YEE website and leave the SAIS common logon area.

Access a School

You will enter year end enrollment data for one school at a time. You will enter all of the YEE data for all of the grades in the school before you submit the school's data to the ADE.

To access the YEE summary page for a school in your district:

Step 1: Display the school list for your district.

If you need help displaying this page, see "Access Your School List" on page 6.

Step 2: Click the desired school name.

The website displays the YEE summary page for the selected school.

Year End Enrollment
 Window Rock Unified District (010208000) --Fort Defiance Elementary School (010208110) --FY 2001

Below you will see the grades you are authorized to teach. You can make changes to these grades by clicking on the appropriate grade.

Grades Authorized (Click on grade to edit)	(Entry Codes)	(Withdrawal Codes)	(Re-Entry Codes)	(Year End Status Codes)	(Summer Activity Codes)	Totals	Last Updated
PS	0	0	0	0	0	0	
1	0	0	0	0	0	0	
2	0	0	0	0	0	0	
3	0	0	0	0	0	0	
4	0	0	0	0	0	0	
5	0	0	0	0	0	0	
6	0	0	0	0	0	0	
7	0	0	0	0	0	0	
8	0	0	0	0	0	0	
9	0	0	0	0	0	0	
10	0	0	0	0	0	0	
11	0	0	0	0	0	0	
12	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	

Screen 5: The YEE school summary page before any YEE data has been entered.

The school summary page consists of the following components:

Components	Description
Grades Authorized	The summary table contains a row for each grade this school is authorized to teach. The grades provide access to individual input forms. This may be different than the grades that you actually teach.
Entry Codes	The Entry Codes column displays the total number of students in each grade that you have entered for all entry code types. At the bottom of the column, the page displays a total number of students in all grades with entry codes.
Withdrawal Codes	The Withdrawal Codes column displays the total number of students in each grade that you have entered for all withdrawal code types. At the bottom of the column, the page displays a total number of students in all grades with withdrawal codes.
Re-entry Codes	The Re-entry Codes column displays the total number of students in each grade that you have entered for all re-entry code types. At the bottom of the column, the page displays a total number of students in all grades with re-entry codes.

Components	Description
Year End Status Codes	The Year End Status Codes column displays the total number of students in each grade that you have entered for all year end status code types. At the bottom of the column, the page displays a total number of students in all grades with year end status codes.
Summer Activity Codes	The Summer Activity Codes column displays the total number of students in each grade that you have entered for all summer activity code types. At the bottom of the column, the page displays a total number of students in all grades with summer activity codes.
Totals	The Totals column displays the total number of students with YEE codes in each grade. The bottom of the column, the page displays a total number of students in all grades with YEE codes.
Last Updated	The date and time of the last time someone entered and saved YEE codes for this grade.

After you display the school summary page, you have the following options:

From Here You Can ...	
Click on any grade	Begin entering YEE data for the selected grade
Click the browser BACK	Return to the school list.
Make a menu selection	Perform any YEE function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the YEE website and leave the SAIS common logon area.

YEE School Data

After you display the school summary page, you can begin entering year end enrollment data for the school.

In general, you will follow this procedure for entering YEE school data:

- Step 1:** Display the school summary page.
- Step 2:** Select a grade.
- Step 3:** Select a YEE code category.
- Step 4:** Enter data for the selected YEE code category for the selected grade.
- Step 5:** Repeat **Step 3** through **Step 4** to enter all data for each YEE code category for the selected grade.

Step 6: Repeat **Step 2** through **Step 5** to enter YEE data for each grade in the selected school.

After you enter all YEE data for one school, you will enter YEE data for each of the remaining schools in your district.

You must enter and validate YEE data for one school at a time. Once you submit a school's data, you can no longer change the YEE data for that school.

Selecting the Grade Summary Page

To add year end enrollment data for one grade in the selected school within your district:

Step 1: Display the school summary page.

If you need help displaying this page, see "Access a School" on page 7.

Step 2: Click on the first grade where you have data to report.

The website displays the grade summary page for the selected school.

