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

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## **End of Year Checklist**

### ***Ensuring that SAIS data are complete, accurate and free of Integrity errors at year-end***

This document is intended to assist personnel from Local Educational Agencies in their efforts to ensure that the data that reside in SAIS are complete, accurate and Integrity error free by the last day of the fiscal year. The checklist provided here illustrates one possible method of organizing this process, but is not necessarily the only acceptable way to proceed.

#### **Background**

ADE generates a series of reports available in the Download Area of the Student Detail Data Interchange that display the current raw data that reside in SAIS. The reports are intended for use by Local Educational Agency (LEA) personnel to reconcile data from a school's local student management system (SMS) with those which reside in SAIS.

LEA personnel are encouraged to develop and use procedures to ensure that data residing in SAIS at the end of every month are complete, accurate and Integrity error free. Understandably, when reconciling data for the end of each month, LEA personnel sometimes focus only on the data that are crucial to funding (Student Membership and student participation in Special Education or English Language Learner programs) and/or other data that might be required by a specific deadline date (i.e., Early Childhood Preschool Assessments, NCLB indicators). Because SAIS data are used for many purposes besides those listed above and because there are additional procedures necessary to correct or change data after the close of the fiscal year, we strongly recommend that LEA personnel adopt practices to ensure that *all* SAIS data are complete and accurate by 4:00 PM on June 30 when SAIS closes for submissions for the current fiscal year.

The checklist provided within this document covers all areas for which SAIS generates a report. For each listed report the recommendation is the same: Examine the report to ensure that the data displayed are complete, accurate and Integrity error free by 4:00 PM on June 30. We strongly recommend that LEA personnel begin the process of examining the listed reports far enough ahead of the close of SAIS for the year to allow time to submit any necessary corrections, for SAIS to fully process the submissions and to re-examine the reports to ensure that the result is as expected. Please note that any data submitted to SAIS is subject to Integrity checking processes and at times, Integrity processing may take several days. We recommend submitting corrections well before June 30 so that ample time is available for SAIS processing and LEA confirmation of results.

Once LEA personnel are certain that all SAIS data are complete, accurate and Integrity error free, we recommend that the reports be downloaded and saved in either or both electronic and hard copies for reference should there be any later question or dispute regarding the result of ADE data processing. We would also strongly recommend that once LEA personnel determine that the reports display data as expected, that no additional data be submitted to SAIS during the remainder of the fiscal year to ensure that the data verified as accurate cannot be changed.

Finally, when following the procedures specified by the vendor or local developer of the SMS to “rollover” or prepare the database to accept data for the coming fiscal year, we strongly recommend that procedures be employed to “back-up” and securely store the data for the current fiscal year.

## Important note

The June 15th district and charter apportionment will be based on the Membership, Special Education Service Participation and ELL Program Participation data that reside in SAIS at 4:00 PM on May 15, 2009. Any data affecting calculations for district growth or state aid for charter schools submitted after May 15, but prior to 4:00 PM on June 30, 2009, will be subject to recalculation for payment adjustments expected to be made September 15, 2009 or later.

## Procedure

Beginning well before June 30 to ensure ample opportunity to submit any necessary corrections, for SAIS to fully process submissions and for LEA personnel to verify the results of submissions:

- Examine the reports included in the checklist applicable to your LEA to ensure that each displays complete, accurate, Integrity error free data.
- Submit any necessary corrections.
- After SAIS processing completes (*Integrity processing may take several days*), re-examine the reports to be certain that submitted corrections are displayed as expected.
- When examination of the applicable reports shows the data to be complete, accurate and Integrity error free, print and/or save electronic copies of the reports and refrain from submitting additional information to SAIS for the current fiscal year.
- Carefully follow the procedures outlined by the vendor or local developer of your SMS to “rollover” the database to accept data for the coming fiscal year.
- “Back-up” and securely store the data for the current fiscal year.

Use the ADE generated reports listed below and on the following pages to confirm that the raw data that reside in SAIS are complete, accurate and have passed SAIS integrity processing by 4:00 PM on June 30.

## Membership

Please see Document Number 15, “Ensuring that student data related to ADM and ADA are complete and accurate in SAIS” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for additional details.

