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

Understanding the SDADMS75 Report

This document is intended to provide information regarding the content and suggested uses of the Student Detail Average Daily Membership System 75 report that is available to registered users in the school level download area of the Student Detail Data Interchange accessible at https://www.ade.az.gov/CommonLogon

SDADMS75 – Aggregated data

The *SDADMS75* report displays the result of the most recent aggregation for Average Daily Membership (ADM) and Average Daily Attendance (ADA) for each student in a particular grade level within a school by reporting period. The 75 is updated only after aggregation has been completed and therefore may not include the results of recent transactions processed in SAIS.

The 75 report is available for each individual grade or all grade levels for a particular school from the school level download area of the Student Detail Data Interchange. It is also available in the district/charter holder level download area for one particular grade or for all grades across all schools within the district or charter.

Purpose of the 75

The *SDADMS75* provides the user the opportunity to view the results of the most recent aggregation of membership and absence data resident in SAIS at the time the aggregation process was initiated by ADE. Simply stated, the 75 shows the result of calculations performed by ADE to determine the total number of membership and absence days, adjusted for concurrent enrollments when applicable, for each student. The report displays membership and absence days totaled by reporting period (40th Day or days 1-40 and 100th Day or days 41-100) for each individual student membership and for all memberships within a particular register at each grade level. Membership and absence day totals are then "pushed" or transferred to the School Finance Student Counts System and become the basis for the portion of equalization associated with ADM and ADA.

To ensure proper funding, Local Educational Agencies are advised to verify that the *SDADMS75* report lists complete and accurate information for all students who are believed to be eligible for membership funding.

Before students can be listed on the 75 report, they must be listed on the *SDADMS72* report with raw data indicating that they are eligible for funding. For example, a tuition payer code other than {1} would indicate that the student's membership is either privately

paid or the student is a foreign exchange student. Such students are ineligible for funding and are excluded from the *SDADMS75* report. Also, each student's membership records are scrutinized through an integrity checking process. Student's whose records are failing in integrity processing for membership at the time of the aggregation are excluded from the 75 report.

Please see "*Reconciling SDADMS72 and 75 Reports with Student Rosters*" which is available for download as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star for additional details. Among other things, that document lists the reasons a student might appear on an *SDADMS72* report yet be excluded from an *SDADMS75* report.

Accessing the 75

1. Registered users login with a valid username and password on the Arizona Department of Education's Common Logon page at https://www.ade.az.gov/CommonLogon

2. Click on *Student Detail Data Interchange (SDDI)*

3. Determine if the report is to be downloaded at the district/charter holder level or the school level.

    a. If the report is to be downloaded for all schools within the district or under the charter holder, leave the school choice option that appears in the dropdown menu in the center of the screen set to its default (the name of the district or charter holder including the appropriate CTDS code).

    b. If the report is to be downloaded for an individual school, select the school from the dropdown menu on the center of the SDDI home page.

4. Click on *Download Area*

5. Verify or enter the fiscal year for which you wish to download a 75 report.

6. Click on *SDADMS75 Adjusted Student ADM Report*

7. Select (click on) the appropriate format. Choose from Portable Document Format, XML or Simple Text.

    Note: We normally recommend using Portable Document Format (PDF) to view the 75 report which requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at http://www.adobe.com

8. Select the grade level for which you wish to download a 75 report from the dropdown menu. An option exists to choose all grade levels or any individual grade level.

9. Click on *Go*

10. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing and/or printing.

SDADMS 75 Field Descriptions

Please reference the example SDADMS75 report included with this document or an actual 75 report to see the fields described in this section.

- **Print Date:**

  The date and time the report was downloaded from the Student Detail Data Interchange (SDDI).

  Note: The 75 report is updated as a result of aggregation and is therefore not a "real-time" report. The information displayed in the report is compiled on the aggregation date listed (see aggregation start/end date below).

- **Requesting District ID:**

  County, Type and District (CTD) number of the district/charter holder requesting the report.

- **Requesting District Name:**

  Self explanatory.

- **Archive Month:**

  Place holder for a future enhancement to this report.

- **Run Date:**

  Start date and time of the most recent aggregation for this entity.

- **Generate Date:**

  Place holder for a future enhancement to this report.

- **School CTDS:**

  County, Type, District and School number of the school for which the report pertains.

- **School Name:**

  Self explanatory.

- **DOR CTDS**

  CTD number of the district or charter holder that will receive funding for the memberships listed in this portion of the report. *A new report page is started for each different funded district or charter holder.*

- **DOR Name**

  Name of the district or charter holder that will receive funding for the memberships listed in this portion of the report. *A new report page is started for each different funded district or charter holder.*

- **Grade**

  Self explanatory.

- **Register ID**

  Four digit identifier allocated by the district or charter for the attendance reporting unit to which a student is assigned by this school. An example of a reporting unit might be the grade level within a school or a classroom within a grade level. *A new report page is started for each different Register ID.*

- **Period**

  Reporting period. Either 40th (days 1-40) or 100th (days 41-100).

- **Aggregation Start Date**

  Start date of the most recent aggregation for the reporting period (40th or 100th day).

- **Aggregation End Date**

  End date of the most recent aggregation for the reporting period (40th or 100th day).

- **SAIS ID**

  ADE generated student identifier.

- **School Student ID**

  School generated student identifier.

- **Name**

  Since early 2003, broken out into three fields. Last Name, First Name, Nick Name.

- **First Day of Membership**

  The day the membership started.

