# ELL Prior Year Data Corrections

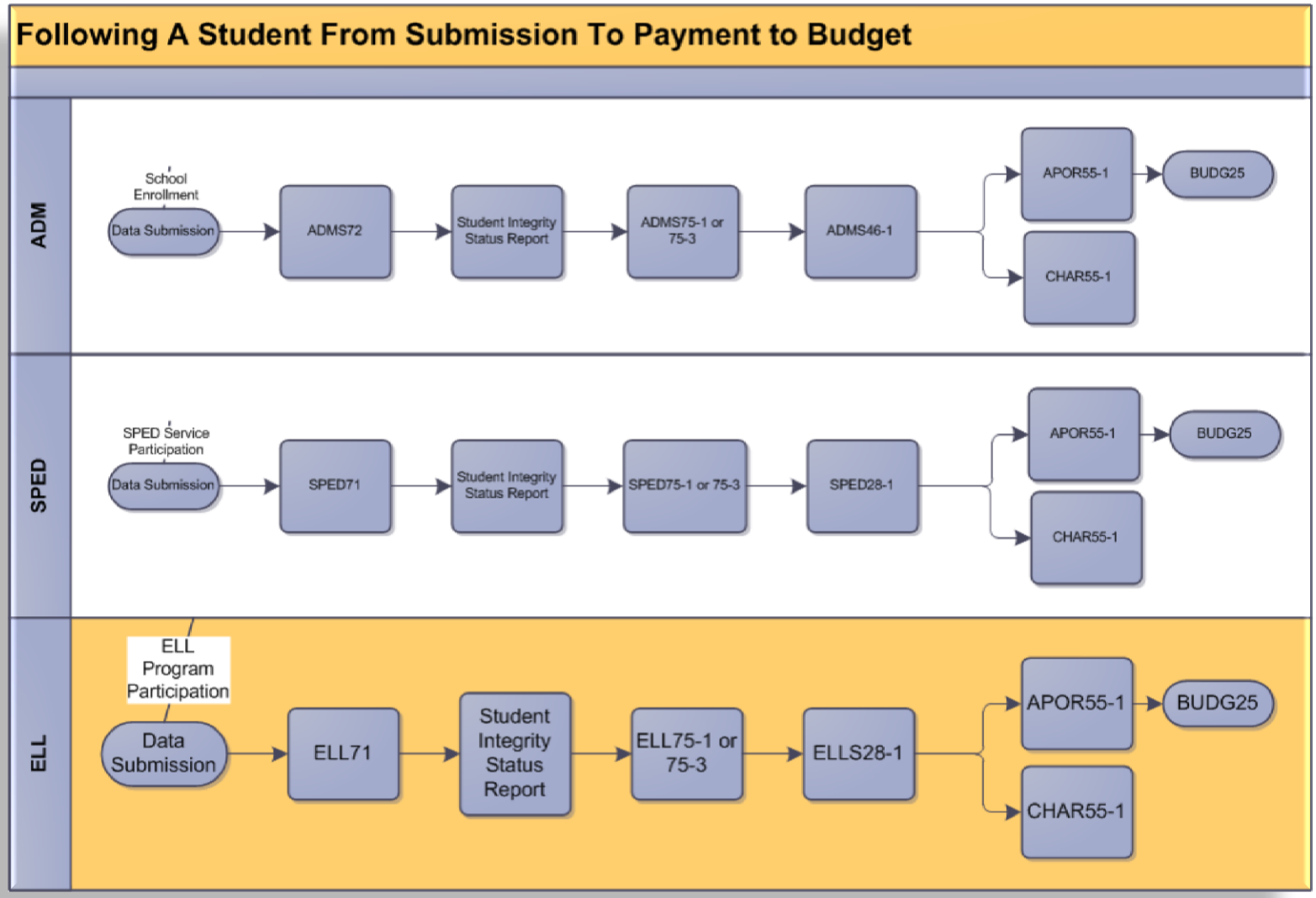
**Presented by**: School Finance

May 9, 2014

# Working Together to Understand:

- Importance of Accurate SAIS Data
- Correcting Prior Year ELL Data

# SAIS Data: Accuracy = $$



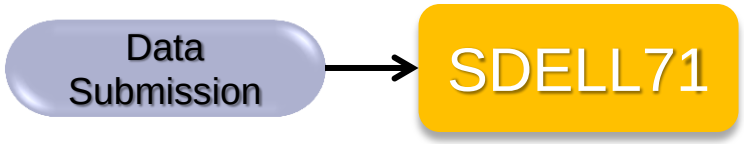
# Is My Data Correct?

## Are there…

- Students not on the ELL71 report that should be?
- Students with ELL(language) integrity errors?
- Students not on the ELL75-1 or 75-3 reports that should be?

