Arizona Department of Education

SPED Count Process

Business Requirements

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Arizona Department of Education
Information Technologies Department
Business Analysis

Revision Log

All revisions to this Business Requirements Document (BRD) will be documented in this log. The initial draft document will be numbered v0.01 and incremented when revisions are made. The document that is approved will be v1.0.

Version	Date	Revision Description	Name
1.0	2/4/2010	Published Approved Integrity and Aggregation (Phase I) Requirements	Business Analysis
1.1	3/26/2010	Added Reporting Requirements, Updated Appendix D to include VI and MOMR, Updated Appendix A	Business Analysis
1.2	5/16/2014	Updated 7.4.4 to reflect how PS membership days are determined based on span of participation dates	School Finance

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1 PURPOSE

1.1.1 The purpose of this project is to implement changes to how the SPED Group B add-on funding is to be determined in regards to state aid equalization. This new method of generating SPED Group B student counts will replace SPED Aggregation for FY 2010 forward.

1.1.2 For timely implementation, the project will be separated into three phases. Phase I consists of integrity and aggregation requirements; phase II consists of all reporting requirements and phase III consists of requirements identified towards the end of phase I that could not be included due to time restrictions.

2 BACKGROUND

2.1.1 The current SPED Aggregation process uses twenty census dates as its basis for determining SPED counts. In order to ensure compliance with state law, the SPED count is to be based on ADM, not the census dates.

3 ASSUMPTIONS AND CONSTRAINTS

3.1 Assumptions

3.1.1 Federal SPED child count data will not be affected.

3.1.2 SPED-only students will not be included in the new SPED Count process, and therefore will not generate Group B add-on funding, as they are not enrolled in the school in which they are receiving SPED services.

3.1.3 Subject Matter Experts (SMEs) and stakeholders will be available to assist with requirements gathering and testing.

3.1.4 Resources will be available to develop and test the system modifications in a timely manner.

3.2 Constraints

3.2.1 None identified.

4 DEPENDENCIES, RISKS, AND ISSUES

4.1 Dependencies

4.1.1 This new methodology for SPED counts will create a dependency between ADM aggregation and SPED processing. Membership intervals must exist prior to determining the SPED Count.

4.1.2 The business rules are referenced throughout this document. It is very beneficial to read and understand them prior to reviewing this requirements document. The business rules are owned and made available by School Finance.

4.1.3 An awareness of the Arizona Online Instruction (AOI) project, which is expected to be implemented within the same timeframe as this project, will be useful. In particular, an awareness of the requirement for an additional reporting period will be helpful while developing the Aggregating Student SPED Data portion (section 7.10) of this project.

4.2 Risks

4.2.1 If SPED Count is a separate process from ADM Aggregation and runs after ADM Aggregation (and prior to School Finance ADM Aggregation analysis), then overall monthly processing time could extend past the allocated time. Additional processing time could occur if the SPED Count process needs to be re-run after the ADM aggregation analysis has been performed and errors found are corrected.

4.2.2 Preschool SPED Group B counts will not be limited to one-half that of a full-time student in this phase. This requirement will be added to Phase III.

4.2.3 SPED service codes that are ineligible in FY 2010 for generating state aid will not be included in this phase. This requirement will be added to Phase III.

4.3 Issues

4.3.1 There are pending issues of missing students/intervals in ADM aggregation. Until this is fixed, the SPED counts will be affected by these issues.

5 SCOPE

5.1 In Scope

5.1.1 Analysis of the existing SPED Aggregation and SPED Data Push processes

5.1.2 Identification of process alterations

5.1.3 Modifications to the formula for state SPED add-on funding

5.1.4 Reporting changes to reflect the new SPED count method

5.2 Out of Scope

5.2.1 Alterations to the federal SPED child count

5.2.2 Modifications to the ADM and concurrency processes

5.2.3 Limitation of the preschool Group B student counts to one half that of a full-time student.

5.2.4 Exclusion of specific service codes from the Group B SPED counts.

6 SECURITY

6.1.1 Security to remain the same as for the existing SPED Aggregation process.

7 BUSINESS REQUIREMENTS

7.1 SPED Count Process

7.1.1 From fiscal year 2010 forward, the SPED Count used for state funding will be based upon membership days from enrollments that cover a valid SPED service interval for a student.

7.1.2 The SPED Count process shall have the ability to be run on an ad-hoc basis by fiscal year and entity to accommodate prior fiscal year data processing.

7.1.3 The business rules for the SPED Count process are available from School Finance. The diagrams found within the business rules document are very beneficial in understanding the varying scenarios.

7.2 Integrity Rules

A gap analysis of the current SPED data push import rules and SPED integrity checks was completed with the understanding that the existing SPED data push may be retired with this project. We wanted to capture any gaps between the two sets of rules to determine required modifications and/or additions to the SPED integrity checks to ensure continued accuracy in the checks.

This analysis resulted in the following integrity rule requirements.

7.2.1 Add the new State SPED and Federal SPED integrity rules listed in Table 1. A description of the changes for each row can be found in the last column.

7.2.1.1 Item 1: CHARTER is defined as entity type 1035.

7.2.1.2 Item 2: PRIVATE/SPED is defined as entity type 1023.

7.2.2 Add new messages as identified in Table 1. New messages are listed with the message number as "@@".

Table 1 Integrity Rule Additions

Item #	Integrity Rule ID	Rule Description	Message	Description of Change
1	SC-INT-SPD-@@	If the DOA is CHARTER (not including District Sponsored Charter Schools), then the DOR must be the same as the DOA. **Integrity failure:** • State SPED • Federal SPED	ERROR message – 44310 DOR must be the same as the DOA for this type of district.	A new integrity check linked to an existing message.

Item #	Integrity Rule ID	Rule Description	Message	Description of Change
2	SC-INT-SPD-@@	If the DOA is PRIVATE/SPED, then the DOR must be PUBLIC or CHARTER. **Integrity failure:** • State SPED • Federal SPED	ERROR message – @@ For Private SPED districts, DOR must be Public or Charter	A new integrity check linked to a new message.
3	SC-INT-SPD-@@	If the DOA is Head Start, then the DOR must be PUBLIC. **Integrity failure:** • State SPED • Federal SPED	ERROR message – @@ For Head Start programs, DOR must be Public	A new integrity check linked to a new message.
4	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR =117601 (Florence/Florence Prison), DOA must be 110201 (Florence Unified School District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -@@ For DOR 117601, DOA must be 110201	A new integrity check linked to a new message.
5	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 057616 (Ft. Grant/Bonita), DOA must be 050316 (Bonita Elementary District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -43114 For DOR 057616, DOA must be 050316	A new integrity check linked to an existing message.
6	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 057601 (Ft. Grant/Safford Unified), DOA must be 050201 (Safford Unified District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -43112 For DOR 057601, DOA must be 050201	A new integrity check linked to an existing message.
7	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 057605 (Ft. Grant / Solomonville), DOA must be 050305 (Solomon Elementary District)	ERROR message -43113 For DOR 057605, DOA must be 050305	A new integrity check linked to an existing message.

Item #	Integrity Rule ID	Rule Description	Message	Description of Change
		Integrity failure: • State SPED • Federal SPED		
8	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 027613 (Ft. Grant/Willcox Unified), DOA must be 020213 (Willcox Unified District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -43111 For DOR 027613, DOA must be 020213	A new integrity check linked to an existing message.
9	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 117621 (Coolidge/AZ Training Center), DOA must be 110221 (Coolidge Unified District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -@@ For DOR 117621, DOA must be 110221	A new integrity check linked to a new message.
10	SC-INT-SPD-@@	DOR State Institute Exceptions If DOR = 057607 (Ft Grant/Ft Thomas Unified School District)), DOA must be 050207 (Ft Thomas Unified District) **Integrity failure:** • State SPED • Federal SPED	ERROR message -@@ For DOR 057607, DOA must be 050207	A new integrity check linked to a new message.

7.2.3 Modify the integrity rule identified in Table 2. Ft Thomas Unified District is to be added as a valid DOA when the DOR is STATE INSTITUTE.

Note: Although this integrity check may appear to be redundant, given that new DOR State Institute Exceptions integrity checks have been added, this rule must remain in place. This is due to the fact that State Institute (defined as entity type 1528) includes The Arizona Department of Economic Security (DES), which is not included in the new integrity checks. If this rule is removed, then a SPED transaction with a DOR of DES would not fail as expected.

Table 2 Integrity Rule Modifications

Item #	Integrity Rule ID	Rule Description	Message	Description of Change
1	SC-INT-SPD-001.4.6	If the DOR type is equal to STATE INSTITUTE, then the DOA must be one of the following districts 020213 Wilcox Unified District 050201 Safford Unified District 050305 Solomon Elementary District 050316 Bonita Elementary District 110201 Florence USD 110221 Coolidge Unified District 050207 Ft. Thomas Unified District **Integrity failure:** • State SPED • Federal SPED	ERROR message -44309 Invalid DOA for this DOR type.	Add a new DOA to the list of eligible DOAs when the DOR is STATE INSTITUTE.

