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

Reconciling SDADMS72 and 75 Reports with Student Rosters

This document is intended to provide information and guidance for those who must ensure that all eligible students are listed as intended on the Student Detail Average Daily Membership System 72 and 75 reports that are available to registered users of the Student Detail Data Interchange accessible at https://www.ade.az.gov/CommonLogon/Login

Overview

To ensure proper funding for student membership, it is necessary for Local Educational Agencies (LEAs) to be certain that the SDADMS75 report lists complete and accurate information for all students who are believed to be eligible for membership funding.

In order for a student membership to be listed accurately on the 75 report, certain student information must reside in the SAIS Student Detail Database and be listed appropriately on the SDADMS72 report at the time that ADE runs the aggregation process that creates or updates the 75 report. There are several reasons why a student's membership may be listed on the 72 report, but not on the 75. This document is intended to provide information to help those who must reconcile the data found on their own student rosters with the SDADMS72 and 75 reports that are generated by ADE. It explains why student information may appear on a school roster, but not on a 72, and why a student may be listed on a 72, but not on a 75.

For more detailed information regarding the SDADMS72 and 75 reports, please see *Understanding the SDADMS72 Report* and *Understanding the SDADMS75 Report* which are available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star/

The SDADMS72 Report

The 72 report is a compilation of the raw data that affects Average Daily Membership (ADM) and Average Daily Attendance (ADA) calculations for each student in a particular grade level within a school. In order to be considered for funding, the membership for a student who attends, or has attended the school at any point within a given school year, must first be listed completely and accurately on the SDADMS72 report. Therefore, the first step recommended for LEA personnel who must reconcile student data related to school membership is to ensure that all students appearing on the school roster are listed as intended on the SDADMS72 report.

A student may be listed on a school roster, yet be excluded from the SDADMS72 report for the following reasons:

- A transaction adding an *enrollment* for the missing student has not been successfully processed in SAIS. This would most likely occur for one of two reasons: 1) an enrollment transaction for the missing student was never submitted to SAIS; 2) a submitted enrollment transaction failed during SAIS import processing.

- The last enrollment transaction to successfully process in SAIS deleted the enrollment for the missing student. Students who have been successfully deleted from membership, participation in special education or participation in an English Language Learner program are listed on the *SDADMS78 – Deleted Student Enrollment Report*.

- The student has been successfully enrolled as a member of the school in SAIS, but, due to a data entry error, is listed under a funded district of residence, grade level or register ID other than what had been intended. Such students will appear on an SDADMS72 report, but not under the grade, register or DOR intended.

The SDADMS75 Report

The 75 report displays the result of the most recent aggregation for ADM and ADA for each student in a particular grade level within a school by reporting period. The 75 is updated only after aggregation processing has been completed and therefore may not include the results of recent transactions. Enhancements placed into service during the fall of 2005 allow end users to download the 75 report for all grades within a school, any individual grade across an entire district or charter holder or to include all grades at all schools in a district or charter holder. The 75 report continues to be available for download by individual grade at the school level.

In order to generate state aid for membership, a student's records must be processed successfully during the ADE initiated process known as *ADM Aggregation*. Aggregation results are displayed on the SDADMS75 report. Therefore, it is recommended that LEA personnel who must reconcile student data related to school membership take steps to ensure that all students who are eligible for membership funding appear with expected results on the SDADMS75 report after aggregation processing completes.

Note: It may be impractical to review 75 reports every time ADE runs aggregation processing for membership. However, in order to generate state aid, the ADE School Finance Section must update the Student Counts reports (i.e., 540-1, 45-1, 46-1, etc.) at the beginning of every month after a school district or charter holder passes the 40th day of instruction plus 12 ADE business days. The results of the ADM Aggregation that ADE runs just prior to updating the Student Counts reports form the basis for the update. Therefore, it may be in the best interests of an LEA to thoroughly review the SDADMS75 report that is generated on or just after the last ADE business day of each month.

A student may be listed on an SDADMS72 report, yet be excluded from the SDADMS75 report for the following reasons:

- The missing student was not a member of the school during the first or second reporting period. *(1st Period or 40th Day, includes days 1-40; 2nd Period or 100th Day, includes days 41-100)*

- The transaction to add an enrollment for the missing student was successfully processed in SAIS after the last aggregation date. Keep in mind that the 72 displays current, raw data while the 75 is only updated as the result of the most recent aggregation.