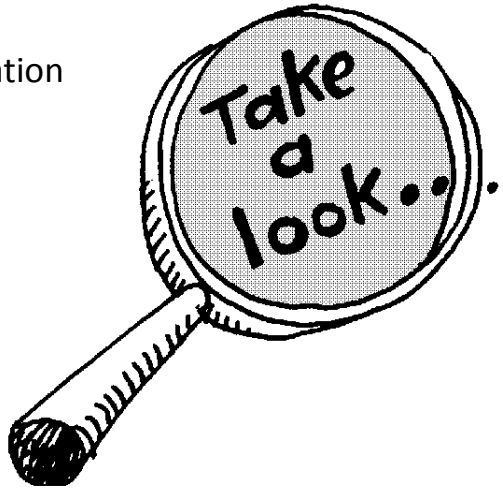
**If you answered YES to any of these questions, then you more than likely need to correct data.**

# Walking Through the Process



# SDELL71 Report Facts

- Who:
  - All students who have ELL program participations or ELL needs submitted to SAIS
- What:
  - Includes language data currently in SAIS for ELL students and integrity results
- Where:
  - Found within Common Logon within the Student Detail Reports application
- When:
  - Student data is real-time
  - Integrity results are bi-weekly (check IT Bulletin Board for schedule)
- How:
  - Available at district level, sorted by school
  - Available at school level for individual school
- Why:
  - Reconcile data in SAIS to your student information system(SIS)
  - Identify students not passing ELL integrity
  - If data does not reconcile or student does not pass ELL integrity, district receives no or inaccurate ELL funding for student



# SDELL71 Report Example

SDELL71

Arizona Department of Education

SDELL71 - ELL Program Participation Report

Fiscal Year 2014 / School Year 2013 - 2014



Print Date: 05/08/2014 05:32

Requesting District CTDS :
Requesting District Entity ID :
Requesting District Name :

| School CTDS | School Entity ID | School Name |
|---|---|---|
| | | |

| Integrity Result |
|---|
| Passed |

| SAIS ID | Last Name | First Name | Gender | Track | Grade | Program | Service Entry | Service Exit | Withdrawal Reason |
|---|---|---|---|---|---|---|---|---|---|
| | | | M | 1 | 1 | I | 08/07/2013 | - | N/A |
| | | | M | 1 | 1 | I | 08/07/2013 | - | N/A |
| | | | M | 1 | 4 | A | 08/07/2013 | - | N/A |
| | | | F | 1 | 4 | A | 08/07/2013 | - | N/A |
| | | | M | 1 | 4 | B1 | 08/07/2013 | - | N/A |
| | | | F | 1 | 4 | A | 08/07/2013 | - | N/A |
| | | | F | 1 | 4 | A | 08/07/2013 | - | N/A |
| | | | M | 1 | 4 | A | 08/07/2013 | - | N/A |
| | | | M | 1 | 4 | B1 | 08/07/2013 | - | N/A |
| | | | F | 1 | 4 | A | 08/07/2013 | - | N/A |

# Walking Through the Process

# Student Integrity Status Report Facts

- Who:
  - All students in SAIS who have been passed through the business rules called “integrity checks”
- What:
  - Includes all students and states whether they passed all or did not pass at least one integrity check for ELL, SPED , regular enrollments (ADM), and Support Programs. Can filter by integrity type (ELL, SPED, etc.) to only see ELL errors as well as filtering on those that pass or fail integrity
- Where:
  - Found within Common Logon within the Student Detail Data Interchange application with the “Download” area
- When:
  - Integrity results are bi-weekly (check IT Bulletin Board for schedule)
- How:
  - Available at district level, sorted by school
  - Available at school level for individual school
- Why:
  - Identify students not passing ELL integrity as they will not generate ELL add-on funding

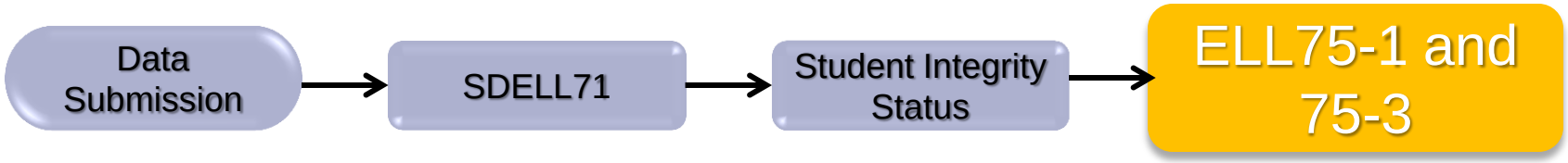
**Important Note:** If students are on this report, the LEA will not receive state aid add-on funding until the integrity errors are corrected.