7.3 SPED Aggregation Usage

7.3.1 For FY 2010 data and beyond, the new SPED Count process will be used in place of the existing SPED Aggregation process.

7.3.2 Data processing for fiscal years prior to 2010 will use the current SPED Aggregation and SPED Data Push processes.

7.4 SPED Count Determination

NOTE: Correlates with the SPED Count Business Rules document, Scenarios 1, 2, 3, 7, 8, 9 and 10.

7.4.1 SPED Group B add-on aid can be generated for a student only when the student is receiving SPED services at the school in which the student is enrolled.

7.4.2 SPED Count shall be comprised of any and all ADM membership days associated with a fundable school enrollment, during which a valid SPED service, servicing a Group B need, exists.

7.4.2.1 These membership days are known as SPED membership days.

7.4.3 SPED Membership Days = ADM membership days with the following characteristics:

7.4.3.1 Associated with a fundable enrollment (i.e., refcounttype = 2997 or 2998)

7.4.3.2 Enrollment is associated with a SPED service. The SPED service must be provided at the same school in which the student is enrolled.

7.4.3.2.1 SPED service shall contain only a Group B need, and not a Group A need, as only Group B needs are eligible for state SPED add-on funding. See Appendix D for a comprehensive list of current Group A and Group B needs.

7.4.4 Preschool enrollments are not fundable until a SPED service participation exists. Once a participation exists, the school enrollment becomes fundable. *UPDATED on 5/16/2014 to reflect how SAIS designates fundable portion of enrollment:* Once a participation exists, the reporting period(s) in which the participation spans will generate fundable membership days.

7.4.5 The highest weighted Group B need of all the SPED services provided during the ADM membership days shall be associated with the SPED membership days.

7.4.5.1 The highest weighted need is based on the Support Level Weights defined in ARS §15-943(2)(b). See Figure 1 below for a current list of the weighted needs.

Figure 1 Group B Needs and Weights

Group B Need Category	Support Level Weight
HI	4.771
MD-R*, A-R* and SMR-R*	6.024
MD-SC*, A-SC* and SMR-SC*	5.833
MDSSI	7.947
OI-R*	3.158
OI-SC*	6.773
PSD	3.595
DD (school age students),ED, MIMR, SLD, SLI (school age students) and OHI	0.003
EDP	4.822
MOMR	4.421
VI	4.806

** Need categories ending in –R or –SC refer to Resourced or Self Contained classroom settings. This designation identifies the environment where the student is receiving services: resourced (separate classroom from his/her regular education) or self-contained (all education is received in a Special Education environment).*
Note: *The R and SC designation is determined based on the Grade/Service Code entered during the SPED service participation transaction and is used in Student Counts. Please see* Appendix E *for a Grade/Service Code/R_SC matrix.*

7.4.6 Only SPED services occurring during the fundable membership days will be used to determine the weighted need. SPED services initiated outside of the membership days will be ignored when determining the highest weighted need.

7.4.7 SPED Count is defined as the total number of SPED membership days associated with the highest weighted Group B need serviced during the enrollment divided by the number of days within the reporting period. See 7.8 for information on how these SPED membership days may be adjusted.

7.4.8 The entity to receive state add-on aid for providing these SPED need services is the ADM funding recipient.

7.5 SPED Count: Multiple SPED Service Intervals

NOTE: Correlates with the SPED Count Business Rules document, Scenario 1.

7.5.1 During a fundable enrollment, multiple eligible SPED service intervals may occur concurrently or separately. Of these service intervals, the one associated with the highest weighted Group B SPED need is used to determine the SPED count for that enrollment.

7.5.2 If a student is receiving services for multiple needs, then the need(s) with the highest weight shall be associated with the membership interval.

7.5.2.1 If multiple needs have the same highest weight, then the SPED membership days for these needs shall be prorated equally.

7.5.2.1.1 An example of this situation:

There are 40 SPED membership days and the highest weighted needs are MD-SC and A-SC at a weight of 5.833. The MD-SC and A-SC needs will each be prorated at 20 (40 days/2 needs) SPED membership days at the 5.833 weight.

7.6 SPED Count: Concurrencies

NOTE: Correlates with the SPED Count Business Rules document, Scenario 5.

7.6.1 Concurrent school enrollments will adjust ADM membership days and therefore, SPED membership days and SPED Count, according to existing concurrency logic.

7.6.2 When concurrent school enrollments occur and at least one school is providing SPED services to the student, SPED membership days for each of the concurrent schools are to be adjusted.

7.6.2.1 An example of this situation:

Student enrolls at School A and receives SPED services. Student then concurrently enrolls at School B and receives no SPED services. The ADM membership days are cut in half as the FTE has been reduced to .5 due to concurrency rules. Therefore, the SPED membership days are also cut in half. School A will receive half of the SPED funding and School B will receive no SPED funding.

7.7 SPED Count: Calendar Shift

NOTE: Correlates with the SPED Count Business Rules document, Scenario 4.

7.7.1 A student generates SPED membership days based on the fundable membership days within an enrollment of a particular calendar.

7.7.1.1 If a SPED student withdraws from a school with a particular calendar and enrolls in another school with a different calendar, all the while receiving SPED services, then there will be two SPED Counts (two sets of SPED membership days), one based on the first enrollment and calendar and another based on the new enrollment under the new calendar.

7.7.1.1.1 An example of this situation:

A student enrolls in and receives SPED services at School A. The SPED Count is calculated based on the SPED membership days associated with the enrollment at School A. The student withdraws from School A at the end of the fundable membership period and enrolls in and receives SPED services at School B. School B's calendar started 2 weeks after School A's calendar and therefore its fundable membership period extends 2 weeks past School A's. The student generates 2 weeks' worth of SPED membership days at School B at the highest weighted need received at School B.

7.8 SPED Count: Adjusted SPED Membership Days

NOTE: Correlates with Appendix F .

SPED membership days may be adjusted in the following order by one or more of the following three potential limiting factors.

7.8.1 Concurrency Limiting Factor: SPED membership days are adjusted when a student is receiving SPED services while attending more than one school. See section 7.6 for additional information about this existing process.

7.8.2 Limiting Module Limiting Factor: SPED membership days may be adjusted based on the limiting module, when the FTE is reduced due to enrollments in multiple district types.

7.8.3 Need Limiting Factor: SPED membership days shall be prorated equally between the highest weighted needs when there are multiple needs with the same highest weight. See 7.5.2.1.1 for an example of this situation.

7.8.4 The product of the limited membership days multiplied by the needs limiting factor shall be used as the SPED membership days in the SPED Count determination.

7.9 Overage Students: ADM and SPED Fundable Membership Days

NOTE: Correlates with the SPED Count Business Rules document, Scenario 6.

7.9.1 A student receiving a SPED service which began prior to his/her 22nd birthday, shall generate fundable SPED and ADM membership days until the 100th day.

7.9.2 The fundable membership days generated after the 22nd birthday (as well as those generated prior to the 22nd birthday) shall appear on the SdADMS75-1 report as fundable membership days.

7.9.2.1 These membership days will not appear on the SdADMS76 report.

7.10 Aggregated SPED Data for Student Counts

7.10.1 Using the SPED Data Push or a separate process, migrate aggregated data from Student Details to Student Counts.

7.10.2 Aggregated data shall include, by reporting period and fiscal year, SPED limited membership days, ADM funding recipient, district of attendance, highest weighted need, need status (resourced or self-contained), Special Enrollment status of CEC-A or CEC-B, and SPED Count. These fields are required for either the ScSPEDStateAidAddOns table or for the SPED student counts reports that will be defined in Phase II.

7.10.3 SPED student counts reports will report the data identified in 7.10.2 for 40th day and 100th day. For reporting purposes, 40th day is to contain data for days 1 – 40, while 100th day contains data for days 1 – 100.

7.10.4 Reporting periods from Student Details are related to, but not equal to, the time frames stored in the ScSPEDStateAidAddOns table in Student Counts. Storage and definition of the time frames shall not change as a change would adversely impact any downstream processes, namely the payment system.

7.10.5 All fields identified within the ScSPEDStateAidAddOns table shall continue to be populated as they are required for the payments system. Other fields may exist, but are not required for the payments system.

7.10.5.1 The SPED Need Id field will now contain the highest weighted need associated with the SPED membership days.

7.11 SPED Group B Add-On Student Count

7.11.1 The SPED Group B add-on student count figure for each need, which is used for state funding, is calculated as total SPED membership days divided by the number of days in the reporting period. This figure appears on the APOR55-1 and CHAR55-1 reports.

7.11.2 For example, the total SPED membership days for District A, for 40th day of FY 2010, for need HI is 15,857.65, then the add-on count for HI is 396.4413 (i.e., 15,857.65 SPED membership days/40 days), rounded to the appropriate decimal place.

