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Arizona Department of Education

ELL Count Process Business Requirements

Version: 1.1
Last updated: 2/10/2010
Arizona Department of Education
Information Technologies Department
Business Analysis

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Revision Log

All revisions to this Business Requirements Document (BRD) will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Version	Date	Revision Description	Name
1.0	2/4/2010	Published Approved Integrity and Aggregation (Phase I) Requirements	Business Analysis
1.1	2/10/2010	Added the reporting requirements (section 8)	Business Analysis

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1 PURPOSE

- 1.1.1 The purpose of this project is to implement changes to how the student count for ELL Group B add-on funding is to be determined in regards to state aid equalization. This new means of generating ELL Group B student counts will replace ELL Aggregation for FY 2010 forward.
- 1.1.2 The project will take a phased approach in order to expedite the requirements approval process and allow development to begin on the aggregation portion of the project. Phase I consists of the aggregation changes; phase II consists of all reporting modifications.

2 BACKGROUND

- 2.1.1 The current ELL Aggregation process uses three census dates as its basis for determining the student counts used for ELL Group B add-on funding. In order to ensure compliance with the law, the ELL count is to be based on ADM, not the census dates.

3 ASSUMPTIONS AND CONSTRAINTS

3.1 Assumptions

- 3.1.1 Federal ELL child count data will not be affected.
- 3.1.2 Subject Matter Experts (SMEs) and stakeholders will be available to assist with requirements gathering and testing.
- 3.1.3 Resources will be available to develop and test the system modifications in a timely manner.

3.2 Constraints

- 3.2.1 Concurrent ELL Program Enrollments project is to be implemented prior to this project, as it limits the active ELL Program Enrollments to one (1) at any given time.

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4 DEPENDENCIES, RISKS, AND ISSUES

4.1 Dependencies

- 4.1.1 Prior to ELL Count processing, steps must be taken to ensure that ELL Program participations have been fully processed in order to be considered valid program participations.
 - 4.1.1.1 *AZELLA (Arizona English Language Learner Assessment) scores must be received from the assessment vendor.*
 - 4.1.1.2 *AZELLA scores must be processed in SAIS.*
 - 4.1.1.3 *ELL Integrity must be re-run to eradicate any errors generated by missing AZELLA scores.*
- 4.1.2 This new methodology for ELL counts will create a dependency between ADM aggregation and ELL processing. Membership intervals must exist prior to determining the ELL count.
- 4.1.3 Business rules are referenced throughout this document. It is very beneficial to read and understand them prior to reviewing this requirements document. The business rules are owned and made available by School Finance.
- 4.1.4 An awareness of the Arizona Online Instruction (AOI) project, which is expected to be implemented within the same timeframe as this project, will be useful. In particular, an awareness of the requirement for an additional reporting period will be helpful while developing the Aggregating Student ELL Data portion (section 7.6) of this project.

4.2 Risks

- 4.2.1 If ELL Count is a separate process from ADM Aggregation and runs after ADM Aggregation (and prior to School Finance ADM Aggregation analysis), then overall monthly processing time could extend past the allocated time. Additional processing time could occur if the ELL Count process needs to be re-run after the ADM aggregation analysis has been performed and errors found are corrected.

4.3 Issues

- 4.3.1 None identified.

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5 SCOPE

5.1 In Scope

- 5.1.1 Analysis of the existing ELL Aggregation and ELL Data Push processes
- 5.1.2 Identification of process alterations
- 5.1.3 Modifications to the student count, which is used as a basis for generating state ELL Group B add-on funding

5.2 Out of Scope

- 5.2.1 Alterations to the federal ELL child count
- 5.2.2 Modifications to the ADM and concurrency processes

6 SECURITY

- 6.1.1 Security to remain the same as for the existing ELL Aggregation process.

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7 BUSINESS REQUIREMENTS

7.1 ELL Count Process

- 7.1.1 From fiscal year 2010 forward, the ELL Count used in the ELL Group B Add-On state funding determination will be based upon membership days from enrollments that contain a valid language program participation.
- 7.1.2 The ELL Count process shall have the ability to be run on-demand by fiscal year and entity to accommodate prior fiscal year data processing (e.g., 915 data modifications).
- 7.1.3 The business rules for the ELL Count process are available from School Finance. The diagrams found within the business rules document are very valuable in understanding the varying scenarios and providing a foundation for these business requirements.

7.2 Integrity Rules

- 7.2.1 Beginning FY 2010, all ELL Integrity rules shall be validated through the end of the fiscal year (June 30) to ensure that the student data is accurate and consistent for all students regardless of when the language program participation began. The service date shall be the end of the fiscal year instead of February 1.

Note: Currently, language program participations with an entry date after February 1 are not run through ELL Integrity, as those programs are not eligible for state funding. This new requirement will ensure that all language program participations will be run through ELL Integrity regardless of when the program begins.

- 7.2.2 No new integrity rules are required, as determined by a gap analysis that was performed between the ELL data push import rules and the ELL integrity checks. The analysis was completed with the understanding that the existing ELL data push may be retired with this project.
- 7.2.3 All existing integrity rules shall remain in effect as-is, with the exception of modifications to SD-INT-LNG-007.0 and SD-INT-LNG-007.2. See Table 1 for changes to these integrity checks.
 - 7.2.3.1 *The date within the integrity checks SD-INT-LNG-007.1 and SD-INT-LNG-007.2, shall be modified from "February 1" to "100th day".*

Table 1 Modified Integrity Checks

BR ID	Rule Description	Message(s)
SD-INT-LNG-007.1	<p>Language Participation / Grade end date Validations</p> <p>Perform this validation if the grade end date or language participation end date occurs after February 1 100th day. If the grade end date and language participation end date are not synchronous, and either end date occurs after February 1 100th day, issue a warning.</p>	WARNING -244310
SD-INT-LNG-007.2	<p>Perform this validation if the grade end date or language participation end date occurs on or prior to February 1 100th day. If the language participation does not have a corresponding grade membership for each day of the language service participation, issue an error.</p>	ERROR -44347

7.3 ELL Aggregation Usage

- 7.3.1 For FY 2010 and onward data, the new ELL Count process will be used in place of the existing ELL Aggregation.
- 7.3.2 Data processing for fiscal years prior to 2010 will use the current ELL Aggregation and ELL Data Push processes.

7.4 ELL Count Determination

NOTE: Correlates with the ELL Count Business Rules document, Scenarios 1, 2, 3 and 4.