# Student Integrity Status Report Example

## XML Format ( Viewed in Excel )

| | M | N | O | P | Q | R | S |
|---|---|---|---|---|---|---|---|
| 1 | IntegrityType | Reportin | Reporting | Status | Transact | ErrorCode | ErrorDescription |
| 2 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44347 | There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= |
| 3 | | | | | | | |
| 4 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44412 | ELL Program Participation is allowed for 1 school only. More than one school has submitted part |
| 5 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44348 | There is more than one program/service specified at a single point in time for this need ;FiscalY |
| 6 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44347 | There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= |
| 7 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44347 | There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= |
| 8 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44347 | There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= |
| 9 | Integrity Check For Language Census | N/A | N/A | Invalid | xxxxx | -44347 | There must be a corresponding Grade membership for each day of an ELL service. ;SchoolCTDS= |
| 10 | | | | | | | |

# Walking Through the Process



# SDELL75-1 and 75-3 Reports Facts

- Who:
  - ELL students who have passed ELL integrity
  - ELL75-1: Students attending your district, regardless of their district of residence
  - ELL75-3: Students residing within your district but attending another district
- What:
  - Includes all ELL students who are generating ELL add-on funding
- Where:
  - Found within Common Logon within the Student Detail Reports application
- When:
  - Updated Monthly (check School Finance HOT TOPICS and IT Bulletin Board for schedule)
- How:
  - Available at district level, sorted by school. Can filter on grade
  - Available at school level for individual school. Can filter on grade
- Why:
  - Identify students who are generating ELL add-on funding
  - Funding is based on the Limited ELL Membership Days for all students residing within your district. These days are limited/reduced proportionally if the student was enrolled at another district during the year.

# SDELL75-1 Report Example

SDELL75-1

Arizona Department Of Education

Page: 1 of 15

ELL Adjusted Membership Calculations Report
By District of Attendance

Report Date: 5/8/2014 12:18:43 PM

Fiscal Year 2014 / School Year 2013 - 2014

Requesting District CTD :

Requesting District Name:

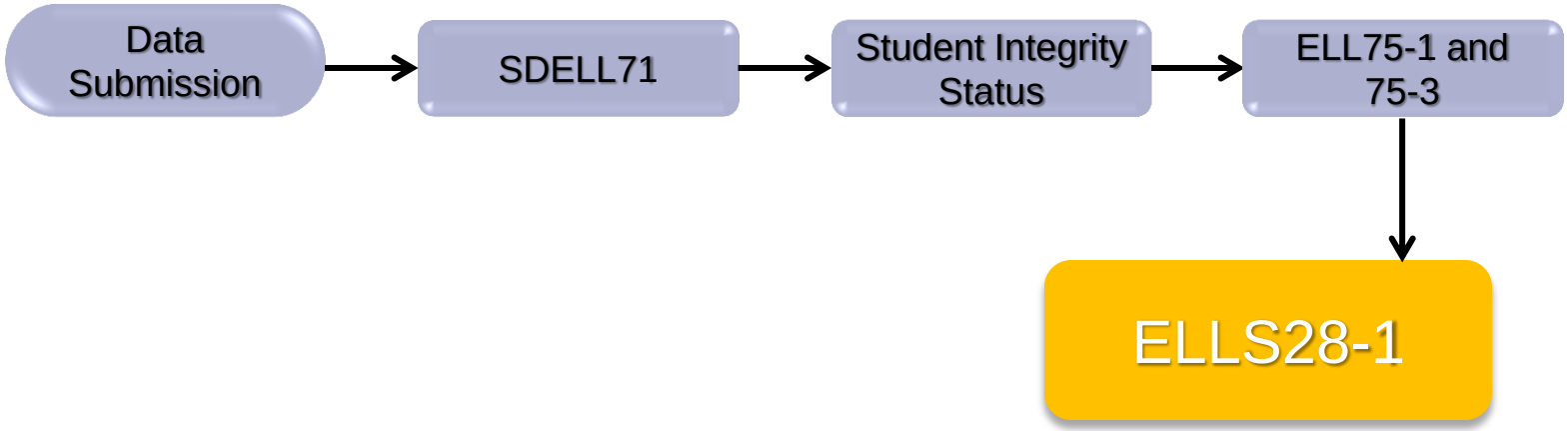
| School CTDS | School Name | DOR CTDS | DOR Name |
|---|---|---|---|

| Grade | Register ID | Period | Aggregation Start Date | Aggregation End Date | FTF Status |
|---|---|---|---|---|---|
| KG | 0001 | 40th | 04/09/2014 | 04/09/2014 | Non-AOI |

| SAIS ID | School Student ID | Last Name | First Name | First Day of Membership | Last Day of Membership | Trk | FTE | Spc Enr | ELL Program | ELL Mem Days | LIM ELL Mem Days | Codes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 08/05/2013 | 10/03/2013 | 1 | 0.50 | N/A | I | 20.00 | 20.00 | N/A |
| | | | | 08/05/2013 | 10/03/2013 | 1 | 0.50 | N/A | I | 20.00 | 20.00 | N/A |
| | | | | 08/05/2013 | 10/03/2013 | 1 | 0.50 | N/A | I | 20.00 | 20.00 | N/A |
| | | | | | | | | | Totals: | 60.00 | 60.00 | |