8 REPORTING REQUIREMENTS

8.1 General Report Modifications

8.1.1 All report modifications/additions included in this document are effective FY 2010 forward.

8.1.2 Due to changes in the processing of SPED counts, the majority of the SPED reports will be affected in some way. The following matrix identifies the reports that will be added, removed or replaced for FY 2010. The FY 2009 Report column identifies reports used in FY 2009 with their FY 2010 equivalent listed in the FY 2010 Report(s) column. Requirements for these FY 2010 reports begin with 8.2 below.

Table 3 New, Retired and Replaced Reports

Report Location	FY 2009 Report	FY 2010 Report(s)
SDDI via Common Logon		SDADMS75-3
SDDI via Common Logon	SDSPED71	SDSPED71-1, SDSPED71-2
SDDI via Common Logon	SDSPED72-1	SDSPED71-1
SDDI via Common Logon	SDSPED72-2	SDSPED71-2
SDDI via Common Logon		SDSPED75-1
SDDI via Common Logon		SDSPED75-3
Student Counts*	SPED02-1	
Student Counts*	SPED04 (all versions)	SDSPED71-1, SDSPED71-2
Upon Request from School Finance	SPED06	SDSPED71-2 or SPED07
Upon Request from School Finance	SPED08	SDSPED71-2 or SPED07
Upon Request from School Finance	SPED10	SDSPED71-2 or SPED07
Student Counts*	SPED16	SDSPED75-1, SDSPED75-3
Student Counts*	SPED22	
Student Counts*	SPED28	SPED28-1

* Student Counts reports can be found at **http://www.ade.az.gov/Districts/** .

Note: Existing reports that are being modified and not replaced for FY 2010 are not included in this matrix, but are included in the requirements below.

8.2 SDDI Report: SDSPED71

8.2.1 No longer generate this report. The SDSPED71-1 and SDSPED71-2 reports will be used in its place.

8.2.2 Report shall not be available for FY 2010 forward.

8.3 SDDI Report: SDSPED71-1 SPED Report by DOA

Note: A sample of this report can be found in Figure 2 at the end of this section.

8.3.1 To be used in place of SDSPED71 and SDSPED72-1.

8.3.2 Description of report (provided for informational purposes only): This report lists all relevant data that currently resides in SAIS pertaining to each student's special education needs and special education program participation. The report will also identify students whose special education records have failed in Integrity processing. The report is based on District of Attendance (DOA).

8.3.3 Report is available in Student Detail Data Interchange (SDDI) through Common Logon and is accessible at both the School and District levels.

8.3.4 The report shall be run on-demand.

8.3.5 Report name displayed in the SDDI report list shall read 'SDSPED71-1 SPED Report by DOA'.

8.3.6 Shall be available from FY 2010 forward.

8.3.7 Available downloadable formats: PDF, XML, Simple Text

8.3.8 Same layout, format and functionality as the SDSPED71 with the following exceptions:

8.3.8.1 The report name (ID) is 'SDSPED71-1'.

8.3.8.2 The layout of the report is identical for both the district and school levels.

8.3.8.3 Add two columns 'Ethnicity' and 'Date of Birth'. They shall be placed after the 'Gender' column and before the 'Need' column.

8.3.8.4 'DOR CTDS' column should display only the CTD portion of the data (e.g., 07-02-04) and shall be named "DOR CTD".

8.3.9 Report shall be filtered at the district level by district of attendance which is equal to the district requesting the report, regardless of district of residence.

8.3.10 Report shall be filtered at the school level by the school of attendance which is equal to the school requesting the report, regardless of the district of residence.

8.3.11 Report shall include students with one or more needs from the Special Education need group, regardless if there is an accompanying SPED service participation.

8.3.11.1 If a student is identified as needs only (i.e. a SPED need has been submitted, but a SPED participation has not), functionality shall be identical to the SdSPED71 report, in which an asterisk is placed next to the SAIS ID and the Track, Grade, Service Code, Special Enrollment, School, Service Entry, Service Exit, Withdrawal Reason and SPED Federal Primary Need Indicator columns contain no data.

8.3.12 Data shall be grouped by School of Attendance and Integrity Result.

8.3.13 Data shall be sorted in ascending order by School of Attendance CTDS, then Integrity Result, Grade, Last Name, First Name, SAIS ID, Service Entry Date, Need.

8.3.14 Report shall always display the most recent needs within the Special Education need group without requiring IT intervention.

8.3.15 Data Requirements

8.3.15.1 See Figure 2 for the placement of the data identified in Table 4 within the PDF version.

8.3.15.2 Fields to be included in the Simple Text and XML versions of the report are identified in Table 4.

Table 4 SdSPED71-1 Data Requirements

<table>
<tr><th>Data Element</th><th>Values/Description</th><th>Rules</th><th>Sorting Order</th></tr>
<tr><td>Report Title</td><td>‘SPED Report by DOA’</td><td></td><td></td></tr>
<tr><td>Report ID</td><td>‘SdSPED71-1’</td><td></td><td></td></tr>
<tr><td>Fiscal Year</td><td>(e.g., 2010)

Fiscal year selected upon report generation</td><td></td><td></td></tr>
<tr><td>Requesting/Attending District CTD</td><td>DOA CTD Number</td><td></td><td></td></tr>
<tr><td>Requesting/Attending District Name</td><td>DOA Name</td><td></td><td></td></tr>
<tr><td>School of Attendance CTDS</td><td>School of Attendance CTDS Number</td><td></td><td>Ascending by CTDS Number</td></tr>
<tr><td>School of Attendance Name</td><td>School of Attendance Name</td><td></td><td></td></tr>
<tr><td>Integrity Result</td><td>Results of the State SPED Integrity and Federal SPED Integrity.

<u>To Be Displayed As</u>:
State SPED {result value}, Federal SPED {result value}

Result values are:

<table><tr><th><u>State</u></th><th><u>Federal</u></th></tr><tr><td>Passed</td><td>Passed</td></tr><tr><td>Passed</td><td>Failed</td></tr><tr><td>Passed</td><td>Not Run</td></tr><tr><td>Failed</td><td>Passed</td></tr><tr><td>Failed</td><td>Failed</td></tr></table></td><td>If there is no data for any combination, then that combination should not appear in the report.</td><td></td></tr>
</table>

Data Element	Values/Description	Rules	Sorting Order
	Failed / Not Run Not Run / Passed Not Run / Failed Not Run / Not Run		
SAIS ID	ADE generated unique student identifier		Ascending
Last Name	Legal last name of student; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of student; may be truncated to fit into the report.		Alphabetical
Gender	M, F Gender as submitted within the student's personal information transaction		
Ethnicity	A, B, H, I, W Ethnicity as submitted within the student's personal information transaction.		Ascending
Date of Birth	Birth date as submitted within the students' personal information transaction	Format: mm/dd/yyyy	
Need	SPED need code that ranges from one to five characters. (e.g., A, DD, MDSSI)		Alphabetical
ELL	Yes, No Identifies whether or not the student was enrolled in an ELL program anytime during the fiscal year within the school of attendance. This is pre-ELL integrity.		
Track	Track number as submitted by the school within the SPED transaction.		Ascending
Grade	PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 Grade submitted within the student's SPED transaction		Ascending from PS through 12 as listed in the values column of this table.

Data Element	Values/Description	Rules	Sorting Order
Service Code	One or two digit SPED Service Code (e.g., A, EA, H, PA, PB)		
Special Enrollment	Special Enrollment as submitted by the school within the enrollment transaction		
School	P, S SPED Concurrency designation as submitted within the SPED transaction. Defines whether the school has primary or secondary responsibility for the student's special education curriculum.		
Service Entry	First day of the SPED participation or in the case of a needs-only student, the day the need was identified.	Format: mm/dd/yyyy	
Service Exit	Last day of the student's SPED participation for the identified need.	Format: mm/dd/yyyy	
Withdrawal Reason	Reason why the SPED participation ended; as submitted within the SPED transaction The description of the reason shall be displayed.		
DOR CTD	CTD number of the student's Funded SPED Service DOR(e.g.,07-02-04) as submitted within the SPED transaction	Format: cc-tt-dd	
SPED Fed Primary Need Ind.	Yes, No Indicates whether the need within this record is the Primary Federal Need. If the student is found eligible in one or more disability category, a 'yes' identifies the disability category that has the greatest adverse impact on the student's ability to access and		

Data Element	Values/Description	Rules	Sorting Order
	progress through the general curriculum.		

8.3.16 PDF format requirements:

Note: A sample of this report can be found in Figure 2.

8.3.16.1 The formatting and layout of the SdSPED71-1 report shall be the same as the SdSPED71 with the following exceptions.

8.3.16.2 Top left corner: the report name shall read 'SDSPED71-1'.

8.3.16.3 Top center title: expand the title to read

ARIZONA DEPARTMENT OF EDUCATION
SPED Report
By District of Attendance
Fiscal Year {fiscal year in which the report is being generated}

8.3.16.4 Top right corner: the page number shall be listed as 'current page of total pages.'

8.3.16.5 Requesting District ID line shall read "Requesting/Attending District:" followed by the CTD, then the district name.