- A transaction was submitted with data indicating that the state is not responsible for funding the membership for the missing student. Only memberships indicated with Tuition Payer code {1} are eligible for funding and therefore listed on the 75. Tuition Payer codes {2} (privately paid) and {3} (foreign exchange) indicate that the state is not responsible for funding a particular membership. Assuming students submitted with Tuition Payer codes {2} and {3} pass integrity processing for ADM, their names will be listed on the *SDADMS76 – Funding Exclusion Report*.

- The missing student's records had a failed student integrity status for ADM at the time ADE initiated ADM Aggregation. Student records that fail during integrity processing are ineligible for membership funding and are therefore excluded from the related aggregation process. Most often, resolution of integrity errors requires that corrections be submitted to and successfully processed in SAIS. Occasionally, integrity issues occur due to SAIS internal processing errors. In such cases, ADE must take corrective action to resolve the issue.

- The missing student is a preschool student without disabilities. Preschool students must have a disability and participate in a special education program to be eligible for membership funding. Until an appropriate special education service participation transaction has been submitted and successfully processed in SAIS, the student will not be eligible for membership funding and will be excluded from the SDADMS75. Such students are listed on the *SDADMS76 – Funding Exclusion Report*.

- Certain circumstances relating to validation of enrollments that exist concurrently between a charter and public non-charter school may cause all or part of a student's membership period to be omitted from the 75. For example, if information in SAIS shows that a student is concurrently enrolled full time in both a charter school and in a non-charter school from September 1 through September 10, and the charter school has validated this enrollment information while the non-charter school has not, the concurrent portion of the student's membership period for the non-charter school will be omitted from the 75 report.

- The missing student has reached his/her 22nd birthday. Students who have not graduated are eligible for membership funding until the last day of their 21st year.* Depending on the timing of a student's date of birth in relation to the 40th and 100th day of instruction, the student may be omitted from the 75 entirely or will be listed with the day before his/her 22nd birthday as the last day of membership. Students who reach their 22nd birthday prior to the 100th day of instruction, but are not withdrawn from school, are listed on the *SDADMS76 – Funding Exclusion Report* showing that they are ineligible for funding from their 22nd birthday forward.

* Not applicable to students without disabilities served in adult and juvenile prison and detention facilities.

Other situations to consider

- Refreshing a student's membership related data (user initiated process of deleting then immediately re-adding a student's enrollment and other membership related data) causes a student to be temporarily omitted from the 75 report. Assuming that no other circumstances that might keep a student from appearing on a 75 report exist, such students will be included on the 75 the next time ADE runs ADM Aggregation.

  Note: In such cases, a student is not omitted from ADM Aggregation. His/her membership days are still counted and included on any subsequently generated Student Counts reports. The action referred to as "refreshing" only results in failure to display as expected on the 75 report.

- No students will appear on the 75 report before aggregation has been processed for the first time each school year. Unless an LEA makes a specific request for an early aggregation, the 75 report will be blank until the first time ADE runs aggregation following the date on which every calendar track within the LEA passes the 40th day of instruction plus 12 ADE business days.

  Notes:

  1. Aggregation for students on four and five day calendar tracks in school districts that operate preschool programs for students with disabilities on a three day calendar track will not be delayed. In such cases, aggregation will be processed the first time ADE runs aggregation following the date on which the last non-three day calendar track passes the 40th day of instruction plus 12 ADE business days.

  2. The same rules that apply to the initial aggregation for 40th day apply to 100th day aggregation. This means that ADE will not aggregate for 100th day until all appropriate calendar tracks pass the 100th day of instruction plus 12 ADE business days.

- The 75 may be blank, or appear to be incomplete, if an attempt is made to access the report while the aggregation operation is in process.

- Students may appear on the 75, but in a place other than what is expected because:

  ◊ A transaction was submitted that indicates the funding for the membership goes to an LEA other than the one the student attends.* If all other submitted information is appropriate, and passes integrity processing, such students <u>will</u> be listed on the 75, but under the CTD (County, Type, District) number of an entity other than your own.

  ◊ A student expected to appear in a particular grade level or in a particular register may be listed in another grade or register.* This would occur if the grade level or register was reported inaccurately or if a transaction intended to transfer the student from one grade or register to another failed to process as intended in SAIS.

  * In each of these cases, the student would be listed as reported by the LEA on the SDADMS72. Careful inspection of the 72 report will help users to avoid the scenarios listed above.