  Notes:

  1. *Each membership period is listed separately. (i.e., students who enroll, withdraw and then are readmitted will be listed twice; students who have a change in track, FTE, tuition payer, special enrollment, or homebound status will be listed more than once)*

  2. *For purposes of aggregation, a new membership period (first day of membership) is shown for each student who is enrolled on the first day of the second reporting period (day 41).*

- **Last Day of Membership**

  This date reflects the last day of the reporting period (day 40 or day 100), the student's reported withdrawal date, or the ADE adjusted withdrawal date due to concurrent enrollment.

- **Track Num**

  Track number for the student. Pertains to the school's option to operate up to four different calendar tracks. Students may have concurrent or sequential enrollments in multiple tracks; however, total average daily membership for any one student may not exceed legal limits.

- **FTE**

  The full-time equivalency of the student's participation in the school.

  Notes:

  1. *Any adjustments to FTE made by ADE, due to concurrent enrollments will appear on the SDAMS75.*

2. *Adjustments for concurrencies between a charter and a public non-charter school may be affected due to the validation status of a student's enrollment.*

   For example: If a student is concurrently enrolled with an FTE of 1.00 in both a charter school and a public non-charter school, and assuming that both entities have validated their enrollment for the student, ADE will adjust FTE proportionally during the concurrent portion of the membership to reflect allowed values for each entity.

   For additional information regarding concurrent enrollment see ***Understanding Concurrent Enrollment***, available as part of the *SAIS Information Series* at http:www.ade.az.gov/schoolfinance/star

- **Tuition Payer**

  Simply stated, a {1} in this column indicates that the state is responsible for funding the membership. Students who have been reported with any other tuition payer code will not be listed on the 75 as submitting tuition payer codes of {2} (privately paid) or {3} (foreign exchange) indicates that the state is not responsible for funding the membership.

- **Special Enrollment**

  Special enrollment status is indicated with one of three codes. {1} CEC-A, {2} CEC-B, {3} Open Enrollment. If the student does not have a special enrollment, *N/A* (not applicable) will show in this column of the report.

  Notes regarding special enrollment:

  1. *Special enrollment categories describe specific circumstances applicable to students who reside outside of the boundaries of the school district in which they attend school. Therefore, special enrollment codes are not applicable to charter schools. N/A (not applicable) should be displayed in this column for all students who attend charter schools.*

  2. *Special enrollment codes do not apply for most Arizona public school students. Great care should be taken that special enrollment categories are reported only as appropriate.*

- **HB – Homebound**

  Yes, indicates that the student has been reported as having a medically certified need to receive home instruction. *No*, indicates that the student receives instruction at school.

- **Membership Days**

  The total number of membership days calculated for each membership for the reporting period (40th or 100th). *Number of days enrolled multiplied by FTE.*

- **Abs Days – Absence Days**

  The total number of absence days for each membership for the reporting period (40th or 100th).

  *Note: See **Inside SAIS**, Volume 1, Issue 2 at* http://www.ade.az.gov/sais *for information on how ADE calculates absences when attendance is submitted.*

- **ADM**

  The Average Daily Membership calculated for each individual membership during the reporting period.

  Membership days divided by the number of days in the period (40 for 40th day, 60 for 100th day).

- **ADA**

  The Average Daily Attendance calculated for each individual membership during the reporting period.

  Membership days, minus absences, divided by the number of days in the period (40 for 40th day, 60 for 100th day).

- **Totals** (Found on the last page for each register ID)

  ◊ The total number of membership days for all memberships listed for a register.

  ◊ The total number of absence days for all memberships listed for a register.

  ◊ The total average daily membership for all memberships listed for a register.

  ◊ The total average daily attendance for all memberships listed for a register.

- **Codes**

  A legend describing the values that are shown in this column is included on the last page of an actual *SDAMS75* report and at the bottom of the example 75 included with this document. If the student has no applicable codes (notes), N/A will appear in this column.

  Notes regarding codes:

  1. *Memberships that were failing in integrity processing for 40th day or 100th day average daily membership (as applicable) at the time of the aggregation are not listed on the 75 report. Code values 4a and b and 5a,b, and c on the 75 indicate that transactions submitted since the last aggregation have either not been processed in integrity (5) or have failed in integrity processing (4). If another aggregation occurs before these issues are addressed such students will be excluded from the resulting 75 report.*

  2. *When only a code value of 4c is displayed, this indicates that the membership is failing in integrity for end-of year processing. Failure for end-of year processing does not render a membership to be ineligible for funding and the membership is therefore included on the 75.*

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

Archive Month:

Run Date	Generate Date	School CTDS	School Name	DOR CTDS	DOR Name
2007-01-15T12:12:00		00-02-98-001	XYZ Elementary School	00-02-98	XYZ Unified School District

Grade	Register ID	Period	Aggregation Start Date	Aggregation End Date
5	0005	40th	01/15/2007	01/15/2007

SAIS Student ID	School Student ID	Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Memb Days	Abs Days	ADM	ADA	Codes
1234567	5555	Duck, Donald	08/07/2006	10/02/2006	1	1.00	1	N/A	No	40.00	4.00	1.00	0.90	N/A
2345671	5432	Mouse, Mickey	08/07/2006	10/02/2006	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	N/A
3456712	4321	Mouse, Minnie	09/19/2006	10/02/2006	1	1.00	1	N/A	No	10.00	0.50	0.25	0.24	N/A
									Totals:	90.00	4.50	2.25	2.14	

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.

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 membership failed Integrity processing and was not included in the calculations for ADM and ADA.
    a. Integrity failed during the 40th day reporting period.
    b. Integrity failed during the 100th day reporting period.
    c. Integrity failed for the reporting period after 100th day.
5 Integrity has not been run since the last student data change.
    a. Integrity has not been run for the 40th day reporting period.
    b. Integrity has not been run for the 100th day reporting period.
    c. Integrity has not been run for the 101st day trough End of Year reporting period.