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

# Recommended Procedure
## *Establishing a Routine for Managing SAIS Data that Affects Equalization Payments*

This document is intended to recommend procedures that should be considered by Local Educational Agencies (LEAs) when establishing a routine for submitting information to and managing results returned from the SAIS Student Detail Database. Though an effort is made here to provide thorough guidance for a suggested routine intended to yield desired results, individual LEAs may need to make modifications to ensure that the data that reside in SAIS are as expected.

## Submission Frequency

Legislation found in A.R.S. 15-1042.G states that a school district or charter school is not required to submit student level data to the Department of Education more often than once every twenty school days. However, it is important to understand that due to various complexities, it may be in the best interests of local educational agencies (LEAs) to submit data more frequently.

One key in deciding how often to submit information to SAIS is to determine how much time is necessary to resolve the issues that arise as a result. It stands to reason that the greater the number of submitted transactions the greater the potential for errors. The more errors that occur, the more time is necessary for resolution before the next submission.

*Note: The number of transactions in a submission file most often depends on the overall number of students in the school and the amount of related student activity (enrollments, withdrawals, attendance, participation in special programs, etc.) that occurs between the creation of SAIS submission files.*

Good practice suggests submitting information to SAIS on a schedule that allows for the timely management and resolution of any issues that arise. Some school districts and charters have established a routine of submitting information to SAIS once a week. Some even submit data on a daily basis or as changes occur.

Keep in mind that regardless of an LEA's submission schedule, ADE must generate reports related to funding and other important matters according to timelines specified by law, based on the data that reside in SAIS on various benchmark dates. Obviously, it is in the best interests of LEAs to establish a routine that ensures that the data resident in SAIS are complete and accurate when ADE utilizes the data to generate reports.

## Submission Routine

1. *Daily* - Update the data in the local database or Student Management System (SMS) for each school.

2. *Depending upon LEA determined need, but no less than every 20 school days* - Prepare and submit a transaction file for each school. (Known as SAIS Import Process.)

3. *Following ADE processing, but prior to subsequent submissions* - Download and import (into the SMS) any newly created SAIS IDs. These are available in a file that can be obtained in the Download Area of the Student Detail Data Interchange (SDDI). *Choose the Download Area at the school or district/charter holder level depending upon which level is used for file submissions.*

4. *Following ADE processing, but prior to subsequent submissions* - Check the results of import processing in the SDDI Status Area or by downloading and importing the "Status of Submitted Import Files" available in the SDDI Download Area. *Choose the Download Area at the school or district/charter holder level depending upon which level is used for file submissions.*

5. *Following ADE processing, but prior to subsequent submissions* - Check the results of Integrity processing using the "Student Integrity Status Report" available in the SDDI Download Area.

6. Address any Import and Integrity errors before submitting another transaction file.

*Note: Some of the information provided here may not be applicable to end users who have added utilities to their SMS to take advantage of the automatic upload and download capabilities of SAIS. It is also important to note that the functionality to import the files discussed in steps 3 and 4 below may not be available in every SMS.*

## Raw Data Verification/Validation Routine

The following steps are suggested to verify, and in one case to validate, the raw data that reside in SAIS. The reports listed may be accessed at anytime that SDDI is online and are updated immediately after ADE processes submitted transactions. It is suggested that these reports be used whenever there is a need or desire to verify data, but no less often than monthly, prior to ADE end of month data processing procedures. Please see, "Quick Users Guide to Managing Data in SAIS " on page 3 of this document for more information on the suggested process for monthly data reconciliation.

1. Check the *SDADMS72* report for each grade level at each school to be sure that every student who has had membership in the school during the school year covered by the report is listed with complete and accurate information and has not failed Integrity processing for Average Daily Membership. For more information regarding the intended use of this report, see "Understanding the SDADMS72 Report" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star/

2. If the school offers special education programs, check the *SDSPED71* report to be sure that every student who has participated in a special education program in the school during the school year covered by the report is listed with complete and accurate information for each special education service he or she received and has not failed Integrity processing for special education programs.

3. If the school offers English Language Learner Programs, check the *SDELL71* report to be sure that every student who has participated in a language acquisition program in the school during the school year that is covered by the report is listed with complete and accurate information and has not failed Integrity processing for language programs.

4. Check the *SDADMS80-1* report to determine if there are any students who appear to have had a period of concurrent enrollment in a charter school and a public non-charter school during the school year covered by the report. If any such concurrencies exist, the student's enrollment information will be listed. It then becomes necessary to determine if the enrollment information listed for the student's membership period at your school is accurate. If so, this information should be validated using the application that is available in the SDDI Maintenance Area for this purpose. If the information displayed for your entity is invalid, steps should be taken to submit data to SAIS to correct any inaccuracies. For more information regarding concurrent enrollment, see "Understanding Concurrent Enrollment" available as part of the *SAIS Information Series.*

5. If any Integrity failure was noted on the *SDADMS72*, *SDSPED71* and/or *SDELL71* report, check the *Student Integrity Status Report* to view the error message related to the Integrity failure.