- 7.4.1 ELL membership days can be generated for a student only when the student is participating in an ELL language program at the school in which the student is enrolled.
- 7.4.2 ELL Count shall be comprised of any and all ADM membership days associated with a fundable school enrollment, during which a valid ELL language program exists.
 - 7.4.2.1 *These membership days are known as ELL membership days.*
- 7.4.3 ELL Membership Days = ADM membership days with the following characteristics:

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7.4.3.1 *Associated with a fundable enrollment (i.e., refcounttype = 2997 or 2998)*

7.4.3.2 *During the fundable enrollment, a valid ELL Language Program must begin.*

7.4.3.2.1 Eligible language programs consist of the five existing programs:

- Structured or Sheltered English Immersion
- Bilingual/Dual Language with Waiver 1
- Bilingual/Dual Language with Waiver 2
- Bilingual/Dual Language with Waiver 3
- Individual Language Learner Plan

7.4.3.3 *The ELL language program participation must have passed ELL integrity.*

7.4.4 ELL language programs initiated outside of the fundable membership days will be ignored when determining ELL membership days.

7.4.5 ELL Count is defined as the total number of ELL membership days for an LEA for a specified reporting period and fiscal year divided by the number of days within the reporting period.

7.4.6 The entity which will receive the Group B add-on funding for these ELL program participations is the ADM funding recipient.

7.5 ELL Count: Concurrent School Enrollments

NOTE: Correlates with the ELL Count Business Rules document, Scenario 5.

7.5.1 Concurrent school enrollments will adjust ADM membership days and therefore, ELL membership days, according to existing concurrency logic.

7.5.2 When concurrent school enrollments occur, ELL membership days are adjusted for the school in which the student is receiving ELL services. The other school(s) in which the student is enrolled will not generate ELL funding, as the student is not receiving services there.

7.5.2.1 *An example of this situation:*

Student enrolls at School A and receives ELL services. Student then concurrently enrolls at School B and receives no ELL services. The ADM membership days are cut in half as the FTE has been reduced to .5 per school, due to concurrency rules. Therefore, the ELL membership days are also cut in half. School A will receive half of the ELL funding and School B will receive no ELL funding.

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7.6 Aggregated ELL Data for Student Counts

- 7.6.1 Using ELL data push or another process, migrate aggregated data from Student Details to Student Counts.
- 7.6.2 Aggregated data shall include, by reporting period and fiscal year, ELL limited membership days, ELL Count, ADM funding recipient, district of attendance, grade and language program. These data elements are required for either the ScLEPSSStateAidDistrictAddOns table or for the ELL student counts reports that will be defined in Phase II.
- 7.6.3 ELL student counts reports will report the data identified in 7.6.2 for 40th day and 100th day. For reporting purposes, 40th day is to contain data for days 1 – 40, while 100th day contains data for days 1 – 100.
- 7.6.4 Reporting periods from Student Details are related to, but not equal to, the time frames stored in the ScLEPSSStateAidDistrictAddOns table in Student Counts. Storage and definition of the time frames shall not change as a change would adversely impact any downstream processes, namely the payment system.
- 7.6.5 All fields identified within the ScLEPSSStateAidDistrictAddOns table shall continue to be populated as they are required for the payments system. Other fields may exist, but are not required for the payments system.

7.7 ELL Group B Add-On Student Count

- 7.7.1 The ELL Group B add-on student count figure that is used for state funding is calculated as total ELL membership days divided by the number of days within the reporting period. This figure appears on the APOR55-1 and CHAR55-1 reports.
 - 7.7.1.1 *For example, if the total ELL membership days for District A for 40th day of FY 2010 is 25,155.25, then the add-on count will be 628.8813 (i.e., 25,155.25/40), rounded to the appropriate decimal place.*

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8 REPORTING REQUIREMENTS

8.1 SDDI Report: SDELL75-1

Note: A sample of this report can be found in Figure 1.

- 8.1.1 Report description (provided for informational purposes only): This report shows the results of the most recent English Language Learner (ELL) aggregation and includes the ELL membership days generated by each student with a program participation. The ELL membership days are used in the calculations that determine the amount of state add-on aid to be generated. This report is based on district of attendance.
- 8.1.2 Create a new report that will be available in Student Detail Data Interchange (SDDI) via Common Logon and is accessible at the school and district levels.
- 8.1.3 General report requirements:
- 8.1.3.1 *Shall be run on-demand.*
- 8.1.3.2 *Following ADE standard SDDI reporting requirements, user shall have the ability to select the applicable fiscal year.*
- 8.1.3.3 *User shall have the ability to select one grade prior to generating the report.*
- 8.1.3.3.1 *The grade options shall be ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; default is "ALL".*
- 8.1.3.4 *Available downloadable formats: PDF, XML, Simple Text*
- 8.1.3.5 *Report Name is 'SDELL75-1 ELL Adjusted Membership Report by DOA' and shall be identified as such in the SDDI Download area.*
- 8.1.3.6 *Shall be based on the SDADMS75-1 report. If not otherwise specified, shall function as the SDADMS75-1 report.*
- 8.1.3.7 *Shall be available for FY 2010 and onward.*
- 8.1.3.8 *The data within the report shall be limited to:*
- 8.1.3.8.1 Fiscal year selected
- 8.1.3.8.2 Grade selected
- 8.1.3.8.3 Fundable membership intervals
- 8.1.3.8.4 Language program participations that generated ELL add-on funding.
- 8.1.3.8.5 District level: the requesting district, which is the district in which the students are attending, regardless of DOR
- 8.1.3.8.6 School level: the requesting school, which is the school in which the students are attending, regardless of DOR.

8.1.4 Data Requirements:

8.1.4.1 *For the PDF version, see Figure 1 for the placement of the data identified in Table 2.*

8.1.4.2 *Fields to be included in the Simple Text and XML versions of the report are listed in Table 2.*

8.1.4.2.1 Data shall be sorted in the same order as the PDF version.

Table 2 SDELL75-1 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
Report Name	"ELL Adjusted Membership Calculation Report by DOA"		
Report ID	SDELL75-1		
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/Attending District CTD	DOA CTD Number		
Requesting/Attending District Name	DOA Name		
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
District of Residence CTD	DOR CTD Number		Ascending by CTD Number
District of Residence Name	DOR Name		
Grade	ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Grade on report to match the grade selected in 8.1.3.3. If grade = ALL, then each grade shall be included and then displayed individually.	Ascending from PS through 12 as listed in the values column of this table.
Register ID	ID as entered by the school within the individual students' membership transactions		Ascending
Period	40 th , 100 th 40th day contains days 1 – 40. 100th day contains days 41-100		40 th , 100 th
Aggregation Start Date	Date the ELL count	Format: mm/dd/yyyy	