### \_\_\_\_\_ SDADMS72 Unadjusted Student ADM Report

*School level report.*

*The SDADMS72 report is a compilation of the current raw data residing in SAIS that affect Average Daily Membership (ADM) and Average Daily Attendance (ADA) calculations for each student in a particular grade level within a school.*

### \_\_\_\_\_ SDADMS80-1 Charter/Public (non-Charter) Concurrencies

*School level report.*

*The SDADMS80-1 displays the validation status for students who are concurrently enrolled in a charter and a public non-charter school. LEA personnel should ensure that the enrollment information in SAIS pertaining to their school for each student listed is complete and accurate and, if so, displays a status of “Validated.”*

## Special Education Service Participation

The *SDSPED71* and *SDSPED72* reports list all relevant data that currently reside in SAIS pertaining to each student's special education needs and special education program participation.

### \_\_\_\_\_ **SDSPED71 SPED Report**

*Report is available at the school and district/charter holder levels (includes approved private special education schools).*

### **Alternatively use these district/charter holder level reports:**

### \_\_\_\_\_ **SDSPED72-1 SPED by DOA Report and \_\_\_\_\_ SDSPED72-2 SPED by DOR Report**

The *SDSPED72-1* displays information for students who have Special Education Needs and attend or receive services at a school within the district or charter.

The *SDSPED72-2* displays information for students who have Special Education Needs and attend an approved private school or Head Start.

## English Language Learner Program Participation and Assessment

### \_\_\_\_\_ **SDELL71 ELL Report**

*Report is available at the school and district/charter holder levels.*

*The SDELL71 report lists all relevant data that currently reside in SAIS pertaining to each student's English language needs and English Language Learner program participation.*

### \_\_\_\_\_ **SDELL72 ELL Assessment Report**

*Report is available at the school and district/charter holder levels.*

*The SDELL72 report lists the Arizona English Language Learner Assessment (AZELLA) results that currently reside in SAIS for each student.*

*Records for all student assessments administered during the current fiscal year should reside in SAIS before 4:00 PM on June 30th.*

## Early Childhood Education Program Participation and Assessment

These reports are applicable only to school districts that operate one or more of the following preschool programs: Early Childhood Block Grant, State Family Literacy, Title I Even Start, Migrant Education Even Start, Title I Preschool, Tuition-Based Preschool or Early Childhood Program, Other Preschool or Early Child Program. Please see Document Number 20 , "Submitting and Verifying Early Childhood Preschool Data" available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for additional details.

### \_\_\_\_\_ **SDEC71 Early Childhood Program Participation Report**

*Report is available at the school and district/charter holder levels.*

*The SDEC71 report lists all relevant data that currently reside in SAIS pertaining to each preschool student's participation in an Early Childhood Program.*

### \_\_\_\_\_ **SDEC72 Early Childhood Assessment Report**

*Report is available at the school and district/charter holder levels.*

*The SDEC72 report lists preschool student assessment results that currently reside in SAIS.*

### Support Program Participation/Related Needs

Students may participate in one or more of the Support Programs or have one or more of the related Needs listed below. Ensure that all students who participated in a particular Support Program are listed with complete and accurate information. Also, ensure that students who are identified as having related Needs are listed with complete and accurate information whether or not they participate in a related Support Program.

#### SDSUPP71 Support Program Report

*Report is available at the school and district/charter holder levels.*

##### Support Programs (Related Need Codes in Parenthesis)

- \_\_\_\_\_ 21st Century (4, 5, 6, 8, 9, 10, 13, 14, 15, 16, 18, 19, NOND)
- \_\_\_\_\_ Neglected or Delinquent (9, 10)
- \_\_\_\_\_ School Improvement - Supplemental Education Services (4, 5)
- \_\_\_\_\_ Title I Math (13)
- \_\_\_\_\_ Title I Other (19)
- \_\_\_\_\_ Title I Reading (14)
- \_\_\_\_\_ Title I Science (15)
- \_\_\_\_\_ Title I Social Studies (18)
- \_\_\_\_\_ Transportation/School Choice (NOND) *Note: School must have the federal designation of "in school improvement."*
- \_\_\_\_\_ Gifted (1, 2, 3, NOND)
- \_\_\_\_\_ Johnson-O'Malley Indian Education (NOND)*Note: A record of the Tribal Name must exist on SAIS for each student who participates in the Johnson-O'Malley Indian Education Program.*
- \_\_\_\_\_ Failing Schools Tutoring Program (13, 14)