Year End Enrollment
Window Rock Unified District (010208000)--Fort Defiance Elementary School (010208110)--FY 2001

[Back To Summary Page](#)

Code Selection
 Entry Codes Withdrawal Codes Re-Entry Codes
 Year End Status Codes Summer Activity Codes

You are viewing data for code selection: **Entry Codes**
 You are viewing data for grade: **1**

Click On Code To Enter Data	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
E1	--	--	--	--	--	--	--	--	--	--	0	0
E2	--	--	--	--	--	--	--	--	--	--	0	0
E3	--	--	--	--	--	--	--	--	--	--	0	0
E4	--	--	--	--	--	--	--	--	--	--	0	0
E5	--	--	--	--	--	--	--	--	--	--	0	0
E6	--	--	--	--	--	--	--	--	--	--	0	0
E7	--	--	--	--	--	--	--	--	--	--	0	0
E8	--	--	--	--	--	--	--	--	--	--	0	0
E9	--	--	--	--	--	--	--	--	--	--	0	0
E10	--	--	--	--	--	--	--	--	--	--	0	0
E11	--	--	--	--	--	--	--	--	--	--	0	0
E12	--	--	--	--	--	--	--	--	--	--	0	0
E13	--	--	--	--	--	--	--	--	--	--	0	0
E14	--	--	--	--	--	--	--	--	--	--	0	0
E15	--	--	--	--	--	--	--	--	--	--	0	0

Screen 6: The school's grade summary page showing entry codes before any data has been added.

The grade summary page consists of the following components:

Components	Description
Code Selection	The grade summary page displays the data entered for one YEE code category at a time. These radio buttons indicate which code category is currently displayed. <hr/> The page defaults to Entry Codes.
Codes	The Codes column displays each of the available codes in the displayed code category. The codes provide access to individual input forms.

Components	Description
Ethnic category columns	<p>The grade summary page breaks down the number of students with each code into the following ethnic categories:</p> <ul style="list-style-type: none"> ■ White ■ Black ■ Hispanic or Latino ■ American Indian or Eskimo ■ Asian or Pacific Islander <p>For each ethnic category, the numbers are broken out by gender.</p>
Totals	<p>The Totals column displays the total number of students with each YEE code for the grade, broken out by gender.</p> <p>The bottom of the column displays a total number of students for this grade by gender with this YEE code type.</p>

After you enter and save data for the first code in a school, this page displays the following message:

There are pending changes waiting for submission.

After you display the grade summary page, you have the following options:

From Here You Can ...	
Click on any YEE code	Begin entering year end enrollment data for the selected code
Select a different YEE code category	Display a different YEE code category on the grade summary page
Click DELETE ALL DATA FOR THIS CODE/GRADE SELECTION	Deletes any YEE data you have entered for this YEE code category in the selected grade.
Click CODE GLOSSARY	Displays the YEE code descriptions in a pop-up window.
Click BACK TO SUMMARY PAGE or the browser BACK	Return to the school summary page.
Make a menu selection	Perform any Year-End Enrollment website function.
Click MENU	Select a different application from the SAIS Application Access Menu.
Click LOGOUT	Logout of the YEE website and leave the SAIS common logon area.

Changing YEE Code Categories

When you display the grade summary page for the selected school, it displays the Entry codes for the grade by default. You can change the year end enrollment code category displayed on the grade summary page.

To change the YEE code category displayed on the grade summary page.

Step 1: Display the grade summary page.

If you need help displaying this page, see "Selecting the Grade Summary Page" on page 10.

Step 2: Click on desired code category in the Code Selection area of the page.

The radio button for the code is selected.

Step 3: Click UPDATE SELECTION.

The website updates the grade summary page so that it displays the selected YEE code category.

Year End Enrollment
Window Rock Unified District (010208000)--Fort Defiance Elementary School (010208110)--FY 2001

Back To Summary Page

Code Selection
 Entry Codes Withdrawal Codes Re-Entry Codes
 Year End Status Codes Summer Activity Codes
 Update Selection

You are viewing data for code selection: Withdrawal Codes
 You are viewing data for grade: 396

Click On Code To Enter Data	White (Not Hispanic) (W)		Black or African-American (not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
W1											0	0
W2											0	0
W3											0	0
W4											0	0
W5											0	0
W6											0	0
W7											0	0
W8											0	0
W9											0	0
W10											0	0
W11											0	0
W12											0	0
W13											0	0
WT											0	0

Screen 7: The school's grade summary page showing the Withdrawal codes before any data has been entered.