CONFIDENTIAL

# Walking Through the Process



# ELLS 28-1 Report Facts

- Who:
  - ELL students who are on the ELL75-1 and ELL75-3 reports who have a district of residence of your LEA
- What:
  - ELL add-on funding generated for your LEA. ELL ADM equals the sum of the Limited ELL Membership Days divided by 100 (if LEA has reached 100th day) or divided by 40 (if LEA has reached 40th day)
- Where:
  - Found on the Student Counts Reports page
- When:
  - Updated Monthly at the end of monthly processing or, for a 915, after the account analyst "pushes" the data. Check School Finance HOT TOPICS and IT Bulletin Board for current year processing schedule
- How:
  - Available at district level in aggregated format by category
- Why:
  - Data is used to calculate ELL state aid add-on funding. ELL ADM displayed on this report feeds into the payment reports, the APOR55-1 and the CHAR55-1

# ELLS 28-1 Report Example

SAIS ELLS28-1

ARIZONA DEPARTMENT OF EDUCATION
ELL ADM by District of Residence
Fiscal Year 2014 (School Year 2013 - 2014)



Report Date: 4/11/2014

District of Residence: 01-02-24 Chinle Unified District

| NonAOI | | ELL Membership Days | | | | | | | | | | | | | | | ELL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | UE | 9 | 10 | 11 | 12 | Total | ADM |
| Structured or Sheltered English Immersion (SEI) | 40th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 862.000 | 1,050.000 | 0.000 | 1,213.000 | 671.000 | 560.000 | 360.000 | 4,716.000 | 117.900 |
| | 100th Day | 0.000 | 0.000 | 12.000 | 0.000 | 0.000 | 0.000 | 0.000 | 2,122.000 | 2,628.000 | 0.000 | 3,116.000 | 1,636.000 | 1,400.000 | 900.000 | 11,814.000 | 118.140 |
| Bilingual with Waiver 1 | 40th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| | 100th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Bilingual with Waiver 2 | 40th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| | 100th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Bilingual with Waiver 3 | 40th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| | 100th Day | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| Individual Language Learner Plan (ILLP) | 40th Day | 328.500 | 908.000 | 1,887.000 | 2,038.604 | 1,947.000 | 1,360.000 | 1,119.000 | 320.000 | 40.000 | 0.000 | 40.000 | 0.000 | 0.000 | 0.000 | 9,988.104 | 249.703 |
| | 100th Day | 781.500 | 2,229.000 | 4,580.000 | 4,964.010 | 4,853.000 | 3,316.000 | 2,715.000 | 800.000 | 100.000 | 0.000 | 100.000 | 0.000 | 0.000 | 0.000 | 24,438.510 | 244.385 |

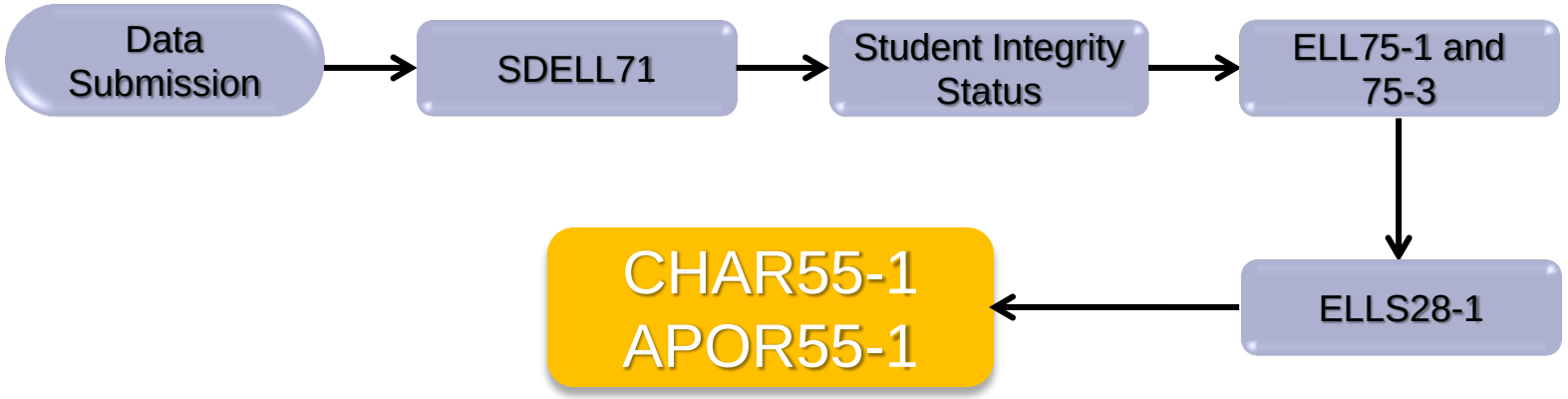
| NonAOI Total | | ELL Membership Days | | | | | | | | | | | | | | | ELL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | KG | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | UE | 9 | 10 | 11 | 12 | Total | ADM |
| | 40th Day | 328.500 | 908.000 | 1,887.000 | 2,038.604 | 1,947.000 | 1,360.000 | 1,119.000 | 1,182.000 | 1,090.000 | 0.000 | 1,253.000 | 671.000 | 560.000 | 360.000 | 14,704.104 | 367.603 |
| | 100th Day | 781.500 | 2,229.000 | 4,592.000 | 4,964.010 | 4,853.000 | 3,316.000 | 2,715.000 | 2,922.000 | 2,728.000 | 0.000 | 3,216.000 | 1,636.000 | 1,400.000 | 900.000 | 36,252.510 | 362.525 |

