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

Key Terminology

This document is intended to enhance the process of communication between STaR Team staff members and our clients. It includes clarification of some of the key terms used when discussing issues that relate to SAIS. Definitions or descriptions of additional terminology used in SAIS are included in individual *SAIS Information Series* articles which can be accessed at http://www.ade.az.gov/schoolfinance/star/.

A list of frequently used acronyms and abbreviations may be found on the last page of this document.

Aggregation – The ADE initiated process by which student detail data that has passed Student Integrity Processing is adjusted for concurrent enrollments and which results in a calculation of each student's membership and absence days. The results of Aggregation for Average Daily Membership (ADM) are displayed on the SDADMS75 report.

Ancillary Membership Type – Indicated as part of the Student Enrollment transaction when a school provides some instruction for the student, but the school is not responsible for managing the student's curriculum. *Ancillary Membership Type* often applies to a student's part time or fractional membership in a Joint Technology Education District (JTED) school.

Assessment – Method of evaluating student performance and attainment. SAIS related assessments include AIMS, AIMS-A, AzELLA and a variety of assessments applicable to Early Childhood Education.

Average Daily Attendance (ADA) – Calculated by subtracting total absences from the total number of membership days accumulated by a student, for all students in a school or all students in a district or charter holder during a specific reporting period and dividing by the number of days in that reporting period (40, 60, 100, or in some cases 200 days). *Membership days, minus absences, divided by days in the reporting period.*

Average Daily Membership (ADM) – Calculated by dividing the total number of membership days accumulated by a student, all students in a school or all students in a district or charter holder during a specific reporting period by the number of days in that reporting period (40, 60, 100, or in some cases 200 days). *Membership days divided by days in the reporting period.*

Certificate of Educational Convenience (CEC) Issued by County School Superintendents. Pertains to students who reside in unorganized territories (no school district) or who are precluded by distance or lack of adequate transportation from attending school in the district or county of residence (CEC-A) and students who are placed in one of the following listed facilities: a State rehabilitation or corrective institution, a foster home, child care agency, or institution which is licensed and supervised by the Department of Economic Security or Department of Health Services, a residential facility operated or supported by the Department of Economic Security or the Department of Health Services, or a residence under the supervision of Juvenile Corrections (CEC-B).

The County School Superintendent of any county may not issue a CEC for a student placed in one of the above listed facilities if the student is placed in the same district of the student's parents' or legal guardians' residence or if the student is placed without a court order and the student's parents or legal guardians are not residents of this state. (A.R.S.§15-825. C)

Common Logon – The secure area of ADE's website where authorized personnel from school districts, charter schools and other educational entities access various on-line applications to submit information to and retrieve information from ADE.

Concurrent Enrollment/Concurrency – Occurs when a student has simultaneous membership periods in two or more public educational entities. Concurrent enrollment may also occur within the same school if a student is simultaneously enrolled in more than one grade level or within multiple registers.

CTDS – A number used to identify an educational entity by County, Type, District and School. Contains two digits identifying the County (i.e., 07 Maricopa, 10 Pima), two digits identifying the Type of Entity (i.e., 02 Unified School Districts, 89 schools chartered by the State Board for Charter Schools), two digits identifying the particular District, Charter or Entity within a particular County and three digits identifying the School or Site (i.e., 000 District Office/Charter Holder, 001 XYZ School).

Data Push – The ADE initiated act of transferring data from Student Detail (data collection system) to Student Counts (payment processing system). For example, when pushing membership related data, total membership and absence days by grade register are pushed (transferred) from Student Detail to Student Counts where, among other processes, calculations for Average Daily Membership (ADM) and Average Daily Attendance (ADA) are performed and posted in Student Counts (40 Series) reports.

District of Attendance (DOA) – The school district, charter school or other educational entity that a student attends. Under certain circumstances a student's DOA may be a private school. See *Tuitioned-out Student* for additional information.

District of Residence (DOR) or Funded District of Residence – The school district, charter school or other public educational entity that is funded for a student's school membership or special education service participation.

Download – The process of obtaining a document from ADE and saving it on a local computer or local area network through use of the Internet. Many Student Detail and Student Counts reports, as well as other SAIS related documentation, are available for download from ADE.