Opening YEE Code Input Forms

After you have displayed the appropriate year end enrollment code category on your grade summary page, you can open the individual input forms for each code.

To open a YEE code input form:

Step 1: Display the grade summary page with the desired YEE code category displayed.

If you need help displaying the page with the desired code category, see "Changing YEE Code Categories" on page 11.

Step 2: Click on desired YEE code.

The website displays the YEE code input form for the selected grade at the selected school within your district.

Screen 8: The code input form for the selected YEE code before any data has been entered.

The YEE code input form page consists of the following components:

Components	Description
Ethnic category rows	<p>The YEE code input form page allows you to enter the number of students with this code into the following ethnic categories:</p> <ul style="list-style-type: none"> ■ White ■ Black ■ Hispanic or Latino ■ American Indian or Eskimo ■ Asian or Pacific Islander <p>For each ethnic category, the numbers are broken out by gender. You enter a number for each gender (or leave at zero).</p>
Totals	<p>The total number of students by gender with this YEE code.</p> <hr/> <p>To update these numbers after entering data, click RECALC TOTALS.</p>

After you enter data on the YEE code input form page, you have the following options:

From Here You Can ...	
Enter YEE data	Type YEE data for this code for students in this grade at this school.

From Here You Can ...

Click <code>SAVE AND GOTO NEXT</code>	Saves the data you entered for this YEE code and displays the next code in this YEE code category for the selected grade.
	<hr/> This feature cycles through all of the codes. Once you reach the last code in the category, it returns you to the first code. You must select the screen option <code>SAVE AND SHOW ALL</code> to return to the grade summary page.
Click <code>SAVE AND SHOW ALL</code>	Saves the data you entered for this YEE code and displays the grade summary page for the current YEE code category for the selected grade.
Click <code>RECALC TOTALS</code>	Updates the page totals displayed at the bottom of the page.
	<hr/> It is not necessary to recalculate the totals on any page before saving the data.
Click the browser <code>BACK</code>	Return to the school summary page.
Make a menu selection	Perform any Year-End Enrollment website function.
Click <code>CODE GLOSSARY</code>	Displays YEE code descriptions in a pop-up window.
Click <code>MENU</code>	Select a different application from the SAIS Application Access Menu.
Click <code>LOGOUT</code>	Logout of the YEE website and leave the SAIS common logon area.

3 Submitting YEE Data

Submitting School Data

You enter all of the year end enrollment data for one school at a time. When you have entered all of the school's data, you submit it to the ADE.

The first step in the submission process is validating your data. As you know, there are many rules that are used to make sure that the year end enrollment data you have entered is accurate. The YEE website validates you school data, and notifies you if it finds any inaccuracies so you can correct them.

Validating School Data

To validate the YEE data you have entered for one school in your district:

Step 1: Complete data entry for all grades and all YEE code categories in the school.

Step 2: Click SUBMISSION DETAILS.

The website expands the Submission Details menu options.

Step 3: Click PENDING SUBMISSION.

The website displays the Pending Submission page. The page contains a list of the schools in your district that currently have YEE data entered on this site.

Normally, you will work on one school at a time, so this page would display only the school you are working on.

The screenshot shows the 'Year End Enrollment' interface for 'Window Rock Unified District (010208000)--FY 2001'. On the left is a navigation menu with links for 'Announcements', 'Change Fiscal Year', 'Links', 'Reports', 'Show Schools', and 'Submission Details' (which is expanded to show 'Pending Submission', 'Submission History', 'Processing', and 'In Error'). Below the menu are 'Menu' and 'Logout' buttons, and a 'Powered by SAIS' logo. The main content area is titled 'Pending Submission' and includes 'Check All' and 'Uncheck All' buttons. A table lists the pending submission:

Submit?	School Name	CTDS	Transaction Type	Action
<input checked="" type="checkbox"/>	Arizona Vocational Training	01-02-08-707	Add	

Below the table is a 'Submit Changes to ADE' button.