| | Total ELL ADM | | | |
|---|---|---|---|---|
| | Non-AOI | AOI Part Time | AOI Full Time | Total |
| 40th Day | 367.603 | 0.000 | 0.000 | 367.603 |
| 100th Day | 362.525 | 0.000 | 0.000 | 362.525 |

4158

40th Day: Includes days 1 - 40 100th Day: Includes days 1 - 100

# Walking Through the Process



# APOR55-1, CHAR55-1 Report Facts

- Who:
  - ELL students whose ELL ADM is on the ELLS28-1
  - SPED students whose SPED ADM is on the SPED28-1
  - Students receiving regular instruction whose ADM is on the ADMS46-1
- What:
  - ELL add-on funding generated for your LEA
  - SPED add-on funding generated for your LEA
  - Regular ADM generated for your LEA
- Where:
  - Found on the Student Counts Reports page
- When:
  - Updated Monthly at the end of monthly processing or, for a 915, after the account analyst has passed the 915 to the payments team. Check School Finance HOT TOPICS and IT Bulletin Board for schedule of current year processing
- How:
  - Available at district level in aggregated format by category
- Why:
  - These reports calculate state funding (state aid)

**Important Note: If you have additional questions regarding these reports, please contact the payment team at SFPaymentTeam@azed.gov.**

# Report Reconciliation

## CHAR55-1 Report Example (Charters Only)

SAIS CHAR55-1

**Arizona Department Of Education**
**Basic Calculations For Equalization Assistance**
**For Charter Schools**
**FY 2013-14**

Apportionment Date: 12/02/2013
Run Date: 11/20/2013
Page: 1 of 4

| Non-AOI Student Counts | K-8 | 9-12 | Total |
|---|---|---|---|
| FY 2012-13 Average Daily Membership (100th Day) | 126.555 | 0.000 | 126.555 |
| FY 2013-14 Estimated Student Count | 98.500 | 0.000 | 98.500 |
| * 40th Day Actual | 102.865 | 0.000 | 102.865 |
| 100th Day Actual | 0.000 | 0.000 | 0.000 |
| Enrollment Cap | | | 300 |

** Student count used to calculate equalization assistance*

| Weighted Student Counts | Student Count | | Support Level Weight | | Weighted Student Count |
|---|---|---|---|---|---|
| K-8 | 102.865 | x | 1.397 | = | 143.702 |
| 9-12 | 0.000 | x | 0.000 | = | 0.000 |
| **SubTotal** | **102.865** | | | | **143.702** |

| Add-Ons | Estimated 40th Day FY 2013-14 ADM | * 40th Day FY 2013-14 ADM | *100th Day FY 2013-14 ADM | | Support Level Weight | | Estimated Student Count | 40th Day Student Count | 100th Day Student Count | | Total Student Count Add-On |
|---|---|---|---|---|---|---|---|---|---|---|---|
| K-3 Reading | 0.000 | 0.000 | [illegible] | | [illegible] | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| K-3 | 40.500 * | 40.765 | [illegible] | | [illegible] | = | 2.430 | 2.446 | 0.000 | = | 2.446 |
| ELL | 11.000 | 1.875 * | [illegible] | | [illegible] | = | 1.265 | 0.216 | 0.000 | = | 0.216 |
| HI | 0.000 | 0.000 | [illegible] | | [illegible] | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| MD-R,A-R,SMR-R | 0.000 | 0.000 | [illegible] | | [illegible] | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| MD-SC,A-SC,SMR-SC | 0.000 | 0.000 | 0.000 | x | 5.833 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| MDSSI | 0.000 | 0.000 | 0.000 | x | 7.947 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| OI R | 0.000 | 0.000 | 0.000 | x | 3.158 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| OI SC | 0.000 | 0.000 | 0.000 | x | 6.773 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| DD,ED,MIMR,SLD,SLI,OHI | 6.000 | 5.825 | 0.000 | x | 0.003 | = | 0.018 | 0.017 | 0.000 | = | 0.017 |
| EDP | 0.000 | 0.000 | 0.000 | x | 4.822 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| MOMR | 0.000 | 0.000 | 0.000 | x | 4.421 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| VI | 0.000 | 0.000 | 0.000 | x | 4.806 | = | 0.000 | 0.000 | 0.000 | = | 0.000 |
| **Total Weighted Add-On Count** | | | | | | | | | | | **2.679** |