English Language Learner (ELL) – Designation for a student whose primary or home language is other than English if results of the language assessment (AzELLA) indicate that the student is not English proficient.

Federal Primary Need Indicator (FPNI) – Identifies the disability category that has the greatest adverse impact on a Special Education student's ability to access and progress through the general curriculum.

File – Any document that is uploaded (submitted) to SAIS or downloaded from ADE. However, we most often use the terms "file" and "submission file" to describe the document that is generated by a student management system for submission to ADE to update the SAIS Student Detail Database.

File Level Error – An error in a file that is submitted to SAIS that causes the file to be rejected in its entirety.

When a file is rejected, none of the submitted information is accepted and the SAIS Student Detail Database remains unchanged.

Fiscal Year (FY) – 12 month period for which an organization plans the use of its funds. The fiscal year for the Arizona Department of Education begins on July 1 and ends on June 30. (i.e., FY 2009 begins on July 1, 2008 and ends on June 30, 2009)

Full Time Equivalency (FTE) – Indicates whether a student is enrolled for school membership full or part time. FTE is reported in quarter time increments (.25, .50, .75, 1.00).

Group A Disabilities – Needs assigned to Special Education students in the following categories:
- Emotionally Disabled
- Mild Mental Retardation
- Other Health Impaired
- Specific Learning Disabled
- Speech/Language Impairment
- Preschool Moderate Delay
- Preschool Speech/Language
- Traumatic Brain Injury

Group B Disabilities – Needs assigned to Special Education students in the following categories:
- Autism
- Deaf-Blind
- Emotionally Disabled - Private
- Hearing Impairment
- Multiple Disabled
- Multiple Disabled - Severe Sensory Impaired
- Moderate Mental Retardation
- Orthopedic Impairment
- Preschool Severe Delay
- Severe Mental Retardation
- Visual Impairment

Homebound (HB) – Designation for a student who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and is certified by that doctor as being unable to attend regular classes for a period of not less than three school months.

Home Language Code – Refers to the primary language spoken in the student's home and corresponds to the Home Language Survey required as part of the process for school registration.

Home Language Survey – Document used as part of the process to register or enroll a student in a school. Used to determine the student's primary or home language.

Import (Definition 1) – The procedure of taking a document (file) that has been downloaded and processing it within a student management system.

Example: After downloading SAIS IDs, the document must be *imported* into the SMS.

Import (Definition 2) – When a file is submitted to SAIS the transactions within the file are checked against a basic set of rules and processed in what is referred to as *Import* processing.

Integrity Processing – The ADE initiated routine by which all records that exist in SAIS for a particular student are checked against ADE business rules for validity. For example, a student may not be absent for a full day on the date of withdrawal. If SAIS finds records of a withdrawal and a full day of absence on the same day for a particular student during Student Integrity Processing, the student's records will fail and an appropriate error message will be generated.

Integrity Report – The report shows the results of Integrity Processing run by ADE and is posted in the Download Area of the Student Detail Data Interchange (SDDI). Only students with current Integrity errors or warnings are shown on this report.

LEA Calendar – Application found on ADE Common Logon to report the instructional calendar/s for schools. Activating the calendar enables ADE to calculate specific reporting periods (40th, 100th and in some cases 200th day) for a school. The LEA calendar must be activated before submissions to the SAIS Student Detail Database can be processed. Schools may enter up to four different calendar tracks per site.

Legal Document – A.R.S. § 15-828 requires that documentation be presented when a child enrolls for private or public education in the state of Arizona. These documents include: a certified copy of the pupil's birth certificate; other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Local Educational Agency (LEA) – School, institution, agency or authority providing educational services to students. School Districts and Charter Holders are examples.

Main Membership Type – Indicated as part of the Student Enrollment transaction when a school has the primary responsibility for managing the student's curriculum. A school where the student has a *Main Membership Type* may or may not provide all of the student's instruction.

Membership Type – Required element in the SAIS Student Enrollment transaction. Either *Main, Ancillary* or *TAPBI.* See Main Membership Type, Ancillary Membership Type and TAPBI Membership Type for more information.