8.3.16.6 Requesting District Name line shall be removed.

8.3.16.7 School CTDS line shall be modified to read "School of Attendance:

8.3.16.8 The line below it shall list the School of Attendance CTDS, followed by the school name.

8.3.16.9 'Integrity Result' section shall appear on every page that includes student data.

8.3.16.9.1 The current "Integrity Not Run" result shall follow the "State SPED {result value}, Federal SPED {result value}" format as stated in Table 4.

8.3.16.10 Two new columns 'Ethnicity' and 'Date of Birth' shall be placed after the 'Gender' column and before the 'Need' column.

8.3.16.10.1 Format of Ethnicity column: centered, with the heading bold and the values non-bold.

8.3.16.10.2 Format of Date of Birth column: centered, with the heading bold and the values non-bold. Values shall be displayed in mm/dd/yyyy format.

8.3.16.11 'DOR CTD' column should display only the CTD portion of the data (e.g., 07-02-04) and shall be named "DOR CTD".

8.3.16.12 DOR Start and DOR End columns shall be removed.

8.3.16.13 Data shall be grouped by School of Attendance and then Integrity Result.

8.3.16.13.1 A change in any value within the grouping shall result in the data being displayed on a new page.

8.3.16.14 Mimicking the SdSPED71 report, a total consisting of the total number of SPED participations, shall be displayed at the end of each grouping. See Figure 2 for the placement of the totals field name and value.

8.3.16.15 Non-existent values shall display as "N/A".

Figure 2 SDSPED71-1 SPED Report by DOA

SdSPED71-1 | **ARIZONA DEPARTMENT OF EDUCATION** | **Page:** 1 of 15

SPED Report | **Print Date:** 06/23/2010 12:34:56

By District of Attendance

Fiscal Year 2010

Requesting/Attending District: 07-02-04 Mesa Unified District

School of Attendance:

07-02-04-109 Jefferson Elementary School

Integrity Result

State SPED Failed, Federal SPED Failed

SAIS ID	Last Name	First Name	Gender	Ethnicity	Date of Birth	Need	ELL	Track	Grade	Service Code	Special Enrollment	School	Service Entry	Service Exit	Withdrawal Reason	DOR CTD	SPED Fed Primary Need Ind.
26587425	Smith	Pedro	M	H	01/16/2000	ED	No	1	3	C	N/A	P	07/28/2009	05/20/2010	School is Out	07-02-04	No
25845687	Tray	Sally	F	A	11/15/1999	A	No	1	3	A	N/A	S	07/28/2009	05/20/2010	School is Out	07-02-04	No

Totals: 2

* Student has a valid Need, but no associated program/service for this Need.

NOTE: Some students listed in this report may not be eligible for State funding. Please, refer to the SPED instructions.

8.4 SDDI Report: SDSPED71-2 SPED Report by DOR

Note: A sample of this report can be found in Figure 3.

8.4.1 To be used in place of SDSPED71 and SDSPED72-2.

8.4.2 Description of report (provided for informational purposes only): This report lists all relevant data that currently resides in SAIS pertaining to each student's special education needs and special education program participation. The report will also identify students whose special education records have failed in Integrity processing. The report is based on District of Residence (DOR).

8.4.3 Report is available in Student Detail Data Interchange (SDDI) through Common Logon and is accessible at the District level only.

8.4.4 The report shall be run on-demand.

8.4.5 Report name displayed in the SDDI report list shall read 'SDSPED71-2 SPED Report by DOR'

8.4.6 Shall be available from FY 2010 forward.

8.4.7 Available downloadable formats: PDF, XML, Simple Text

8.4.8 Same layout and functionality as the SDSPED71-1 report, as defined in 8.3, with the following exceptions:

8.4.8.1 Report shall be filtered by district of residence which is equal to the district requesting the report. The DOA cannot be equal to the DOR.

8.4.8.2 The report name (ID) is 'SDSPED71-2'.

8.4.8.3 "Requesting/Attending District" line shall be replaced by "Requesting/District of Residence:", followed by the DOR CTD, then the DOR name.

8.4.9 Data shall be grouped by School of Attendance and Integrity Result.

8.4.10 Data shall be sorted in ascending order by School CTDS, then Integrity Result, Grade, Last Name, First Name, SAIS ID, Service Entry Date, Need.

8.4.11 Data Requirements:

8.4.11.1 See Figure 3 for the placement of the data identified in Table 5 within the PDF version.

8.4.11.2 Fields to be included in the Simple Text and XML versions of the report are identified in Table 5.

Table 5 SdSPED71-2 Data Requirements

Data Element	Values/Description	Rules	Sorting Order
Report Title	'SPED Report by DOR'		
Report ID	'SdSPED71-2'		
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/ District of Residence CTD	DOR CTD Number		
Requesting/ District of Residence Name	DOR Name		
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
Integrity Result	Results of the State SPED Integrity and Federal	If there is no data for any combination, then that	

<table>
<tr><th>Data Element</th><th>Values/Description</th><th>Rules</th><th>Sorting Order</th></tr>
<tr><td></td><td>SPED Integrity.

<u>To Be Displayed As:</u>
State SPED {result value}, Federal SPED {result value}

Result values are:

<table><tr><th><u>State</u></th><th><u>Federal</u></th></tr><tr><td>Passed</td><td>Passed</td></tr><tr><td>Passed</td><td>Failed</td></tr><tr><td>Passed</td><td>Not Run</td></tr><tr><td>Failed</td><td>Passed</td></tr><tr><td>Failed</td><td>Failed</td></tr><tr><td>Failed</td><td>Not Run</td></tr><tr><td>Not Run</td><td>Passed</td></tr><tr><td>Not Run</td><td>Failed</td></tr><tr><td>Not Run</td><td>Not Run</td></tr></table></td><td>combination should not appear in the report.</td><td></td></tr>
<tr><td>SAIS ID</td><td>ADE generated unique student identifier</td><td></td><td>Ascending</td></tr>
<tr><td>Last Name</td><td>Legal last name of student as submitted; may be truncated to fit into the report.</td><td></td><td>Alphabetical</td></tr>
<tr><td>First Name</td><td>Legal first name of student as submitted; may be truncated to fit into the report.</td><td></td><td>Alphabetical</td></tr>
<tr><td>Gender</td><td>M, F

Gender as submitted within the student’s personal information transaction</td><td></td><td></td></tr>
<tr><td>Ethnicity</td><td>A, B, H, I, W

Ethnicity as submitted within the student’s personal information transaction</td><td></td><td>Ascending</td></tr>
<tr><td>Date of Birth</td><td>Birth date as submitted within the student’s personal information transaction</td><td>Format: mm/dd/yyyy</td><td></td></tr>
<tr><td>Need</td><td>SPED need code that ranges from one to five characters.
(e.g., A, DD, MDSSI)</td><td></td><td>Alphabetical</td></tr>
<tr><td>ELL</td><td>Yes, No</td><td></td><td></td></tr>
</table>

Data Element	Values/Description	Rules	Sorting Order
	Identifies whether or not the student was enrolled in an ELL program anytime during the fiscal year within the school of attendance. This is pre-ELL integrity.		
Track	Track number as submitted by the school within the SPED transaction.		Ascending
Grade	PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12 Grade submitted by the school within the students' SPED transaction		Ascending from PS through 12 as listed in the values column of this table.
Service Code	One or two digit SPED Service Code (e.g., A, EA, H, PA, PB)		
Special Enrollment	Special Enrollment as submitted by the school within the SPED transaction		
School	P, S SPED Concurrency designation as submitted by the school within the SPED transaction. Defines whether the school has primary or secondary responsibility for the student's special education curriculum.		
Service Entry	First day of the SPED participation or in the case of a needs-only student, the day the need was identified.	Format: mm/dd/yyyy	
Service Exit	Last day of the student's SPED participation for the identified need.	Format: mm/dd/yyyy	
Withdrawal Reason	Reason why the SPED participation ended; as submitted by the school within the SPED transaction. The description of the		

Data Element	Values/Description	Rules	Sorting Order
	reason shall be displayed.		
DOR CTD	CTD number of the student's Funded SPED Service DOR(e.g.,07-02-04) as submitted within the SPED transaction	Format: cc-tt-dd	
SPED Fed Primary Need Ind.	Yes, No Indicates whether the need within this record is the Primary Federal Need. If the student is found eligible in one or more disability category, a 'yes' identifies the disability category that has the greatest adverse impact on the student's ability to access and progress through the general curriculum.		

8.4.12 PDF format requirements:

8.4.12.1 Shall be identical to the SdSPED71-1 report with the exception of the following:

8.4.12.1.1 Top left corner: the report name shall read 'SDSPED71-2'.

8.4.12.1.2 Top center title shall be modified. "By District of Attendance" shall read "By District of Residence'.

8.4.12.1.3 "Requesting/Attending District" shall be replaced with "Requesting/District of Residence:". The values shall be modified to reflect the DOR CTD and Name.