Populates from the SPED28-1 and the ELLS28-1

# Report Reconciliation

## APOR55-1 Report Example (District Only)

SAIS APOR55-1

**Arizona Department Of Education**
**Basic Calculations For Equalization Assistance**
**FY 2013-14**

Apportionment Date: 12/02/2013
Run Date: 11/19/2013
District Page: 1 of 6

**Non-AOI Student Counts**

| Student Count | PSD | K-8 | 9-12 | Total |
|---|---|---|---|---|
| (FY 2012-13 ADM) | 11.825 | 803.462 | 308.952 | 1,124.239 |

| FY 2011-12 ADM | PSD | K-8 | 9 -12 | Total |
|---|---|---|---|---|
| | 22.294 | 809.158 | 294.232 | 1,125.684 |

| Charter FY 2013-14 ADM | K-8 | 9-12 | Total |
|---|---|---|---|
| Estimated | 0.000 | 0.000 | 0.000 |
| 40th Day | 0.000 | 0.000 | 0.000 |
| 100th Day | 0.000 | 0.000 | 0.000 |

| District FY 2013-14 ADM | PSD | K-8 | 9 -12 | Total |
|---|---|---|---|---|
| 40th Day | 0.000 | 761.913 | 314.602 | 1,076.514 |
| 100th Day | 0.000 | 0.000 | 0.000 | 0.000 |

| Weighted Student Counts | | Student Count | | Support Level Weight | | Weighted Student Count |
|---|---|---|---|---|---|---|
| FY 2012-13 ADM: | District PSD | 11.825 | x | 1.450 | = | 17.146 |
| | District K-8 | 803.462 | x | 1.158 | = | 930.409 |
| | District 9-12 | 308.952 | x | 1.474 | = | 455.395 |
| FY 2013-14 ADM: | Charter K-8 | 0.000 | x | 0.000 | = | 0.000 |
| | Charter 9-12 | 0.000 | x | 0.000 | = | 0.000 |
| **SubTotal** | | **1,124.239** | | | | **1,402.950** |

| Add-Ons | District 40th Day FY 2013-14 ADM | District 100th Day FY 2013-14 ADM | District Student Count (FY 2012-13 ADM) | | DSCS Student Count (FY 2 | | Total Student Count | | Support Level Weight | | Total Student Count Add-On |
|---|---|---|---|---|---|---|---|---|---|---|---|
| K-3 Reading | 0.000 | 0.000 | 0.000 | + | | | 0.000 | x | 0.040 | = | 0.000 |
| K-3 | 297.913 | 0.000 | 306.928 | + | | | 306.928 | x | 0.060 | = | 18.416 |
| ELL | 13.000 | 0.000 | 18.480 | + | | | 18.480 | x | 0.115 | = | 2.125 |
| HI | 0.000 | 0.000 | 0.000 | + | | | 0.000 | x | 4.771 | = | 0.000 |
| MD-R,A-R,SMR-R | 3.000 | 0.000 | 4.030 | + | | | 4.030 | x | 6.024 | = | 24.277 |
| MD-SC,A-SC,SMR-SC | 3.000 | 0.000 | 2.000 | + | 0.000 | = | 2.000 | x | 5.833 | = | 11.666 |
| MD-SSI | 0.000 | 0.000 | 0.000 | + | 0.000 | = | 0.000 | x | 7.947 | = | 0.000 |
| OI-R | 1.000 | 0.000 | 0.000 | + | 0.000 | = | 0.000 | x | 3.158 | = | 0.000 |
| OI-SC | 0.000 | 0.000 | 0.610 | + | 0.000 | = | 0.610 | x | 6.773 | = | 4.132 |
| P-SD | 0.000 | 0.000 | 1.305 | + | 0.000 | = | 1.305 | x | 3.595 | = | 4.691 |
| DD*,ED,MIMR,SLD,SLI*,OHI | 121.425 | 0.000 | 132.445 | + | 0.000 | = | 132.445 | x | 0.003 | = | 0.397 |
| ED-P | 0.000 | 0.000 | 0.000 | + | 0.000 | = | 0.000 | x | 4.822 | = | 0.000 |
| MOMR | 0.350 | 0.000 | 1.000 | + | 0.000 | = | 1.000 | x | 4.421 | = | 4.421 |
| VI | 0.000 | 0.000 | 0.000 | + | 0.000 | = | 0.000 | x | 4.806 | = | 0.000 |
| **Total Weighted Student Count Add-Ons** | | | | | | | | | | | **70.125** |

** School aged students only*

Populates from the SPED28-1 and the ELLS28-1

My prior year data's not right.