##### Related Needs that may Exist without Support Program Participation

- \_\_\_\_\_ \*Quantitative (Math) Giftedness (1)
- \_\_\_\_\_ \*Language Arts (Verbal) Giftedness (2)
- \_\_\_\_\_ \*Non-Verbal Reasoning Giftedness (3)
- \_\_\_\_\_ Homeless (6)
- \_\_\_\_\_ Immigrant (8)
- \_\_\_\_\_ Neglected (9)
- \_\_\_\_\_ Delinquent (10)
- \_\_\_\_\_ Refugee (16)

\*Submitted for students who qualify for, but do not participate in a gifted program.

Need Codes		
1 – Quantitative (Math) Giftedness	6 – Homeless	15 – Science
2 – Language Arts (Verbal) Giftedness	8 – Immigrant	16 – Refugee
3 – Non-Verbal Reasoning Giftedness	9 – Neglected	18 – Social Studies
4 – NCLB 2	10 – Delinquent	19 – Other Academic Services
5 – NCLB 1	13 – Math	NOND – No Need
	14 – Language Arts	

### NCLB Indicators

The SDSUPP73 NCLB Report displays data for students who have been reported as having the economic disadvantage coded as either NCLB Indicator 1 or 2 at any point within the fiscal year.

#### \_\_\_\_\_ SDSUPP73 NCLB1 and NCLB2 Student Indicator Report

*Report is available at the school and district/charter holder levels.*

## Year End Status

The *SDYE05-1 Year End Enrollment Report* displays the total number of entries (E codes), withdrawals (W codes), re-admissions (R codes), year-end status, and summer withdrawals (S codes) submitted by school, grade level, ethnicity and gender. At this time there is no single ADE generated report that displays all details of every student's enrollment activity. However, the *SDADMS71-1 Student Membership by DOA Report* displays the enrollment activity for students individually. Understanding that downloading the SDADMS71-1 for every student within a school would be far too cumbersome, we recommend that activity codes be examined through use of the *SDAMS71-1* for a sample of students within a school. We also strongly recommend that the *Student Integrity Status Report* be examined to ensure that no student record is failing with error message – *43204 Student has neither a year end status nor withdrawal*. Students cannot be counted as graduates and are assumed to be drop-outs when corresponding records in SAIS are found to be invalid as a result of Integrity processing for year-end status.

\_\_\_\_\_ **SDYE05-1 Year End Enrollment Report**

*Report is available at the school and district/charter holder levels.*

\_\_\_\_\_ **SDADMS71-1 Student Membership by DOA Report**

*Report is available at the student level only. Available at the school or district/charter holder level. (We recommend that this report be used to check the year-end status for a sample of students.)*

## Summer Withdrawals

The *SDADMS77 Summer Withdrawals Report* displays information for students who were reported as having withdrawn from school between the last day of instruction during the previous school year and the first day of instruction during the current school year.

\_\_\_\_\_ **SDADMS77 Summer Withdrawals Report**

*Report is available at the school and district/charter holder levels.*

## Early Graduates

Print and retain a copy (in the student's cumulative folder) of the SDADMS71-1 for any students who graduate from high school at least 1 semester early

\_\_\_\_\_ **SDADMS71-1 Student Membership by DOA Report**

*Report is at the student level only. Available at the school and district/charter holder levels.*

## Student Integrity Status

The *Student Integrity Status Report* displays error and warning messages related to the validity of student records as compared to ADE business rules. The user may apply filters to see results only for a specific area (i.e., ADM, October Enrollment, Year End Enrollment, SPED or ELL) or choose to see results for all areas. The user may also select an option to view Integrity failures only or to see Integrity warnings as well. Students whose records pass Integrity checking processes and have no Integrity warnings will not be included in this report. When the status of a student's SAIS records is invalid as a result of error messages generated during Integrity processing, his/her records may be excluded from formulas used to generate funding, the Federal Special Education Census or to calculate graduation and dropout rates. Integrity warnings provide additional information and may require action by LEA personnel, but do not affect funding, inclusion on the Special Education Census or other calculations.

\_\_\_\_\_ **Student Integrity Status Report**

*Report is available at the school and district/charter holder levels.*

*Ensure that all students have valid Integrity status for all areas. (Set report filter to "All.")*