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Report Column/Row	Values/Description	Rules	Sorting Order
	process began; when the data in this report was generated.		
Aggregation End Date	Date the ELL count process ended; when the data in this report was generated.	Format: mm/dd/yyyy	
Run Date	Most recent date aggregation was run	Format: mm/dd/yyyy hh:mm:ss	
SAIS ID	ADE generated unique student identifier		Ascending
School Student ID	School generated unique student identifier; submitted by the school within the student's enrollment transaction		
Last Name	Legal last name of student as submitted by the school; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of student as submitted by the school; may be truncated to fit into the report.		Alphabetical
First Day of Membership	First day of the student's membership interval	Format: mm/dd/yyyy	
Last Day of Membership	Last day of the student's membership interval	Format: mm/dd/yyyy	
Track Number	Track number as submitted by the school		Ascending
FTE	FTE as adjusted by concurrency	Format: two decimal places	
Special Enroll	1, 2, 3 Special Enrollment data as submitted by the school	If no data was submitted, then 'N/A'	
ELL Program	A, B1, B2, B3, I One or two digit ELL program code		A, B1, B2, B3, I

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Report Column/Row	Values/Description	Rules	Sorting Order
	associated with the program participation		
ELL Memb Days	Number of ELL days associated with the ELL program listed. Membership days are based on the ADM aggregation rules.	Format: 2 decimal places	
LIM ELL Memb Days	Number of limited ELL days associated with the ELL program listed. Limited membership days are based on the ADM limiting module.	Format: 2 decimal places	
Codes	1,2,3,4,5,L Codes that identify if the ELL days have been adjusted due to another school enrollment or if the program participation has not passed integrity.	Codes 1, 2 and 3 shall use the same logic and code descriptions as the same codes on the SdADMS75-1. Code 4 shall read "This ELL program participation has failed ELL integrity since the last student data change." Code shall be displayed when the ELL program participation failed ELL integrity. Code 5 shall read "ELL integrity has not been run since the last student data change." Code shall be displayed when the ELL program participation has not been run through ELL integrity. Codes 4a, 4b, 4c, 5a, 5b and 5c do not apply to this report and should not be displayed. Code L shall use the same logic as, but a different description than, code L on the SdADMS75-1. The description shall read "Student's ADM has been limited proportionally due to	Numerical (Ascending),L

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Report Column/Row	Values/Description	Rules	Sorting Order
		a concurrent or subsequent enrollment. Multiple codes may be displayed in this column.	

8.1.5 PDF Format Requirements:

8.1.5.1 *Header Information:*

8.1.5.1.1 Top left corner: the report name shall read '**SDELL75-1**', in bold text.

8.1.5.1.2 Top center title, in bold text:

Arizona Department of Education
ELL Adjusted Membership Calculations Report
By District of Attendance
Fiscal Year {fiscal year selected when requesting report}

8.1.5.1.3 Top right corner; field names to be bold, values not to be bold:

Page: x of x

Print Date: {current date and time stamp; format mm/dd/yyyy
hh:mm:ss}

8.1.5.2 *Footer Requirements:*

The footer text shall be centered and read, in non-bold text:

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8.1.5.3 *Sorting and Grouping Order:*

8.1.5.3.1 Data shall be sorted within the report in the following manner:
 Requesting/Attending District, School of Attendance, Grade, Register ID,
 Period, District of Residence, Last Name, First Name, SAIS ID, First Day
 of Membership.

8.1.5.3.2 Data shall be grouped in this grouping combination:
 Requesting/Attending District, School of Attendance, Grade, Register ID,
 Period, District of Residence.

8.1.5.3.2.1 *Each grouping shall be subtotaled.*

8.1.5.3.2.2 *Any change in the grouping values shall result in the data being
 displayed on a new page.*

8.1.5.4 *Non-existent Data and Total Displays:*

8.1.5.4.1 If a value does not exist within the report, display an 'N/A'.

8.1.5.4.2 Subtotals for ELL Membership Days and LIM ELL Membership Days
 shall be displayed after the last record for each grouping combination as
 specified in 8.1.5.3.2 and seen in Figure 2.

8.1.5.5 Page Specific Requirements:

8.1.5.5.1 First page of each Requesting/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence grouping

8.1.5.5.1.1 *The Header and Footer sections, the Requesting/Attending District, the Grade through District of Residence fields, the Aggregation Start Date through Run Date as well as the student data columns, from SAIS ID through Codes shall be as displayed in Figure 3.*

8.1.5.5.2 Subsequent pages of each Requesting/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence grouping

8.1.5.5.2.1 *The Header and Footer sections, the Requesting/Attending District field, as well as the student data columns, from SAIS ID through Codes shall be as displayed in Figure 2.*

8.1.5.5.2.2 *After the last record on the last page of each grouping of student data, subtotals shall display for the ELL Memb Days and LIM ELL Memb Days columns. The subtotals shall be preceded by the word 'Totals:', in bold text, and shall be the sum of the ELL Memb Days and LIM ELL Memb Days, respectively, for that grouping of student data.*

8.1.5.5.3 Last page of the report:

8.1.5.5.3.1 *The Notes section shall appear as displayed in Figure 3.*

Figure 1 SDELL75-1 First Page of Grouping

SDELL75-1										Arizona Department of Education ELL Adjusted Membership Calculations Report By District of Attendance Fiscal Year 2010			Page: 1 of 10 Print Date: 06/10/2009 12:15:26	
Requesting/Attending District: 07-02-80 Chandler Unified District														
Grade	Register ID	Period	School of Attendance:			District of Residence:								
11	4321	40th	07-02-80-202	Chandler High School		07-02-04	Mesa Unified District							
Aggregation Start Date		Aggregation End Date		Run Date										
05/29/2010		05/29/2010		05/29/2010 9:15:47										
SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Special Enrollment	ELL Program	ELL Memb Days	LIM ELL Memb Days	Codes		
21758943	C54873	Angelo	Marcy	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A		
21759530	C58742	Azilla	Tom	07/28/2009	09/22/2009	1	1.00	N/A	I	40.00	40.00	N/A		
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	A	40.00	40.00	N/A		
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Figure 2 SDELL75-1 Totals Page of Grouping

SDELL75-1	Arizona Department of Education ELL Adjusted Membership Calculations Report By District of Attendance Fiscal Year 2010	Page: 5 of 10 Print Date: 06/10/2009 12:15:26										
Requesting/Attending District: 07-02-80 Chandler Unified District												
SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Special Enrollment	ELL Program	ELL Memb Days	LIM ELL Memb Days	Codes
54872154	C68574	Yung	Ray	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A
54978112	C68652	Zen	Victoria	07/28/2009	09/22/2009	1	1.00	N/A	B3	40.00	40.00	N/A
55126547	C69521	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A
55135145	C69625	Zing	Tony	07/28/2009	09/22/2009	1	1.00	N/A	I	40.00	40.00	N/A
Totals:										280.00	280.00	
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Figure 3 SDELL75-1 Last Page of Report