Figure 3 SDSPED71-2 SPED Report by DOR

SdSPED71-2

ARIZONA DEPARTMENT OF EDUCATION
SPED Report
By District of Residence
Fiscal Year 2010

Page: 1 of 25
Print Date: 06/23/2010 12:54:24

Requesting/District of Residence: 07-02-04 Mesa Unified District

School of Attendance:
07-21-36-001 Gateway Academy

Integrity Result
State SPED Failed, Federal SPED Failed

SAIS ID	Last Name	First Name	Gender	Ethnicity	Date of Birth	Need	ELL	Track	Grade	Service Code	Special Enrollment	School	Service Entry	Service Exit	Withdrawal Reason	DOR CTD	SPED Fed Primary Need Ind.
25686541	Younger	Trey	M	B	01/16/2000	ED	No	1	3	C	N/A	P	07/28/2009	05/20/2010	School is Out	07-02-04	No
38658456	Wright	Kim	F	W	11/15/1999	A	No	1	3	A	N/A	S	07/28/2009	05/20/2010	School is Out	07-02-04	No

Totals: 2

* Student has a valid Need, but no associated program/service for this Need.
NOTE: Some students listed in this report may not be eligible for State funding. Please, refer to the SPED instructions.

8.5 SDDI Report: SDSPED72-1

8.5.1 No longer generate this report. The SDSPED71-1 report will be used in its place.

8.5.2 Report shall not be available for FY 2010 forward.

8.6 SDDI Report: SDSPED72-2

8.6.1 No longer generate the report. The SDSPED71-2 report will be used in its place.

8.6.2 Report shall not be available for FY 2010 forward.

8.7 SDDI Report: SDSPED75-1

Note: A sample of this report can be found in Figure 4 at the end of this section.

8.7.1 Report description (provided for informational purposes only): This report shows the results of the most recent Special Education Aggregation including SPED membership days and the highest weighted Group B need(s) associated with those days. The SPED membership days and the highest weighted need(s) are used in the calculations that determine the amount of State Add-On aid to be generated. Students receiving special education services for Group B needs are included on this report. This report is based on District of Attendance.

8.7.2 Create a new report that will be available in Student Detail Data Interchange (SDDI) via Common Logon and is accessible at the school and district levels.

8.7.3 General report requirements:

8.7.3.1 Shall be run on-demand.

8.7.3.2 Following ADE standard SDDI reporting requirements, user shall have the ability to select the applicable fiscal year; default is current fiscal year.

8.7.3.3 User shall have the ability to select one grade prior to generating the report.

8.7.3.3.1 The grade options shall be ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12; default is "ALL".

8.7.3.4 Available downloadable formats: PDF, XML, Simple Text

8.7.3.5 Report Name is 'SDSPED75-1 SPED Adjusted Membership Report by DOA' and shall be identified as such in the SDDI Download area.

8.7.3.6 Shall be based on the SDADMS75-1 report. If not otherwise specified, shall function as the SDADMS75-1 report.

8.7.3.7 Shall be available for FY 2010 forward.

8.7.3.8 The data within the report shall be limited to:

8.7.3.8.1 Fiscal year selected

8.7.3.8.2 Grade selected

8.7.3.8.3 Fundable membership intervals

8.7.3.8.4 SPED service participations that have generated SPED membership days.

8.7.3.8.5 District level: to be filtered by the requesting district, which is the district in which the students are attending, regardless of district of residence.

8.7.3.8.6 School level: to be filtered by the requesting school, which is the school in which the students are attending, regardless of the district of residence.

8.7.3.9 Data shall be sorted within the report in the following manner: Requesting/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence, Last Name, First Name, SAIS ID, First Day of Membership, SPED Need

8.7.3.10 Student data shall be grouped and displayed in this grouping combination: Requesting/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence.

8.7.3.10.1 Each grouping's SPED membership days and LIM SPED membership days shall be subtotaled.

8.7.3.10.2 Any change in the grouping values shall result in the data being displayed on a new page.

8.7.4 Data Requirements:

8.7.4.1 See Figure 4 for the placement of the data identified in Table 6 within the PDF version.

8.7.4.2 Fields to be included in the Simple Text and XML versions of the report are identified in Table 6.

8.7.4.3 Create a new code, M, that will appear in the Codes column. This code shall identify the record as having adjusted membership days due to the student receiving multiple highest weighted Group B needs.

Table 6 SDSPED75-1 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
Report Name	"SPED Adjusted Membership Calculation Report by DOA"		
Report ID	SdSPED75-1		
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/Attending District CTD	DOA CTD Number		
Requesting/Attending District Name	DOA Name		
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
District of Residence CTD	DOR CTD Number		Ascending by CTD Number
District of Residence Name	DOR Name		
Grade	ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Grade on report to match the grade selected in 8.7.3.3. If grade = ALL, then each grade shall be included and then displayed individually.	Ascending from PS through 12 as listed in the values column of this table.
Register ID	ID as entered by the school within the student's membership transaction		Ascending
Period	40th, 100th 40th day contains days 1 – 40. 100th day contains		40th, 100th

Report Column/Row	Values/Description	Rules	Sorting Order
	days 41-100		
Aggregation Start Date	Date the SPED Aggregation processing began; when the data in this report was generated.	Format: mm/dd/yyyy	
Aggregation End Date	Date the SPED Aggregation processing ended; when the data in this report was generated.	Format: mm/dd/yyyy	
Run Date	Most recent date aggregation was run	Format: mm/dd/yyyy hh:mm:ss	
SAIS ID	ADE generated unique student identifier		Ascending
School Student ID	School generated unique student identifier; submitted by the school within the student's enrollment transaction		
Last Name	Legal last name of student; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of student; may be truncated to fit into the report.		Alphabetical
First Day of Membership	First day of the student's membership interval	Format: mm/dd/yyyy	
Last Day of Membership	Last day of the student's membership interval	Format: mm/dd/yyyy	
Track Number	Track number as submitted by the school		Ascending
FTE	FTE as adjusted by concurrency		
Special Enrollment	1, 2, 3 Special Enrollment data as submitted by the school		

Report Column/Row	Values/Description	Rules	Sorting Order
Need	SPED need code that ranges from one to five characters. (e.g., A, DD, MDSSI)	Highest weighted group B need associated with the membership interval. If multiple needs fall within the highest weighted category for the student, then each of the needs shall appear within their own record.	Alphabetical
Service Code	Two digit SPED Service Code (e.g., A, EA, H, PA, PB)	SPED Service Code associated with the SPED need of the SPED participation.	
SPED Memb Days	0-100	SPED days associated with the need listed in the Need column; days have been adjusted, when applicable, based on multiple highest weighted needs and enrollment concurrencies. Format: 2 decimal places	
LIM SPED Memb Days	0-100	SPED days associated with the need listed in the Need column; days have been adjusted, when applicable, based on the limiting module, multiple highest weighted needs and enrollment concurrencies. Format: 2 decimal places	
Codes	1,2,3,4,5, L,M Codes that identify if the SPED days have been adjusted or if the SPED service participation has not passed integrity.	Codes **1, 2** and **3** shall use the same logic and code descriptions as the same codes on the SdADMS75-1. Code **4** shall read “This SPED service participation has failed state SPED integrity processing since the last student data change.” Code shall be displayed when the SPED service participation failed state SPED integrity. Code **5** shall read “State SPED integrity has not been run since the last student data change.”	Numerical (Ascending),L, M

Report Column/Row	Values/Description	Rules	Sorting Order
		Code shall be displayed when the SPED service participation has not been run through state SPED integrity since the last student data change. Codes **4a, 4b, 4c, 5a, 5b** and **5c** do not apply to this report and should not be displayed. Code **L** shall use the same logic as, but a different description than, code L on the SdADMS75-1. The description shall read "Student's ADM has been limited proportionally due to a concurrent or subsequent enrollment." Code **M** shall read "SPED days have been adjusted proportionally due to receiving services for multiple needs with the same highest Group B weight." Code shall be displayed when multiple needs for a student have been identified as having the same highest weight. Multiple codes may be displayed in this column.	

8.7.5 PDF Format Requirements:

Note: See Figure 4 and Figure 5 for examples.

8.7.5.1 Header Information:

8.7.5.1.1 Top left corner: the report name shall read '**SDSPED75-1**', in bold text.

8.7.5.1.2 Top center title, in bold text:

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Attendance

Fiscal Year {fiscal year selected when requesting report}

8.7.5.1.3 Top right corner; field names to be bold, values not to be bold:

Page: x of x
Print Date: {current date and time stamp; format mm/dd/yyyy hh:mm:ss}

8.7.5.2 Footer Requirements:

The footer text shall be centered and read, in non-bold text:

The SPED Membership Days have been adjusted for multiple highest weighted needs.

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8.7.5.3 Non-existent Data and Totals Display:

8.7.5.3.1 If a value does not exist within the report, display an 'N/A'.

8.7.5.3.2 Subtotals for SPED Membership Days and LIM SPED Membership Days shall be displayed after the last record for each grouping combination as specified in 8.7.3.10 and seen in Figure 5.