N/A (Not Applicable) – Displayed in certain fields in ADE generated Student Detail reports when no data is available or if a code value does not apply to the student's records in SAIS. For example, if no absences have been reported for a student, *N/A* will be displayed in the absence field in the SDADMS72 report.

Open Enrollment – Designation used for students who enroll under the provisions of *open enrollment* policies. School districts may adopt and implement policies to allow students who reside outside of their district boundaries to enroll in a school within the district. Because charter schools have no boundaries other than state borders, *open enrollment* is not applicable to charter school students.

PDF (Portable Document Format) – A format for files used by Adobe Acrobat. Documents in PDF format are viewable from any computer that has Adobe Acrobat Reader software. A free version of Acrobat Reader is available for download at http://www.adobe.com

Reporting Period – A specific period of days used in the formula for calculating membership funding. Period 1, or 40th day (first 40 days of a school calendar track); period 2, or 100th day (days 41 – 100 of a school calendar track); YTD or Year-to-date (days 1 – 100 of a school calendar track).

Student Accountability Information System (SAIS) ADE computer systems used for collecting, storing and processing student level data which is used for many purposes. SAIS incorporates both Student Counts and Student Detail. SAIS enables the administration of state funding, federal aid to schools, and federal reporting requirements as well as analysis and research to support educational legislation and policy.

SAIS Online – An application available on Common Logon used to submit data to SAIS. SAIS Online provides the same SAIS specific functions of a student management system, but does not provide any other function normally attributed to an SMS (i.e., student health reports, student report cards, student transcripts, etc.). The intended primary purpose of SAIS Online is to

enable schools that tuition-out students to private schools to report student detail data for such students to SAIS without the need or expense of acquiring additional SMS software.

SDF / .sdf (Student Detail File) – File extension used to identify a text file submitted to SAIS in the upload area of the Student Detail Data Interchange (SDDI).

Sequence Number/File Sequence Number – A unique identifier assigned by a student management system and required by SAIS to identify files.

Simple Text – A format for text files that can be opened for viewing in several software applications including word processing software, and Microsoft's *Note Pad* and *Word Pad.*

Special Enrollment – (CEC-A, CEC-B, Open Enrollment) Applies only to school districts. Classifies certain students who attend a school within a district, but reside outside of the boundaries of that district. See *Certificate of Educational Convenience* and *Open Enrollment* for more information.

Student Counts System – The computer system at ADE used to generate school and district or charter holder level reports that are directly related to funding. These reports which include, but are not limited to ADMS40-1, ADMS40-2, ADMS45-1, Charter Estimated Count, APOR55, CHAR55, SPED04, etc., are available for viewing on the district/charter home page in the Student Counts area of the Information and Financial Services web page.

Student Detail Data Interchange (SDDI) – An application on ADE's Common Logon used to submit information to and retrieve results from SAIS.

Student Detail System/Student Detail Database – The computer system at ADE that stores membership, attendance, personal, program participation and other information for individual students. Among other activities, the Student Detail System also calculates membership and absence days for each student and determines if funding must be adjusted due to concurrent and/or subsequent enrollments.

Student Management System (SMS) – The software used by a school or district to collect and manage student information. SAIS compatible student management systems are also used to house, format and submit information to SAIS.

Subsequent Enrollment – Occurs when a student has membership at one school and then subsequently enrolls in another school/district/charter within the same fiscal year.

TAPBI Membership Type – Indicated as part of the Student Enrollment transaction when a student participates in a school that is designated by the state to provide Technology Assisted Project Based Instruction. *TAPBI*

Membership Type applies to all students who are enrolled for Technology Assisted Project Based Instruction whether or not the TAPBI school has primary responsibility for managing a student's curriculum.

Transaction Level Error – An error in an individual transaction that is part of a SAIS submission file. Once a file submitted to SAIS is accepted, each individual transaction is checked. Some or all may process successfully. Error messages are generated for failed transactions. Other than generating an error message, a failed transaction has no effect in SAIS. SAIS is only updated by transactions that process successfully.