Screen 9: The Pending Submission page showing school data waiting to be submitted.

Step 4: Make sure that only the school you want to submit is checked.

Remember, you can only submit each school once, so make sure that you have completely entered the school's year end enrollment data before moving forward.

Step 5: Click **SUBMIT CHANGES TO ADE**.

The website begins the data validation process.

This process can last several minutes, depending on the amount of data for this school and the number of schools being validated by the ADE at this time.

During this time, the school shows up under the **Processing** menu option until the validation is complete.

While you are waiting for the validation, you can begin working on data entry for the next school in your district.

Step 6: Click **PROCESSING**.

The **Processing** page displays with your school visible.

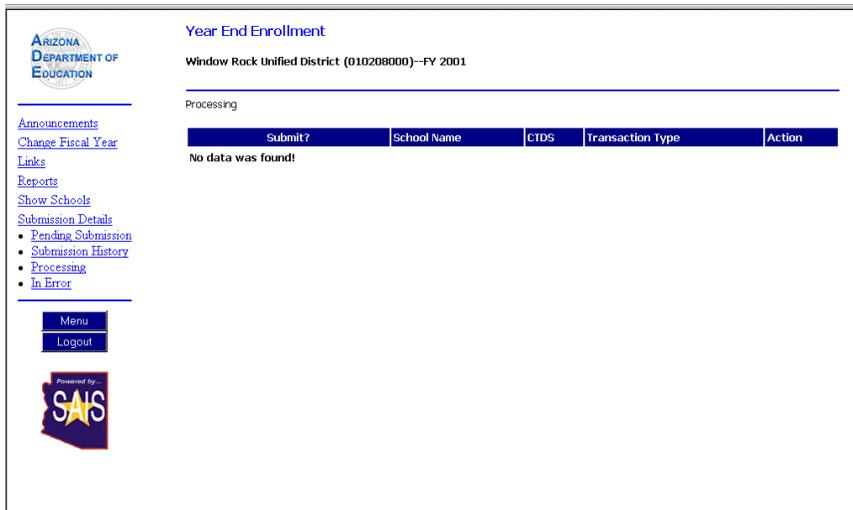


The screenshot shows the 'Year End Enrollment' page for 'Window Rock Unified District (010208000) - FY 2001'. The page is in a 'Processing' state. On the left, there is a navigation menu with links for 'Announcements', 'Change Fiscal Year', 'Links', 'Reports', 'Show Schools', 'Submission Details', 'Pending Submission', 'Submission History', 'Processing', and 'In Error'. Below the menu are 'Menu' and 'Logout' buttons, and a 'Powered by SAIS' logo. The main content area features a table with the following data:

Submit?	School Name	CIDS	Transaction Type	Action
Processing	Arizona Vocational Training	01-02-08-707	Add	

Screen 10: The Processing page showing a school's data during the validation processing.

After the Year-End Enrollment website has validated the school's YEE data, the school is removed from the Processing page.



Screen 11: The Processing page after you school has completed processing.

It is not unusual for the processing to last 10 minutes or longer if you have submitted a large school, or if there are many schools that were submitted at the same time throughout the state. However, if your school remains on the Processing page for more than 20 minutes, contact the ADE at 1-866-577-9636 for further instructions.

At the completion of processing, you must determine which of these outcomes has occurred:

- Your school’s data was validated. When this happens, your school’s data is automatically submitted to the ADE and the school appears on the Submission History page. For more information, see “*Checking Submission History*” on page 17.
- Your school’s data contains errors. When this happens, your school remains on the Pending Submission page with error messages explaining where to correct the data. For more information, see “*Correcting Validation Errors*” on page 18.
- An error occurred while processing your data. This rarely happens, but when it does, you must notify the ADE. For more information, see “*Processing Errors*” on page 18.

Checking Submission History

If your school’s data was valid, the website automatically submits it to the ADE and displays this school on the Submission History page.

To check the Submission History page:

Step 1: If the Submission History menu option is not visible, click SUBMISSION DETAILS.

The Submission Details menu options display.

Step 2: Click SUBMISSION HISTORY.