SDELL75-1	Arizona Department of Education ELL Adjusted Membership Calculations Report By District of Attendance Fiscal Year 2010	Page: 10 of 10 Print Date: 06/10/2009 12:15:26
Requesting/Attending District: 07-02-80 Chandler Unified District		
Notes: 1 Student has a concurrent enrollment during all or part of this membership in another grade, track, or register in this school. 2 Student has a concurrent enrollment during all or part of this membership in another school in this district. 3 Student has a concurrent enrollment during all or part of this membership in another school in another district / JTED / charter. 4 This ELL program participation has failed ELL integrity since the last student data change. 5 ELL integrity has not been run since the last student data change. L Student's ADM has been limited proportionally due to a concurrent or subsequent enrollment.		
Run Date = Date of ADM Aggregation.		
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8.2 SDDI Report: SDELL75-3

Note: Please see Figure 4 for a sample of the report.

8.2.1 Report description (provided for informational purposes only): This report is very similar to the SDELL75-1 report. The main difference is that this report includes only students who attend a school in a

district other than their district of attendance. This report is based on district of residence.

8.2.2 Create a new report that will be available in Student Detail Data Interchange (SDDI) via Common Logon and is accessible only at the district level.

8.2.3 General report requirements:

8.2.3.1 *Shall be run on-demand.*

8.2.3.2 *Following ADE standard SDDI reporting requirements, user shall have the ability to select the applicable fiscal year.*

8.2.3.3 *User shall have the ability to select one grade prior to generating the report.*

8.2.3.3.1 *The grade options shall be ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; default is "ALL".*

8.2.3.4 *Available downloadable formats: PDF, XML, Simple Text*

8.2.3.5 *Report Name is 'SDELL75-3 ELL Adjusted Membership Report by DOR' and shall be identified as such in the SDDI Download area.*

8.2.3.6 *Shall be based on the SDELL75-1 report. If not otherwise specified, shall function as the SDELL75-1 report.*

8.2.3.7 *Shall be available for FY 2010 and onward.*

8.2.3.8 *The data within the report shall be limited to:*

8.2.3.8.1 *Fiscal year selected*

8.2.3.8.2 *Grade selected*

8.2.3.8.3 *Fundable membership intervals*

8.2.3.8.4 *Language program participations that generated ELL add-on funding.*

8.2.3.8.5 *The requesting district, which is the district in which the students reside, where DOA is not equal to DOR.*

8.2.4 Data Requirements:

8.2.4.1 *For the PDF version, see Figure 4 for the placement of the data identified in Table 3.*

8.2.4.2 *Fields to be included in the Simple Text and XML versions of the report are listed in Table 3.*

8.2.4.2.1 *Data shall be sorted in the same order as the PDF version.*

Table 3 SDELL75-3 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
Report Name	"ELL Adjusted Membership Calculation Report by DOR"		
Report ID	SDELL75-3		

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Report Column/Row	Values/Description	Rules	Sorting Order
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/ District of Residence CTD	DOR CTD Number		
Requesting/ District of Residence Name	DOR Name		
District of Attendance CTD	DOA CTD Number		Ascending by CTD Number
District of Attendance Name	DOA Name		
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
Period	40 th , 100 th 40th day contains days 1 – 40. 100th day contains days 41-100.		40 th , 100 th
Aggregation Start Date	Date the ELL count process began; when the data in this report was generated.	Format: mm/dd/yyyy	
Aggregation End Date	Date the ELL count process ended; when the data in this report was generated.	Format: mm/dd/yyyy	
Run Date	Most recent date aggregation was run	Format: mm/dd/yyyy hh:mm:ss	
SAIS ID	ADE generated unique student identifier		Ascending
School Student ID	School generated unique student identifier; submitted by the school within the student's enrollment transaction		
Last Name	Legal last name of student as submitted by the school; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of		Alphabetical

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Report Column/Row	Values/Description	Rules	Sorting Order
	student as submitted by the school; may be truncated to fit into the report.		
First Day of Membership	First day of the student's membership interval	Format: mm/dd/yyyy	
Last Day of Membership	Last day of the student's membership interval	Format: mm/dd/yyyy	
Track Number	Track number as submitted by the school		Ascending
FTE	FTE as adjusted for concurrency	Format: two decimal places	
Special Enrollment	1, 2, 3 Special Enrollment data as submitted by the school	If no data was submitted, then 'N/A'	
ELL Program	A, B1, B2, B3, I One or two digit ELL program code associated with the program participation		A, B1, B2, B3, I
ELL Memb Days	Number of ELL days associated with the ELL program listed. Membership days are based on the ADM aggregation rules.	Format: 2 decimal places	
LIM ELL Memb Days	Number of limited ELL days associated with the ELL program listed. Limited membership days are based on the ADM limiting module.	Format: 2 decimal places	
Codes	1,2,3,4,5,L Codes that identify if the ELL days have been adjusted due to another school enrollment or if the program participation has not passed integrity.	Codes 1, 2 and 3 shall use the same logic and code descriptions as the same codes on the SdADMS75-1. Code 4 shall read "This ELL program participation has failed ELL integrity since the last student data change." Code shall be displayed when the ELL program	Numerical (Ascending),L

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Report Column/Row	Values/Description	Rules	Sorting Order
		<p>participation failed ELL integrity.</p> <p>Code 5 shall read "ELL integrity has not been run since the last student data change." Code shall be displayed when the ELL program participation has not been run through ELL integrity.</p> <p>Codes 4a, 4b, 4c, 5a, 5b and 5c do not apply to this report and should not be displayed.</p> <p>Code L shall use the same logic as, but a different description than, code L on the SdADMS75-1. The description shall read "Student's ADM has been limited proportionally due to a concurrent or subsequent enrollment.</p> <p>Multiple codes may be displayed in this column.</p>	

8.2.5 PDF Format Requirements:

8.2.5.1 *Header Information:*

8.2.5.1.1 Top left corner: the report name shall read '**SDELL75-3**', in bold text.

8.2.5.1.2 Top center title, in bold text:

Arizona Department of Education
ELL Adjusted Membership Calculations Report
By District of Residence
Fiscal Year {fiscal year selected when requesting report}

8.2.5.1.3 Top right corner; field names to be bold, values not to be bold:

Page: x of x

Print Date: {current date and time stamp; format mm/dd/yyyy
hh:mm:ss}

8.2.5.2 *Footer Requirements:*

The footer text shall be centered and read, in non-bold text:

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8.2.5.3 *Data Sorting and Grouping Order:*

8.2.5.3.1 Data shall be sorted within the report in the following manner:
Requesting/District of Residence, School of Attendance, Grade, Period,
District of Attendance, Last Name, First Name, SAIS ID, First Day of
Membership.