Tuitioned-out Student – Under certain circumstances, usually involving the need to provide appropriate special education services, a student who would normally attend a public school may be enrolled in a private school. When this occurs due to an agreement between the public school which the student would normally attend and a private school approved by the state to provide certain services, the public school pays the private school tuition for the student. Under most of these circumstances, the state will reimburse the public school for all or part of the tuition expenses they incur. Students who attend private schools under agreements of this type are said to be *tuitioned-out* to the private school.

Under certain circumstances, students may also be *tuitioned-out* from one public school district to another or from a public school to a private, non-special education school.

In all cases where State Aid is generated, the school that tuitions the student out is indicated as the "District of Residence" (DOR). The school that the student attends is known as the *"tuition-in"* school or as the District of Attendance (DOA).

Ungraded Elementary (UE) – Grade level designation. UE is only applicable to a student who is Kindergarten age, has one or more Group B disabilities, and receives full day instruction.

Upload – The process of using the Internet to submit information (data) from a local computer to a remote computer. The process of submitting a file to SAIS is also known as *uploading*.

XML (Extensible Markup Language) – A file format. Some ADE generated Student Detail reports are coded using XML, which defines data elements on web pages. XML reports available in SAIS are viewable using Microsoft's Internet Explorer and usually open automatically in the web browser. XML is also an acceptable format for files submitted to SAIS and is used by some student management systems.

Acronyms and Abbreviations

ADA – Average Daily Attendance

ADE – Arizona Department of Education

ADJC – Arizona Department of Juvenile Corrections

ADM – Average Daily Membership

AIMS – Arizona's Instrument to Measure Standards

AIMS-A – Alternate form of Arizona's Instrument to Measure Standards (Alternate Assessment)

AMAO – Annual Measurable Achievement Objectives

A.R.S. – Arizona Revised Statutes

ASDB – Arizona State School for the Deaf and Blind

ASH – Arizona State Hospital

AYP – Adequate Yearly Progress

AzEIP – Arizona Early Intervention Program

AzELLA – Arizona English Language Learner Assessment

BIA – Bureau of Indian Affairs

CEC – Certificate of Educational Convenience

CTD – County Type District

CTDS – County Type District School (or Site)

DOA – District of Attendance

DOB – Date of Birth

DOC – Department of Corrections

DOR – District of Residence

ECE – Early Childhood Education (Section of ADE)

E Code – Entry Activity Code

ESD – Elementary School District

ELL – English Language Learner

ESS – Exceptional Student Services (Section of ADE)

FAPE – Free Appropriate Public Education

FDK – Full Day Kindergarten

FEP – Fluent English Proficient

FERPA – Family Educational Rights and Privacy Act

FPN – Federal Primary Need

FPNI – Federal Primary Need Indicator

FTE – Full Time Equivalency

FY – Fiscal Year

GME – Grants Management Enterprise

HB – Homebound

IDEA – Individuals with Disabilities Education Act

IEP – Individualized Education Program

IT – Information Technology (Section of ADE)

JTED – Joint Technological Education District

KG – Kindergarten

LEA – Local Educational Agency

LEP – Limited English Proficiency

N/A – Not Applicable

NCLB – No Child Left Behind

OELAS – Office of English Language Acquisition Services (Section of ADE)

PDF – Portable Document Format

PEA – Public Educational Agency

PHLOTE – Primary Home Language other than English

PI – Personal Information (Student)

PS – Preschool

R Code – Readmission Activity Code

R&E – Research and Evaluation (Section of ADE)

RTC – Residential Treatment Center

SAIS – Student Accountability Information System

SDADMS – Student Detail Average Daily Membership System

SDDI – Student Detail Data Interchange

SDF/sdf – Student Detail File

SEI – Structured or Sheltered English Immersion

SF – School Finance (Section of ADE)

SMS – Student Management System

SPED – Special Education

STaR – System Training and Response (Team)

TAPBI – Technology Assisted Project Based Instruction

UE – Ungraded Elementary

UHSD – Union High School District

USD – Unified School District

USFR – Uniform System of Financial Records

USFRCS – Uniform System of Financial Records-Charter Schools

W Code – Withdrawal Activity Code

XML – Extensible Markup Language

YTD – Year to Date (Usually school days 1 – 100)