The Submission History page displays the list of all schools in your district that have been successfully submitted.

From this page, you can view the data submitted for the school, but you cannot make any changes.

Year End Enrollment
Window Rock Unified District (010208000)--FY 2001

Submission History

Submit?	School Name	CTOS	Transaction Type	Action
Submitted	Arizona Vocational Training	01-02-08-707	Add	

Announcements
Change Fiscal Year
Links
Reports
Show Schools
Submission Details

- Pending Submission
- Submission History
- Processing
- In Error

Menu
Logout

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Screen 12: The Submission History page showing every school in your district that has submitted year end enrollment data successfully to the ADE.

If this school does not appear on the Submission History page, you must check the In Error page. For more information, see "Processing Errors" on page 18.

Processing Errors

Occasionally, an error occurs while validating school year end enrollment data. This is not the result of invalid data you have entered for your school.

If your school moves off of the Processing Page and doesn't appear on the Submission History page, you must check the In Error page.

To check the In Error page:

Step 1: If the In Error menu option is not visible, click SUBMISSION DETAILS.

The Submission Details menu options display.

Step 2: Click IN ERROR.

The In Error page displays your school name if a processing error occurred while validating the school's year end enrollment data.

If your school appears on the In Error page, you must contact the ADE at 1-866-577-9636 for further instructions. You can continue to enter and submit data for other schools, but this schools data has not been submitted.

Correcting Validation Errors

If your school's year end enrollment data contained errors, the school appears on the Pending Submissions page and a list of the errors appears at the bottom of the screen.

To correct errors in your school's year end enrollment data:

Step 1: Display the Pending Submissions page.

The Pending Submissions page displays a list of the schools with YEE data that have not been submitted to the ADE.

This list includes schools with validation errors and schools that have partial data entered.

- Step 2:** Click on the school that was not successfully validated. The grade summary page for this school displays with a list of validation errors listed at the bottom.



ARIZONA
DEPARTMENT OF
EDUCATION

Year End Enrollment

St Johns Unified District (010201000)—Coronado Elementary School (010201102)—FY 2001

Below you will see the grades you are authorized to teach. You can make changes to these grades by clicking on the appropriate grade.

*There are pending changes waiting for submission.

Grades Authorized (Click on grade to edit)	(Entry Codes)	(Withdrawal Codes)	(Re-Entry Codes)	(Year End Status Codes)	(Summer Activity Codes)	Total Counts Entered	Last Updated
PS	2	1	1	1	0	5	8/29/01 6:09:34 PM
1	—	—	—	—	—	0	—
2	—	—	—	—	—	0	—
3	—	—	—	—	—	0	—
4	—	—	—	—	—	0	—
5	—	—	—	—	—	0	—
6	—	—	—	—	—	0	—
7	—	—	—	—	—	0	—
8	—	—	—	—	—	0	—
9	—	—	—	—	—	0	—
10	—	—	—	—	—	0	—
11	—	—	—	—	—	0	—
12	—	—	—	—	—	0	—
Totals	2	1	1	1	0	5	—

Errors: (Click on appropriate grade above to fix errors.)

- o The sum of Entries (2) plus sum of Reentries (1), less the sum of Withdrawals (1), must be equal to the sum of Year End Statuses (1) for grade PS, ethnicity W, gender M.

- Step 3:** Use the information in each of the error messages to correct the data provided for each grade / year end enrollment code category.

- Step 4:** When all validation errors have been corrected, return to the Pending Submissions page.

- Step 5:** Resubmit your school for validation.

For more information about this process, see "Validating School Data" on page 15.

4 Putting the Pieces Together

Entering & Submitting YEE School Data

To enter and submit year-end enrollment data for a school within your district:

Step 1: Use the Common Logon on the ADE website.

The website displays the SAIS Application Access Menu.

Step 2: Click YEAR END ENROLLMENT.

The website displays the Year End Enrollment website main page.

Step 3: Click SHOW SCHOOLS.

If you need more information about this, see *"Access Your School List"* on page 6.

The website displays the school list page.

Step 4: Select the desired school.

If you need more information about this, see *"Access a School"* on page 7.

The website displays the school summary page.

Step 5: Select the desired grade.