8.2.5.3.2 Student data shall be grouped in this grouping combination:
Requesting/District of Residence, School of Attendance, Grade, Period,
District of Attendance.

8.2.5.3.2.1 *Each grouping shall be subtotaled.*

8.2.5.3.2.2 *Any change in the grouping values shall result in the data being
displayed on a new page.*

8.2.5.4 *Non-existent Data and Total Displays:*

8.2.5.4.1 If a value does not exist within the report, display an 'N/A'.

8.2.5.4.2 Subtotals for ELL Membership Days and LIM ELL Membership Days
shall be displayed after the last record for each grouping combination as
specified in 8.2.5.3.2 and seen in Figure 5.

8.2.5.5 *Page specific requirements:*

8.2.5.5.1 First page of each Requesting/District of Residence, School of
Attendance, Grade, Period, District of Attendance grouping

8.2.5.5.1.1 *The Header and Footer sections, the Requesting/District of Residence
field, Grade through School of Attendance fields, the Aggregation Start
Date through Run Date fields, as well as the student data columns,
from SAIS ID through Codes shall be as displayed in Figure 4.*

8.2.5.5.2 Subsequent pages of each Requesting/District of Residence, School of
Attendance, Grade, Period, District of Attendance grouping

8.2.5.5.2.1 *The Header and Footer sections, the Requesting/District of Residence
field as well as the student data columns, from SAIS ID through Codes
shall be as displayed in Figure 5.*

8.2.5.5.2.2 *After the last record on the last page of each grouping of student data,
subtotals shall display for the ELL Memb Days and LIM ELL Memb
Days columns. The subtotals shall be preceded by the word 'Totals:',
in bold text, and shall be the sum of the ELL Memb Days and LIM ELL
Memb Days, respectively, for that grouping of student data.*

8.2.5.5.3 Last page of the report:

8.2.5.5.3.1 *The Notes section shall appear as it exists on the SDELL75-1 report.
See Figure 3.*

Figure 4 SDELL75-3 First Page of Grouping

SDELL75-3		Arizona Department of Education ELL Adjusted Membership Calculations Report By District of Residence Fiscal Year 2010						Page: 1 of 10 Print Date: 06/10/2009 12:15:26				
Requesting/District of Residence:		07-02-04		Mesa Unified District								
Grade	Period	District of Attendance:			School of Attendance:							
11	40th	07-02-80 Chandler Unified District			07-02-80-223 Hamilton High School							
Aggregation Start Date		Aggregation End Date		Run Date								
05/29/2010		05/29/2010		05/29/2010 9:15:47								
SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Special Enrollment	ELL Program	ELL Memb Days	LIM ELL Memb Days	Codes
21758943	C54873	Angelo	Marcy	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A
21759530	C58742	Azilla	Tom	07/28/2009	09/22/2009	1	1.00	N/A	I	40.00	40.00	N/A
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	A	40.00	40.00	N/A
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Figure 5 SDELL75-3 Totals Page of Grouping

SDELL75-3		Arizona Department of Education ELL Adjusted Membership Calculations Report By District of Residence Fiscal Year 2010						Page: 5 of 10 Print Date: 06/10/2009 12:15:26				
Requesting/District of Residence:		07-02-04		Mesa Unified District								
SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Special Enrollment	ELL Program	ELL Memb Days	LIM ELL Memb Days	Codes
54872154	C68574	Yung	Ray	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A
54978112	C68652	Zen	Victoria	07/28/2009	09/22/2009	1	1.00	N/A	B3	40.00	40.00	N/A
55126547	C69521	Zen	Zoe	07/28/2009	09/22/2009	1	1.00	N/A	A	40.00	40.00	N/A
55126514	C69857	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	I	40.00	40.00	N/A
Totals:										280.00	280.00	
CONFIDENTIAL												

<i>ELL Count Process</i>			
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8.3 Student Counts Report: ELLS05-1

8.3.1 ELLS05-1 Edit/Update report shall not be available for FY 2010 forward. This report is no longer applicable with the new ELL Count process.

8.4 Student Counts Report: ELLS10-1

8.4.1 ELLS10-1 report shall not be available for FY 2010 forward. This report is no longer applicable with the new ELL Count process and will be replaced by the ELLS28-1.

8.5 Student Counts Report: ELLS28-1

8.5.1 This report will replace ELLS10-1 for FY 2010 forward.

8.5.2 Report description (provided for informational purposes only): This report provides the ELL student counts that are used in the formula to determine the amount of ELL add-on funding that a district will receive. The ELL counts are available by language program and reporting period (40th day and 100th day).

8.5.3 Create a new report that will be available on the Student Counts Reports page at <http://www.ade.az.gov/Districts/> , within the ELLS system, for fiscal year 2010 onward.

8.5.4 General report requirements:

8.5.4.1 *Report name displayed on the Student Counts Reports page shall be "ELLS28-1 Student ELL Counts for 40th Day and 100th Day". The description, appearing below the report name, shall read "Student Counts for ELL Group B Add-Ons for 40th day and 100th day."*

8.5.4.2 *Report can be generated and available for viewing once the district level 40th day ELL counts have been calculated.*

8.5.4.3 *Report shall be available for viewing in PDF format.*

8.5.4.4 *The data within the report shall be limited to:*

8.5.4.4.1 ELL membership days and Group B counts for the selected district for the selected fiscal year.

8.5.4.4.2 The district of residence, which equals the district for which the report is being generated, regardless of the associated district of attendance.