Now what?!

It's time for a 915!

# What is a 915?

**'915s' are prior year data corrections, pursuant to A.R.S.§15-915**

- Who:
  - All LEAs can submit a 915 request
- What:
  - Data impacting state aid and budget capacity can be modified
- When:
  - Data can be modified for prior three years
- How:
  - Check out our guidelines and instructions
  - Contact your account analyst with completed request
- Why:
  - To correct ELL data in SAIS so that it matches your SIS

# What do I do?

## Complete these steps…

- Find every student who needs an ELL data change
- Document necessary changes for each (see guideline for specifics)
- Determine how data will be changed…SAIS Online or File Upload
- Prepare SAIS file, if modifying data via a file upload
- Send Request letter to your account analyst

# A Few Important Details

**Data corrections can have many impacts:**

| Expected | Unexpected |
| --- | --- |
| • Data is now accurate!<br>• Student is generating ELL add-on funding<br>• Regular ADM increases or decreases | • ELL ADM/add-on funding decreases<br>• Regular ADM decreases<br>• Regular ADM did not increase |

# Things to Know About 915s

## Contributing factors

- The fiscal year for which data is being changed drives eligibility for an **upward**, **downward** or **neutral** ADM and budget adjustment

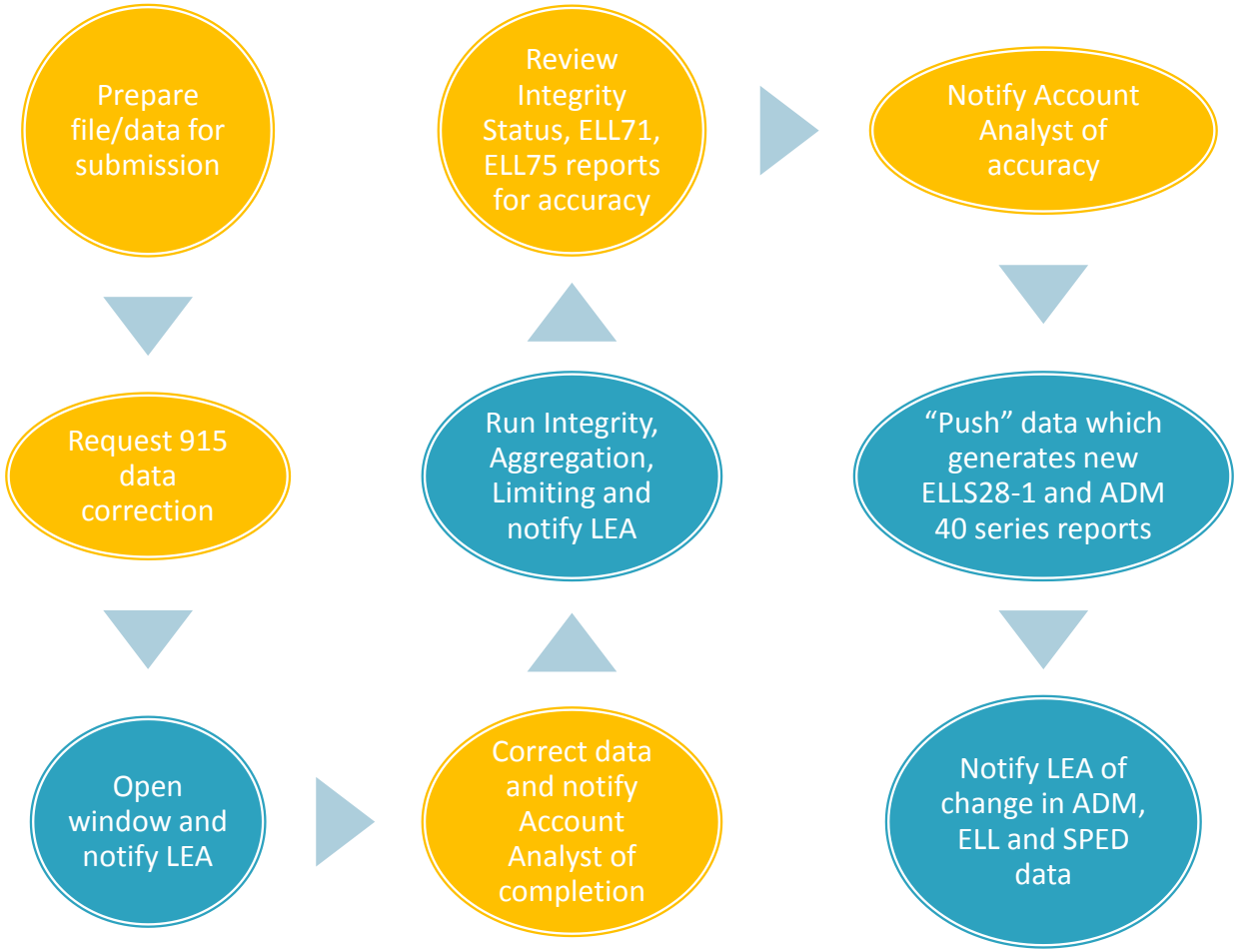
- When a complete data correction request is received also plays a part in ADM and budget adjustments