## Routine for Verifying Aggregated Data for Student Membership

The School Finance Section of the Arizona Department of Education periodically oversees a process referred to as Aggregation in order to provide a count of total membership and absence days for each eligible student. Aggregation occurs separately for student memberships that occur during the first 40 days (Period 1 or $40^{th}$ day) and the next 60 days (Period 2 or $100^{th}$ day) of instruction. Results of Aggregation are seen in the *SDADMS75* report. These reports are updated periodically, but are not available until at least 13 weekdays after every four and five day calendar track at every school within a district or charter reaches the $40^{th}$ day of instruction.

LEA personnel are advised to check the *SDADMS75* reports that are generated after the closure of SDDI at month-end to be sure that all information is listed as expected. The resulting membership and absence calculations from the 75 reports that are generated at or near the beginning of each month are used to update the School Finance Student Counts Reports available in the "Reports/Data" area of the District Charter Home Page at http://www.ade.az.gov/Districts/EntitySelection.asp. The Student Counts reports display school and district/charter level data related to equalization.

The following steps are suggested to ensure that Aggregation results are as intended.

1. Check the *SDADMS75* report for each grade level at each school to be sure that every student that was eligible to generate membership funding during the first 40 days (and/or first 100 days after 100th day Aggregation has run) appears with the total number of membership and absence days expected.

2. Investigate any unexpected results.

Should an LEA be in a position to prove that the related raw data in SAIS were complete, accurate and free of Integrity errors at the time Aggregation was run, and if, on such an occasion, Aggregation results are inaccurate, we would encourage the LEA to bring the relevant circumstances to the attention of appropriate ADE personnel (including STaR Team members) for further investigation and resolution.

For information explaining why a student might be listed on the SDADMS72 report, but not on the SDADMS75, please see "Reconciling SDADMS72 and 75 Reports with Student Rosters" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star/

# Quick Users Guide to Managing Raw Data in SAIS

## *Goal – Complete, accurate, Integrity error free data by 4:00 PM on the last ADE business day of each month*

## Background

Equalization Assistance is recalculated each month (for payment on the 15th) based on data resident in SAIS on the last ADE business day of the month prior to the payment. Therefore, all LEAs are strongly encouraged to establish routines that ensure that the raw data displayed in *SDADMS72*, *SDADMS80-1*, *SDSPED71*, and *SDELL71* reports are complete, accurate and free of Integrity failures at that time.

Notes:

1. State Aid for charter schools is based on the Charter School Student Enrollment Summary (Estimated Count) until every school under a particular Charter Holder reaches the 40th day of instruction plus 13 weekdays. Therefore, the procedures outlined in this document are not applicable to payment distribution for charter schools until the month that a charter school reaches the 40th day of instruction, plus 13 weekdays.

2. Equalization for school districts is based on prior year data in SAIS; however, since current year data is used to calculate adjustments due to rapid growth and for future year budget considerations, the routine outlined in this document is applicable to and important for district schools as well as charters.

## Suggested practice

### Beginning 5-10 days prior to the last ADE business day of the month:

1. Examine the following reports:

   - *SDADMS72* – Unadjusted Student ADM Report (for each grade level within each school)

   - *SDSPED71* – SPED Report (school or district/charter holder level) Or, SDSPED72-1 and SDSPED72-2 (district/charter holder level)

   - *SDELL71* – ELL Report (school or district/charter holder level)

2. Use appropriate reports from the list below for troubleshooting purposes, should there be inaccuracies or Integrity failures displayed in the reports listed above.

   - *SDADMS71-1* – Student Membership by DOA Report (for an individual student – accessed at the school or district/charter holder level)

   - *SDADMS78* – Deleted Student Enrollments Report (school level)

   - *SDELL70* – ELL Assessment Search (for an individual student – accessed at the school or district/charter holder level)

   - *Student Integrity Status Report* (school or district/charter holder level)

3. Examine the *SDADMS80-1* – Charter/Public (non-Charter) Concurrencies Report (school level)

4. Make and submit corrections if necessary and verify data.[1]

5. Use the application in the Maintenance Area of SDDI to validate enrollment information for concurrently enrolled students if necessary.

6. When examination of the reports listed in step 1 shows the information to be complete, accurate and free of Integrity errors, print and/or save electronic copies of the reports and refrain from submitting additional information to SAIS until the system reopens following the closure that occurs at 4:00 PM on the last ADE business day of the month.[2]

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[1]Be sure to submit corrections to SAIS allowing enough time for the file to process, to recheck reports and make additional corrections or validations if necessary.

[2]Any file submitted prior to 4:00 PM on the last ADE business day of the month will process in time for inclusion in data processing for the payment to be distributed on the 15th of the following month.