8.5.4.4.2.1 *District sponsored charter schools (DSCS) counts shall be excluded from the initial page of the report.*

8.5.4.4.2.2 *DSCS counts shall appear on subsequent pages; page break is by DSCS.*

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8.5.5 Data Requirements:

8.5.5.1 See Figure 6 for the placement of the data identified below in Table 4.

Table 4 ELLS28-1 Data Requirements

Report Column/Row	Values/Description	Rules	Data Order
District of Residence	CTD number, then DOR name District of Residence for which the report is being run.	District sponsored charter schools counts shall be excluded on the initial page of the report	
DSCS School	District sponsored charter school CTDS number, then school name	This data element is displayed only when the counts within the report are for a DSCS	Ascending by CTDS
Language Program	Language programs that have generated ELL counts for the district.	<ol style="list-style-type: none"> 1) Full language program name including acronym in parenthesis, when applicable, as listed in the Data Order column. 2) Program name shall be displayed only if ELL student counts exist for the program for that district. 3) A "TOTAL OF ALL PROGRAMS" section shall be displayed after the last program and will include the total membership days of all programs by grade and reporting period. 	Structured or Sheltered English Immersion (SEI), Bilingual/Dual Language with Waiver 1, Bilingual/Dual Language with Waiver 2, Bilingual/Dual Language with Waiver 3, Individual Language Learner Plan (ILLP)
Grades	KG, 1, 2, 3, 4, 5, 6, 7, 8, UE, 9, 10, 11, 12 Grade of the students who generated the ELL membership days and counts	<p>Format: grades shall be centered and in bold text</p> <p>A "Total" column shall appear after grade 12 and include the total membership days of all grades for the applicable language program and reporting period.</p>	KG, 1, 2, 3, 4, 5, 6, 7, 8, UE, 9, 10, 11, 12
40 th Day	Days 1 – 40 Total ELL membership days for	Format: three decimal places	

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Report Column/Row	Values/Description	Rules	Data Order
	the 40 th day reporting period (days 1 – 40) by language program and grade.		
100 th Day	Days 1 – 100 Total ELL membership days for the 100 th day reporting period (days 1 – 100) by language program and grade.	Format: three decimal places	
ELL Group B Count	Calculated for 40 th day and 100 th day. The ELL Group B add-on student count is used in the formula to determine state aid. These counts appear on the following fiscal year's APOR55-1 and current fiscal year's CHAR55-1 reports.	40 th day calculation: sum of 40 th day ELL membership days for all programs divided by 40. 100 th day calculation: sum of 100 th day ELL membership days for all programs divided by 100. Format: three decimal places	

8.5.6 PDF Format Requirements:

Note: See Figure 6 for a report sample.

8.5.6.1 *Header Information*

8.5.6.1.1 Top left corner: the report name shall read "**SAIS ELLS28-1**", in bold text.

8.5.6.1.2 Top center title, in bold text:

**ARIZONA DEPARTMENT OF EDUCATION
STUDENT COUNTS FOR USE IN BUDGET PREPARATION
ELL Group B Add-On Student Count by District of Residence
Fiscal Year {current fiscal year -1} – {current fiscal year}**

8.5.6.1.3 Top right corner, label names in bold text, values in non-bold text, date and page values to be aligned:

Page: x of {total pages}

Report Date: {report run date; format: mm/dd/yyyy}

8.5.6.2 *District Section*

8.5.6.2.1 Label names in bold text, values in non-bold text.

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8.5.6.2.2 “**DISTRICT OF RESIDENCE:**”, then CTD, then DOR Name

8.5.6.2.3 “**DSCS School:**”, then CTDS, then DSCS name

8.5.6.2.3.1 *To be displayed only when the counts on the page are for a DSCS.*

8.5.6.3 *Body of Report*

8.5.6.3.1 Language program, grade, period, ELL membership days, ELL Group B counts shall be formatted as displayed in Figure 6.

8.5.6.3.2 Within a row or column of data, if a value does not exist, display shall be blank.

8.5.6.4 *Footer Information*

8.5.6.4.1 A divider, then below it in the left corner, the entity ID of the district of residence listed on the report.

8.5.6.4.2 A footnote, shall be added to the bottom left corner of the page:

* 40th Day includes days 1 – 40

** 100th Day includes days 1 - 100

8.5.6.5 *The initial page shall include all ELL membership days and ELL Group B counts for the district, excluding values generated by district sponsored charter schools within that district.*

8.5.6.6 *Subsequent pages of the PDF shall contain data for district sponsored charter schools.*

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Figure 6 ELLS28-1 Report

ARIZONA DEPARTMENT OF EDUCATION STUDENT COUNTS FOR USE IN BUDGET PREPARATION ELL Group B Add-On Student Count by District of Residence Fiscal Year 2009 - 2010														Page: 1 of x Report Date: 10/19/09		
DISTRICT OF RESIDENCE: 070280 CHANDLER UNIFIED DISTRICT														(DSCS School: district sponsored charter school CTDS and name)		
Structured or Sheltered English Immersion (SEI)																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	1500.000	1000.000	900.000	975.000	950.000	925.000	900.000	875.000	850.000	825.000	800.000	775.000	750.000	725.000	12750.000	318.75
100th Day	3500.000	1500.000	1900.000	1925.000	1850.000	1775.000	1700.000	1625.000	1550.000	1475.000	1400.000	1325.000	1250.000	1175.000	23950.000	239.500
Bilingual/Dual Language with Waiver 1																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	925.000	15.000	10.000	5.000	80.000	85.000	90.000	95.000	100.000		110.000	115.000	120.000	125.000	1875.000	46.875
100th Day	1925.000	60.000	60.000	60.000	140.000	150.000	160.000	170.000	180.000		200.000	210.000	220.000	230.000	3765.000	37.650
Bilingual/Dual Language with Waiver 2																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	120.000	25.000	15.000	100.000	120.000	100.000	152.500	180.000	207.500		262.500	290.000	317.500	345.000	2235.000	55.875
100th Day	160.000	70.000	65.000	155.000	180.000	165.000	222.500	255.000	287.500		352.500	385.000	417.500	450.000	3165.000	31.650
Bilingual/Dual Language with Waiver 3																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	20.000	51.000	65.000	255.000	250.000	200.000	180.000	152.500	125.000		70.000	42.500	15.000	20.000	1446.000	36.15
100th Day	60.000	96.000	115.000	310.000	310.000	265.000	250.000	227.500	205.000		160.000	137.500	115.000	125.000	2376.000	23.760
Individual Language Learner Plan (ILLP)																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day	2000.000	60.000	70.000	80.000	90.000	100.000	110.000	120.000	130.000		150.000	160.000	170.000	180.000	3420.000	85.5
100th Day	2000.000	61.000	72.000	83.000	94.000	105.000	116.000	127.000	138.000		159.000	170.000	181.000	192.000	3498.000	34.980
TOTAL OF ALL PROGRAMS																
	KG	1	2	3	4	5	6	7	8	UE	9	10	11	12	Total	ELL Group B Counts
40th Day*	4565.000	1151.000	1060.000	1415.000	1496.000	1410.000	1432.500	1422.500	1412.500	825.000	1392.500	1382.500	1372.500	1395.000	21726.000	543.150
100th Day**	7645.000	1787.000	2212.000	2533.000	2574.000	2460.000	2448.500	2404.500	2360.500	1475.000	2271.500	2227.500	2183.500	2172.000	36754.000	367.540

ADE4242

* 40th Day includes days 1 - 40

** 100th Day includes days 1 - 100

8.6 Student Counts Report: APOR55-1

Note: See Figure 7 for a sample of the report.