**How so??**

# 915 Submission Chart

| Fiscal Year for Which Data is to be Modified | Fiscal Year in Which Request was Received and Approved | Eligible for Upward Adjustment? | Eligible for Downward or No Adjustment? |
|---|---|---|---|
| FY 2011 | FY 2012 | Yes | Yes |
| | FY 2013 | No | Yes |
| | FY 2014 | No | Yes |
| | | | |
| FY 2012 | FY 2013 | Yes | Yes |
| | FY 2014 | No | Yes |
| | FY 2015 | No | Yes |
| | | | |
| FY 2013 | FY 2014 | Yes | Yes |
| | FY 2015 | No | Yes |
| | FY 2016 | No | Yes |
| | | | |
| FY 2014 | FY 2015 | Yes | Yes |
| | FY 2016 | No | Yes |
| | FY 2017 | No | Yes |

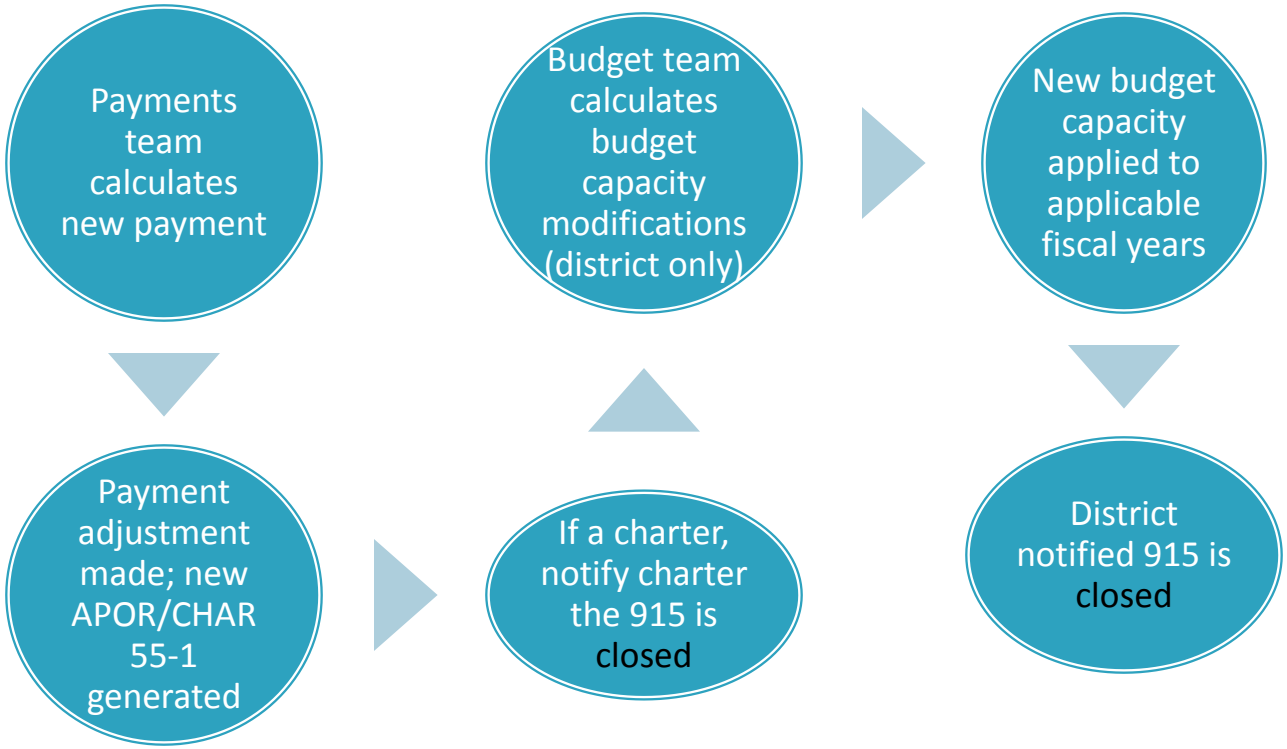
# How does a 915 work?




= LEA Responsibility

= ADE's responsibility

# Understanding the 915 Process Flow, Continued




**Important Note:** A more detailed 915 process flow diagram can be found here: http://www.azed.gov/administrators/SF/BusRuleDocsAndPres/Forms/Business%20Rules%20vs%20Presentations.aspx

# Questions??

**Student Data**

- Contact your Account Analyst

- **Payments**

sfpaymentteam@azed.gov

- **Budgets**

sfbudgetteam@azed.gov