8.7.5.4 Page specific requirements:

8.7.5.4.1 First page of each Requested/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence grouping

8.7.5.4.1.1 The Header and Footer sections, the Requesting/Attending District, Grade through School of Attendance, District of Residence fields, the Aggregation Start Date through Run Date fields, as well as the student data columns, from SAIS ID through Codes shall be as displayed in Figure 4.

8.7.5.4.2 Subsequent pages of each Requested/Attending District, School of Attendance, Grade, Register ID, Period, District of Residence grouping

8.7.5.4.2.1 The Header and Footer sections, the Requesting/Attending District, School of Attendance, as well as the student data columns, from SAIS ID through Codes shall be as displayed in Figure 5.

8.7.5.4.2.2 After the last record on the last page of each grouping of student data, subtotals shall be displayed for the SPED Memb Days and LIM SPED Memb Days columns. The subtotals shall be preceded by the word 'Totals', in bold text, and shall be the sum of the SPED Memb Days and LIM SPED Memb Days, respectively, for that grouping of student data.

8.7.5.4.3 Last page of the report:

8.7.5.4.3.1 The Notes section shall appear as displayed in Figure 6 and defined in Table 6.

Figure 4 SDSPED75-1 Report - First Page of Grouping

SdSPED75-1

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Attendance
Fisacal Year 2010

Page: 1 of 10
Print Date: 06/10/2009 12:15:26

Requesting/Attending District: 07-02-80 Chandler Unified District

Grade	Register ID	Period	School of Attendance:		District of Residence:	
11	4321	40th	07-02-80-202	Chandler High School	07-02-04	Mesa Unified District

Aggregation Start Date	Aggregation End Date	Run Date
05/29/2010	05/29/2010	05/29/2010 9:15:47

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Number	FTE	Special Enrollment	Need	Service Code	SPED Memb Days	LIM SPED Memb Days	Codes
21758943	C54873	Angelo	Marcy	07/28/2009	09/22/2009	1	1.00	N/A	VI	A	40.00	40.00	N/A
21759530	C58742	Azilla	Tom	07/28/2009	09/22/2009	1	1.00	N/A	HI	B	40.00	40.00	N/A
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	SLI	A	20.00	20.00	M
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	ED	A	20.00	20.00	M

The SPED Membership Days have been adjusted for multiple highest weighted needs.
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Figure 5 SDSPED75-1 Report - Totals Page of Grouping

SdSPED75-1

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Attendance
Fiscal Year 2010

Page: 5 of 10
Print Date: 06/10/2009 12:15:26

Requesting/Attending District: 07-02-80 Chandler Unified District

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Number	FTE	Special Enrollment	Need	Service Code	SPED Memb Days	LIM SPED Memb Days	Codes
54872154	C68574	Yung	Ray	07/28/2009	09/22/2009	1	1.00	N/A	A	A	40.00	40.00	N/A
54978112	C68652	Zen	Victoria	07/28/2009	09/22/2009	1	1.00	N/A	ED	B	40.00	40.00	N/A
55126547	C69521	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	VI	A	20.00	20.00	M
55126547	C69625	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	SLI	A	20.00	20.00	M
										Totals:	280.00	280.00	

The SPED Membership Days have been adjusted for multiple highest weighted needs.
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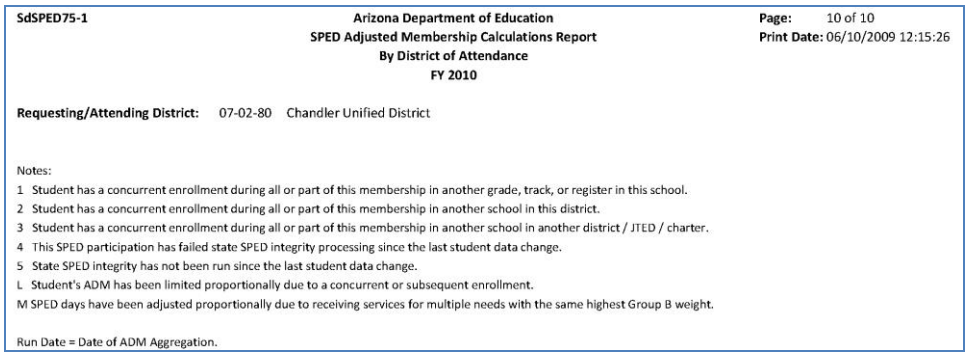
Figure 6 SDSPED75-1 Report - Notes Page



SdSPED75-1 | Arizona Department of Education | Page: 10 of 10

SPED Adjusted Membership Calculations Report | Print Date: 06/10/2009 12:15:26

By District of Attendance

FY 2010

Requesting/Attending District: 07-02-80 Chandler Unified District

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 SPED participation has failed state SPED integrity processing since the last student data change.
5 State SPED integrity has not been run since the last student data change.
L Student's ADM has been limited proportionally due to a concurrent or subsequent enrollment.
M SPED days have been adjusted proportionally due to receiving services for multiple needs with the same highest Group B weight.

Run Date = Date of ADM Aggregation.

8.8 SDDI Report: SDSPED75-3

Note: A sample of this report can be found in Figure 7 at the end of this section.

8.8.1 Report description (provided for informational purposes only): This report is very similar to the SDSPED75-1 report. The main difference is that this report includes only tuition-out students. Tuition-out students are those who reside in one district, but attend a school in a different district. This report is based on District of Residence.

8.8.2 Create a new report that will be available in Student Detail Data Interchange (SDDI) via Common Logon and is accessible only at the district level.

8.8.3 <u>General report requirements</u>:

8.8.3.1 Report Name is "SDSPED75-3 SPED Adjusted Membership Report by DOR" and shall be identified as such in the SDDI Download area.

8.8.3.2 Following ADE standard SDDI reporting requirements, user shall have the ability to select the applicable fiscal year; default is current fiscal year.

8.8.3.3 User shall have the ability to select one grade prior to generating the report.

8.8.3.3.1 The grade options shall be ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; default is "ALL".

8.8.3.4 Available downloadable formats: PDF, XML, Simple Text

8.8.3.5 Shall be available only from FY 2010 forward.

8.8.3.6 The data within the report shall be filtered upon:

8.8.3.6.1 Fiscal year selected

8.8.3.6.2 Grade selected

8.8.3.6.3 Fundable membership intervals

8.8.3.6.4 SPED service participations that have generated SPED membership days.

8.8.3.6.5 Students who are residents of the requesting district, but who are attending a district other than the requesting district.

8.8.3.7 Data shall be sorted within the report in the following manner: Requesting/ District of Residence, School of Attendance, Grade, Period, District of Attendance, Last Name, First Name, SAIS ID, First Day of Membership, SPED Need

8.8.3.8 Student data shall be grouped and displayed in this grouping combination: Requesting/ District of Residence, School of Attendance, Grade, Period, District of Attendance.

8.8.3.8.1 Each grouping's SPED membership days and LIM SPED membership days shall be subtotaled.

8.8.4 Any change in the grouping values shall result in the data being displayed on a new page.Data Requirements:

8.8.4.1 See Figure 7 for the placement of the data identified in Table 7 within the PDF version.

8.8.4.2 Fields to be included in the Simple Text and XML versions of the report are identified in Table 7.

Table 7 SDSPED75-3 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
Report Name	"SPED Adjusted Membership Calculation Report by DOR"		
Report ID	SdSPED75-3		
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/District of Residence CTD	DOR CTD Number		
Requesting/District of Residence Name	DOR Name		
District of Attendance CTD	DOA CTD Number	District of Attendance shall never be equal to the District of Residence.	Ascending by CTD Number
District of Attendance Name	DOA Name		
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
Grade	ALL, PS, KG, UE, 01,	Grade on report to match the	If grade = ALL,

Report Column/Row	Values/Description	Rules	Sorting Order
	02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	grade selected in 8.8.3.3. If grade = ALL, then each grade shall be included and then displayed individually.	then ascending from PS through 12 as listed in the Values column of this table.
Period	40th, 100th 40th day includes days 1 – 40, 100th day includes days 41 – 100.		40th, 100th
Aggregation Start Date	Date the SPED Aggregation processing began; when the data in this report was generated	Format: mm/dd/yyyy	
Aggregation End Date	Date the SPED Aggregation processing ended; when the data in this report was generated	Format: mm/dd/yyyy	
Run Date	Most recent date aggregation was run	Format: mm/dd/yyyy hh:mm:ss	
SAIS ID	ADE generated unique student identifier		Ascending
School Student ID	School generated unique student identifier; submitted by the school within the student's enrollment transaction		
Last Name	Legal last name of student; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of student; may be truncated to fit into the report.		Alphabetical
First Day of Membership	First day of the reporting period's membership interval	Format: mm/dd/yyyy	
Last Day of Membership	Last day of the reporting period's membership interval	Format: mm/dd/yyyy	
Track Number	Track number as		Ascending