8.6.1 District 40th day ELL group B count shall appear in the Add-Ons section within the "District 40th Day FY {current fiscal year} ADM" column.

8.6.2 District 100th day ELL group B count shall appear in the Add-Ons section within the "District 100th Day FY {current fiscal year} ADM" column.

8.6.3 The sum of the 40th or 100th day counts, as applicable, for all district sponsored charter schools for the current fiscal year shall appear in the “DSCS Student Count (FY {current fiscal year} ADM)” column.

Figure 7 APOR55-1 Report

Add-Ons	District 40th Day FY 2009-10 ADM	District 100th Day FY 2009-10 ADM	District Student Count (FY 2008-09 ADM)	DSCS Student Count (FY 2009-10 ADM)	Total Student Count	Support Level Weight	Total Student Count Add-On
K	11,416	12,516	9,101 +	0,000 =	9,101 x	1,352 =	12,305
K-3	72,293	73,764	95,351 +	0,000 =	95,351 x	0,060 =	5,721
ELL	543,150	367,540	3,0 +	0,000 =	3,000 x	0,115 =	0,345
HI	0,313	0,425	1,000 +	0,000 =	1,000 x	4,771 =	4,771
MD-R,A-R,SMR-R	0,000	0,000	0,000 +	0,000 =	0,000 x	6,024 =	0,000
MD-SC,A-SC,SMR-SC	1,000	1,000	1,000 +	0,000 =	1,000 x	5,833 =	5,833
MD-SSI	1,000	1,000	1,000 +	0,000 =	1,000 x	7,947 =	7,947
OI-R	0,000	0,000	0,000 +	0,000 =	0,000 x	3,158 =	0,000
OI-SC	1,000	0,800	3,000 +	0,000 =	3,000 x	6,773 =	20,319
P-SD	0,375	0,450	0,000 +	0,000 =	0,000 x	3,595 =	0,000
DD*,ED,MIMR,SLD,SLI*,OHI	54,125	52,800	64,200 +	0,000 =	64,200 x	0,003 =	0,193
ED-P	0,000	0,000	0,000 +	0,000 =	0,000 x	4,822 =	0,000
MOMR	2,000	1,800	2,000 +	0,000 =	2,000 x	4,421 =	8,842
VI	0,000	0,000	1,500 +	0,000 =	1,500 x	4,806 =	7,209
Total Weighted Student Count Add-Ons							73,485

* School aged students only
ADE 4395

8.7 Student Counts Report: CHAR55-1

Note: See Figure 8 for a sample of the report.

- 8.7.1 40th day ELL group B count shall appear in the Add-Ons section within the “40th Day FY {current fiscal year} ADM” column.
- 8.7.2 100th day ELL group B count shall appear in the Add-Ons section within the “100th Day FY {current fiscal year} ADM” column.
- 8.7.3 “40th Day Student Count” column shall be populated and included in the Total Student Count Add-On column calculation during the window when 40th day counts exist and 100th day counts do not yet exist.

Figure 8 CHAR55-1 Report

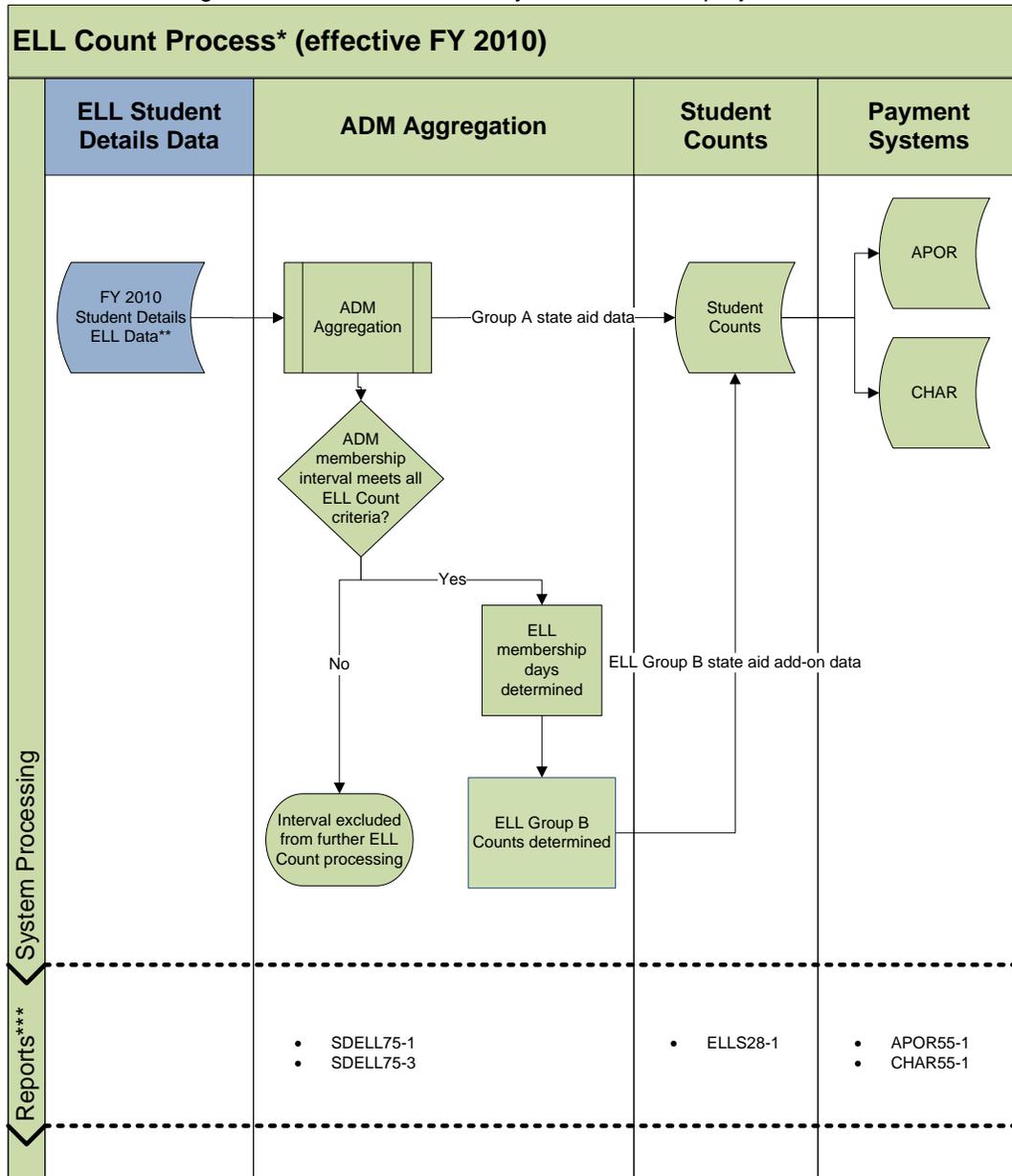
Add-Ons	Estimated 40th Day FY 2009-10 ADM	40th Day FY 2009-10 ADM	*100th Day FY 2009-10 ADM	Support Level Weight	Estimated Student Count	40th Day Student Count	100th Day Student Count	Total Student Count Add-On
K	0.000	0.000	0.000	1.352 =	0.000	0.000	0.000	0.000
K-3	0.000	0.000	0.000	0.060 =	0.000	0.000	0.000	0.000
ELL	0.000	543.150	367.540	0.115 =	0.000	62.462	42.267	42.267
HI	0.000	1.000	1.000	4.771 =	0.000	4.771	4.771	4.771
MD-R,A-R,SMR-R	0.000	0.000	0.000	6.024 =	0.000	0.000	0.000	0.000
MD-SC,A-SC,SMR-SC	0.000	0.000	0.000	5.833 =	0.000	0.000	0.000	0.000
MDSSI	0.000	0.000	0.000	7.947 =	0.000	0.000	0.000	0.000
OI R	0.000	0.000	0.000	3.158 =	0.000	0.000	0.000	0.000
OI SC	0.000	0.000	0.000	6.773 =	0.000	0.000	0.000	0.000
DD,ED,MIMR,SLD,SLI,OHI	0.000	30.875	35.800	0.003 =	0.000	0.093	0.107	0.107
EDP	0.000	0.000	0.000	4.822 =	0.000	0.000	0.000	0.000
MOMR	0.000	1.000	1.000	4.421 =	0.000	4.421	4.421	4.421
VI	0.000	0.000	0.000	4.806 =	0.000	0.000	0.000	0.000
Total Weighted Add-On Count								51.566