If you need more information about this, see *"Selecting the Grade Summary Page"* on page 10.

The website displays the grade summary page with the Entry codes visible.

Step 6: Select the first code.

If you need more information about this, see *"Opening YEE Code Input Forms"* on page 12.

The website displays the code input form for the selected code in the selected grade.

Step 7: Type the number of students in this grade for this code broken out by ethnic category and gender.

Step 8: Click SAVE AND GOTO NEXT.

The website saves the data you typed and displays the code input form for the next code in sequence.

The SAVE AND GOTO NEXT function cycles through all of the codes in one category. When you have entered all of the data for one category, you must return to the grade summary page by clicking SAVE AND SHOW ALL to select the next code.

Step 9: Repeat **Step 7** and **Step 8** until all student data has been entered for this code category in this grade.

Step 10: Display the grade summary page.

Step 11: Display the next code category for this grade (as appropriate).

If you need more information about this, see *"Changing YEE Code Categories"* on page 11.

Step 12: Repeat **Step 6** through **Step 11** for each YEE code category for this grade.

Step 13: Display the school summary page (as appropriate).

Step 14: Repeat **Step 5** through **Step 13** for each grade in this school.

Step 15: Submit the school's YEE data for validation.

If you need more information about this, see *"Validating School Data"* on page 15.

Step 16: If your school YEE data contains errors, review and correct the errors.

If you need more information about this, see *"Correcting Validation Errors"* on page 18.

Step 17: Repeat **Step 15** and **Step 16** until your data for this school is validated.

Step 18: Verify that your school data has been submitted by checking the Submission History page.

If you need more information about this, see *"Checking Submission History"* on page 17.

Step 19: If your school data is validated, repeat **Step 3** through **Step 18** for all remaining schools in your district.

Doing Data Entry in Multiple Sessions

If you cannot finish entering all of the year end enrollment data for a school in one session, you can stop entering data and resume where you left off later.

Leaving Data Entry Before You Are Finished

To leave the data entry process before you have finished a school:

Step 1: Mark your stopping point on your year end data paperwork.

Step 2: Click SAVE AND SHOW SUMMARY.

It is critical that you save the current page before you logout, otherwise any numbers you typed on the current page will be lost.

The website saves the data you have entered for the current code and the current grade for this school, and displays the grade summary page.

Step 3: Click LOGOUT.

You are logged out of the YEE website.

Resuming Data Entry

To resume entering year end enrollment data where you left off:

Step 1: Use the Common Logon on the ADE website.

Step 2: Click YEAR END ENROLLMENT.

The website displays the Year End Enrollment website main page.

Step 3: Click SHOW SCHOOLS.

If you need more information about this, see *"Access Your School List"* on page 6.

The website displays the school list page.

Step 4: Select the school that you were working on.

If you need more information about this, see *"Access a School"* on page 7.

The website displays the school summary page.

Step 5: Select the grade that you were working on.

If you need more information about this, see *"Selecting the Grade Summary Page"* on page 10.

The website displays the grade summary page with the entry codes visible.

Step 6: Select the appropriate YEE code category.

If you need more information about this, see *"Changing YEE Code Categories"* on page 11.

The website displays the selected YEE code category on the grade summary page.

Step 7: Select the appropriate starting code.

If you need more information about this, see *"Opening YEE Code Input Forms"* on page 12.

The website displays the code input form for the code in the selected grade.

Step 8: Begin entering data.

Year-End Enrollment Website User Manual Feedback Form

Please help us to continually improve our service to you by letting us know how well this user manual met your needs.

1. It was easy to download and print this user manual. Yes No
-

If NO, please explain your difficulties.

2. This user manual contains accurate information. Yes No
-

If NO, please provide detailed feedback about what was incorrect, including the page number where the information was found

3. This user manual was easy to use. Yes No
-

If NO, please provide examples where you had difficulties using the manual, including the page numbers where you had problems.

4. Please provide us with any other feedback about this user manual.
-

Thank you for taking the time to answer these questions.

Please mail your completed form to: Arizona Department of Education, Research and Policy Division, 1535 W. Jefferson Street, Bin #6, Phoenix, AZ 85007.