Report Column/Row	Values/Description	Rules	Sorting Order
	submitted by the school		
FTE	FTE as adjusted for concurrencies	Format: Two decimal places	
Special Enrollment	Special Enrollment as submitted by the school		
Need	SPED need code that ranges from one to five characters. (e.g., A, DD, MDSSI)	Highest weighted group B need associated with the membership interval. If multiple needs fall within the highest weighted category for the student, then each of the needs shall appear within their own record.	Alphabetical
Service Code	Two digit SPED Service Code (e.g., A, EA, H, PA, PB)	SPED Service Code associated with the highest weighted SPED need in the previous column.	
SPED Membership Days	0-100	SPED Days associated with the need listed in the Need column; days have been adjusted, when applicable, based on multiple highest weighted needs and enrollment concurrencies. Format: Two decimal places	
LIM SPED Memb Days	0-100	SPED Days associated with the need listed in the Need column; days have been adjusted, as applicable, by the limiting module, multiple highest weighted need and enrollment concurrencies. Format: Two decimal places	
Codes	1,2,3,4(a,b,c),5 (a,b,c),L,M	Codes **1, 2** and **3** shall use the same logic and code descriptions as the same codes on the SdADMS75-1. Code **4** shall read “This SPED service participation has failed state SPED integrity processing since the last student data change.” Code shall be displayed when the SPED service participation failed	Numerical (Ascending),L, M

Report Column/Row	Values/Description	Rules	Sorting Order
		state SPED integrity. Code **5** shall read "State SPED integrity has not been run since the last student data change." Code shall be displayed when the SPED service participation has not been run through state SPED integrity since the last student data change. Codes **4a, 4b, 4c, 5a, 5b** and **5c** do not apply to this report and should not be displayed. Code **L** shall use the same logic as, but a different description than, code L on the SdADMS75-1. The description shall read "Student's ADM has been limited proportionally due to a concurrent or subsequent	

8.8.5 PDF Format Requirements:

Note: See Figure 7 and Figure 8 for examples.

8.8.5.1 Header Information:

8.8.5.1.1 Top left corner: the report name shall read '**SDSPED75-3**, in bold text.

8.8.5.1.2 Top center title, in bold text:

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Residence
Fiscal Year {fiscal year selected when requesting report}

8.8.5.1.3 Top right corner; field names to be in bold text, values shall not be in bold text:

Page: x of x
Print Date: {current date and time stamp; format: mm/dd/yyy hh:mm:ss}

8.8.5.2 Footer Requirements:

8.8.5.2.1 The footer text shall be centered, in non-bold text, and read:

The SPED Membership Days have been adjusted for multiple highest weighted needs.

8.8.5.3 Non-existent Values and Totals Display:

8.8.5.3.1 If a value is non-existent, display an 'N/A'.

8.8.5.3.2 Subtotals for SPED Membership Days and LIM SPED Membership Days shall be displayed after the last record of each grouping. The subtotals shall be preceded by the word 'Totals', in bold text, and shall be the sum of the SPED Memb Days and LIM SPED Memb Days, respectively, for that grouping of student data. See Figure 8 for an example.

8.8.5.4 Page specific requirements:

8.8.5.4.1 First page of each District of Residence, School of Attendance, Grade, Period, District of Attendance grouping

8.8.5.4.1.1 The Header and Footer sections, the Requesting/District of Residence field, the Grade through School of Attendance fields, the Aggregation Start Date through Run Date fields, as well as the student data columns from SAIS ID through Codes shall be as displayed in Figure 7.

8.8.5.4.2 Subsequent pages of each District of Residence, School of Attendance, Grade, Period, District of Attendance grouping.

8.8.5.4.2.1 The Header and Footer sections, the Requesting/District of Residence field, as well as the student data columns from SAIS ID through Codes shall be as displayed in Figure 8.

8.8.5.4.3 Last page of the report:

8.8.5.4.3.1 The Notes section shall appear as it exists on the SDSPED75-1 report.

Figure 7 SDSPED75-3 Report - First Page of Grouping

SdSPED75-3

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Residence
Fiscal Year 2010

Page: 1 of 10
Print Date: 06/10/2009 12:15:26

Requesting/District of Residence: 07-02-04 Mesa Unified District

Grade	Period	District of Attendance:		School of Attendance:	
11	40th	07-02-80	Chandler Unified District	07-02-80-127	Robert and Danell Tarwater Elementary

Aggregation Start Date	Aggregation End Date	Run Date
05/29/2010	05/29/2010	05/29/2010 9:15:47

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Number	FTE	Special Enrollment	Need	Service Code	SPED Memb Days	LIM SPED Memb Days	Codes
21758943	C54873	Angelo	Marcy	07/28/2009	09/22/2009	1	1.00	N/A	VI	A	40.00	40.00	N/A
21759530	C58742	Azilla	Tom	07/28/2009	09/22/2009	1	1.00	N/A	HI	B	40.00	40.00	N/A
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	SLI	A	20.00	20.00	M
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	3	ED	A	20.00	20.00	M

The SPED Membership Days have been adjusted for multiple highest weighted needs.
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Figure 8 SDSPED75-3 Report - Totals Page of Grouping

SdSPED75-3

Arizona Department of Education
SPED Adjusted Membership Calculations Report
By District of Residence
Fiscal Year 2010

Page: 5 of 10
Print Date: 06/10/2009 12:15:26

Requesting/District of Residence: 07-02-04 Mesa Unified District

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Track Number	FTE	Special Enrollment	Need	Service Code	SPED Memb Days	LIM SPED Memb Days	Codes
54872154	C68574	Yung	Ray	07/28/2009	09/22/2009	1	1.00	N/A	A	A	40.00	40.00	N/A
54978112	C68652	Zen	Victoria	07/28/2009	09/22/2009	1	1.00	N/A	ED	B	40.00	40.00	N/A
55126547	C69521	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	VI	A	20.00	20.00	M
55126547	C69625	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	N/A	SLI	A	20.00	20.00	M
										Totals:	280.00	280.00	

The SPED Membership Days have been adjusted for multiple highest weighted needs.
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8.9 SDDI Report: SDADMS75-3

Note: A sample of this report can be found in Figure 9.

8.9.1 Report description (provided for informational purposes only): This report is very similar to the SDADMS75-1 report. The main difference is that this report includes only tuition-out students. Tuition-out students are those who reside in one district, but attend a school in a different district. This report is based on District of Residence.

8.9.2 Create a new report that will be available in Student Detail Data Interchange (SDDI) via Common Logon and is accessible only at the district level.

8.9.3 <u>General report requirements</u>:

8.9.3.1 Shall use the SDADMS75-1 report as its base and will be identical in features, format and data to the SDADMS75-1 report with the exception of the requirements listed in section 8.9.

8.9.3.2 Report Name is 'SDADMS75-3 Adjusted Student ADM Limit Report by DOR' and shall be identified as such in the SDDI Download area.

8.9.3.3 Report shall be available at the district level only.

8.9.3.4 Report shall be available on-demand.

8.9.3.5 Following ADE standard SDDI reporting requirements, user shall have the ability to select the applicable fiscal year; default is current fiscal year.

8.9.3.6 User shall have the ability to select one grade prior to generating the report.

8.9.3.6.1 The grade options shall be ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12; default is "ALL".

8.9.3.7 Available downloadable formats: PDF, XML, Simple Text

8.9.3.8 Shall be available only for FY 2010 forward.

8.9.3.9 The data within the report shall be limited to:

8.9.3.9.1 Students who are residents of the requesting district, but who are attending a district other than the requesting district. DOA cannot equal the DOR.

8.9.3.9.2 Existing SDADMS75-1 filtering (e.g., students with fundable membership intervals, etc.).

8.9.3.10 Data shall be sorted by District of Residence, School of Attendance, Grade, Period, District of Attendance, Last Name, First Name, SAIS ID, First Day of Membership.

8.9.3.11 Data shall be grouped by District of Residence, School of Attendance, Grade, Period, District of Attendance.

8.9.3.11.1 Each grouping's Membership Days, Absence Days, ADM, ADA, LIM Membership Days, LIM Absence Days, LIM ADM and LIM ADA shall be subtotaled.