ADE80989

9 BUSINESS PROCESS FLOW

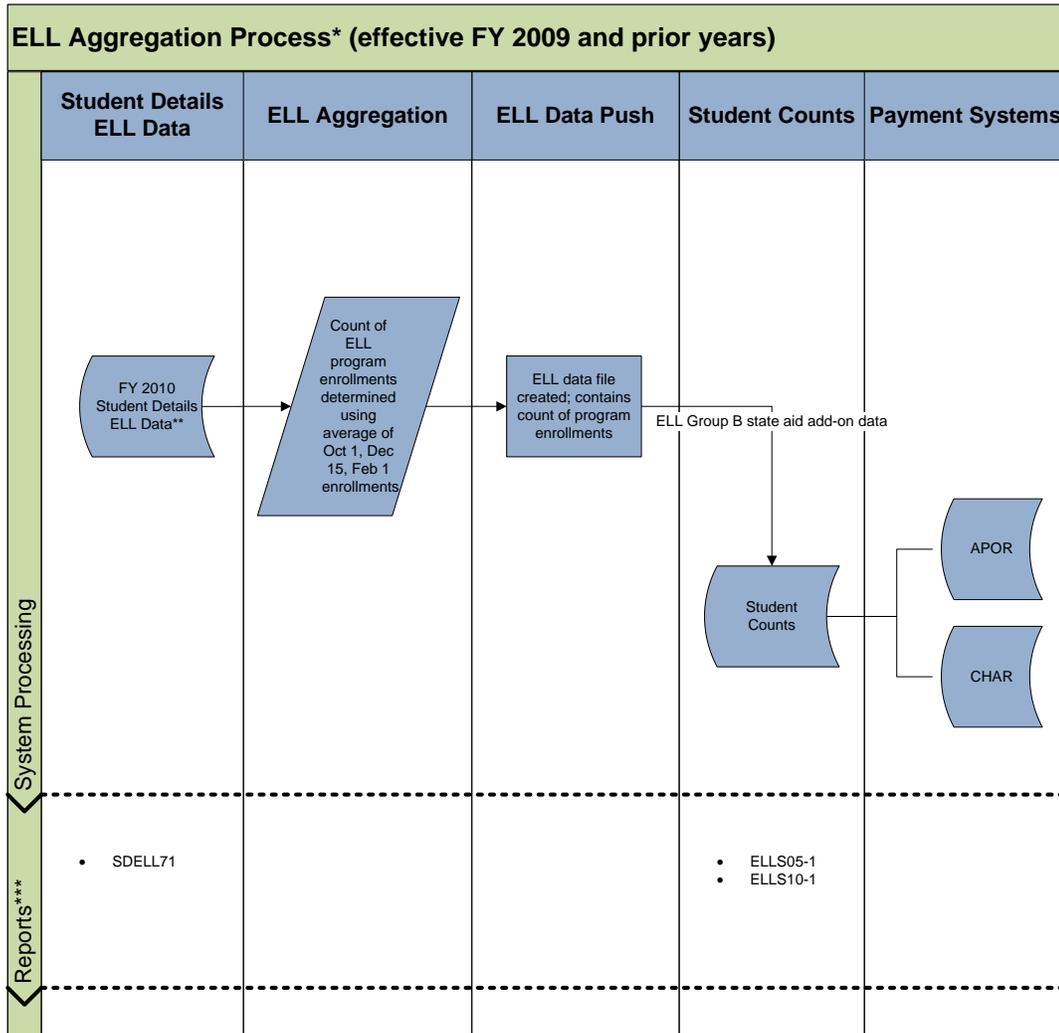
Figure 9 New ELL Count Process diagram

Note: Items in green have been modified by the ELL Count project.



* Only ELL Count dependant processes are included in this process flow.
 ** Data is post transaction validations, integrity checks and concurrency processing.
 *** Reports created or modified for the ELL Count process.

Figure 10 Existing ELL Aggregation Process diagram



	<i>ELL Count Process</i>		
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10 SUCCESS CRITERIA

10.1.1 FY 2010 and future ELL data uses the new ELL Count process.

10.1.2 FY 2009 and prior ELL data uses the existing ELL Aggregation process.

Appendix A - Definition of Terms / Glossary

ADE	Arizona Department of Education
ADM	Average Daily Membership
DOA	District of Attendance
DOR	District of Residence
ELL	English Language Learner
Group A	State aid, per Arizona Revised Statutes (A.R.S) §15-943 (2)(a)
Group B	State add-on aid, per A.R.S. §15-943 (2)(b) (Additional funding for ELL services provided)
LEA	Local Educational Agency

Appendix B - Parking Lot

No items identified.

Appendix C – Rejected Requirements

No items identified.