8.9.3.11.2 Any change in the grouping values shall result in the data being displayed on a new page.

8.9.4 <u>Data Requirements</u>:

8.9.4.1 See Figure 9 for the placement of the data identified in Table 8 within the PDF version.

8.9.4.2 Fields to be included in the Simple Text and XML versions of the report are identified in Table 8.

Table 8 SdADMS75-3 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
Report Name	"Adjusted Membership Calculation Report (ADM Limit) by DOR"		
Report ID	SdADMS75-3		
Fiscal Year	(e.g., 2010) Fiscal year selected upon report generation		
Requesting/District of Residence CTD	DOR CTD Number		
Requesting/District of Residence Name	DOR Name		
District of Attendance CTD	DOA CTD Number	District of Attendance shall never be equal to the District of Residence.	Ascending by CTD Number

Report Column/Row	Values/Description	Rules	Sorting Order
District of Attendance Name	DOA Name	.	
School of Attendance CTDS	School of Attendance CTDS Number		Ascending by CTDS Number
School of Attendance Name	School of Attendance Name		
Grade	ALL, PS, KG, UE, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Grade on report to match the grade selected in 8.9.3.6. If grade = ALL, then each grade shall be included and then displayed individually.	If grade = ALL, then ascending from PS through 12 as listed in the Values column of this table.
Period	40th, 100th 40th day includes days 1 – 40, 100th day includes days 41 – 100.		40th, 100th
Aggregation Start Date	Date the ADM aggregation processing began; when the data in this report was generated	Format: mm/dd/yyyy	
Aggregation End Date	Date the ADM aggregation processing ended; when the data in this report was generated	Format: mm/dd/yyyy	
Run Date	Most recent date aggregation was run	Format: mm/dd/yyyy hh:mm:ss	
Generate Date	Date the report was run and archived.	Format: mm/dd/yyyy	
SAIS ID	ADE generated unique student identifier		Ascending
School Student ID	School generated unique student identifier; submitted by the school within the student's enrollment transaction		
Last Name	Legal last name of student; may be truncated to fit into the report.		Alphabetical
First Name	Legal first name of student; may be		Alphabetical

Report Column/Row	Values/Description	Rules	Sorting Order
	truncated to fit into the report.		
First Day of Membership	First day of the reporting period's membership interval	Format: mm/dd/yyyy	
Last Day of Membership	Last day of the reporting period's membership interval	Format: mm/dd/yyyy	
Trk	Track number as submitted by the school		Ascending
FTE	FTE as adjusted for concurrencies	Format: Two decimal places	
TP	Tuition Payer Code as submitted by the school		
Spc Enr	Special Enrollment code as submitted by the school		
HB	Yes, No Home Bound designation as submitted by the school		
Memb Days	Membership days generated by the student and adjusted for concurrencies	Format: Two decimal places	
Abs Days	Number of days the student was absent for the reporting period. Days have been adjusted for concurrencies	Format: Two decimal places	
ADM	Average Daily Membership generated by the student.	Format: Two decimal places	
ADA	Average Daily Attendance calculated for the student.	Format: Two decimal places	
LIM Memb Days	Membership days that have been adjusted based on the limiting module and concurrencies.	Format: Two decimal places	
LIM Abs Days	Absence days that	Format: Two decimal places	

Report Column/Row	Values/Description	Rules	Sorting Order
	have been adjusted according to the limiting module rules.		
LIM ADM	Average Daily Membership that has been adjusted according to the limiting module and concurrencies.	Format: Two decimal places	
LIM ADA	Average Daily Attendance that has been adjusted according to the limiting module and concurrency rules.	Format: Two decimal places	
Code	1,2,3,4(a,b,c),5 (a,b,c),L	Codes 1 through L shall appear using the logic from SDADMS75-1 Multiple codes may be displayed.	Numerical (Ascending),L

8.9.5 PDF Format Requirements:

8.9.5.1 *The layout of the report shall be identical to the SDADMS75-1 report, with the following exceptions. See Figure 9 for a mock-up of the new report.*

8.9.5.2 *Header Information:*

8.9.5.2.1 Top left corner: in bold text, the report name shall read '**SDADMS75-3**'.

8.9.5.2.2 Top center title, in bold text:

Arizona Department of Education
Adjusted Membership Calculations Report (ADM Limit)
By District of Residence
Fiscal Year {fiscal year selected when requesting report}

8.9.5.2.3 Top right corner, field name in bold text, value in non-bold text :

Page: x of x
Print Date: {current date time stamp; format: mm/dd/yyyy hh:mm:ss}

8.9.5.2.4 Items have been moved or removed in the section beginning with Requesting District ID and ending with Aggregation End Date. Please see Figure 9 for the correct placement of data elements and formatting.

8.9.5.3 *Non-existent Data and Totals Display:*

8.9.5.3.1 If a value does not exist within the report, display an 'N/A'.

8.9.5.3.2 Subtotals for Memb Days, Abs Days, ADM, ADA, LIM Memb Days, LIM Abs Days, LIM ADM and LIM ADA shall be displayed after the last record of each grouping combination identified in 8.9.3.11 and seen in Figure 10.

8.9.5.4 Page specific requirements:

8.9.5.4.1 First page of each District of Residence, School of Attendance, Grade, Period, District of Attendance grouping

8.9.5.4.1.1 The Header and Footer sections, the Requesting/District of Residence field, the Grade through School of Attendance fields, the Aggregation Start Date through Generate Date fields, as well as the student data columns from SAIS ID through Codes shall be as displayed in Figure 7.

8.9.5.4.2 Subsequent pages of each District of Residence, School of Attendance, Grade, Period, District of Attendance grouping.

8.9.5.4.2.1 The Header and Footer sections, the Requesting/District of Residence field, as well as the student data columns from SAIS ID through Codes shall be as displayed in Figure 8.

8.9.5.4.3 Last page of the report:

8.9.5.4.3.1 The Notes section shall appear as it exists on the SDADMS75-1 report.

Figure 9 SDADMS75-3 Report - First Page of Grouping

SdADMS75-3

Arizona Department of Education
Adjusted Membership Calculations Report (ADM Limit)
By District of Residence
Fiscal Year 2010

Page: 1 of 10
Print Date: 06/10/2009 12:15:26

Requesting/District of Residence: 07-02-04 Mesa Unified District

Grade	Period	District of Attendance:		School of Attendance:	
11	40th	07-02-80	Chandler Unified District	07-02-80-127	Robert and Danell Tarwater Elementary

Aggregation Start Date	Aggregation End Date	Run Date
05/29/2010	05/29/2010	05/29/2010 9:15:47

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trk	FTE	TP	Spc Enr	HB	Memb Days	Abs Days	ADM	ADA	LIM Memb Days	LIM Abs Days	LIM ADM	LIM ADA	Code
21758943	C54873	Angelo	Marcy	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
21759530	C58742	Azilla	Tom	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
22865975	C45872	Bally	Suzette	07/28/2009	09/22/2009	1	1.00	1	3	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
22865986	C45975	Bob	Billy	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.
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Figure 10 SDADMS75-3 Report - Totals Page of Grouping

SdADMS75-3

Arizona Department of Education
Adjusted Membership Calculations Report (ADM Limit)
By District of Residence
Fiscal Year 2010

Page: 5 of 10
Print Date: 06/10/2009 12:15:26

Requesting/District of Residence: 07-02-04 Mesa Unified District

SAIS ID	School Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trk	FTE	TP	Spc Enr	HB	Memb Days	Abs Days	ADM	ADA	LIM Memb Days	LIM Abs Days	LIM ADM	LIM ADA	Code
54872154	C68574	Yung	Ray	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
54978112	C68652	Zen	Victoria	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
55126547	C69521	Zimmerman	Allison	07/28/2009	09/22/2009	1	1.00	1	3	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
55126658	C69754	Zoey	Chloe	07/28/2009	09/22/2009	1	1.00	1	N/A	No	40.00	0.00	1.00	1.00	40.00	0.00	1.00	1.00	N/A
										Totals:	280.00	280.00	70.00	70.00	280.00	0.00	70.00	70.00	

The ADM and ADA figures here are based on the aggregated data for each individual membership. They have been adjusted for concurrent enrollments.
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8.10 Student Counts Report: SPED02-1

8.10.1 No longer generate the report as the SPED Count (Aggregation) process is changing and the data in this report will no longer be available.

8.10.2 Report shall not be available for FY 2010 forward.

8.11 Student Counts Report: SPED04

8.11.1 No longer generate the following versions of the SPED04 report as the SPED Count (Aggregation) process is changing and the data in these reports will no longer be applicable or available. These versions of the report are being replaced by the SDSPED71-1 and SDSPED71-2 reports.

SPED 04 Reports		
Type of Report	**Scope**	**Report File Name Prefix**
DOR	All Students	SPED04-1
DOR	Preschool	SPED04_PS_DOR
DOR	CECA	CECA_DOR_SPED04
DOR	CECB	CECB_DOR_SPED04
DOA	All Students	SPED04-3
DOA	Preschool	SPED04_PS_DOA
DOA	CECA	CECA_DOA_SPED04
DOA	CECB	CECB_DOA_SPED04

8.11.2 Reports shall not be available for FY 2010 forward.

8.12 Student Counts Report: SPED06

8.12.1 No longer generate the report as the SPED Count (Aggregation) process is changing and the data in this report will no longer be available. The SDSPED71-2 and the SPED07 reports can be used in its place. The SPED07 report is maintained, generated and distributed by the Exceptional Student Services department.

8.12.2 Report shall not be available for FY 2010 forward.

8.13 Student Counts Report: SPED08

8.13.1 No longer generate the report as the SPED Count (Aggregation) process is changing and the data in this report will no longer be available. The SDSPED71-2 and the SPED07 reports can be used in its place The SPED07 report is maintained, generated and distributed by the Exceptional Student Services department.

8.13.2 Report shall not be available for FY 2010 forward.

8.14 Student Counts Report: SPED10

8.14.1 No longer generate the report as the SPED Count (Aggregation) process is changing and the data in this report will no longer be available. The SDSPED71-2 and the SPED07 reports can be used in its place. The SPED07 report is maintained, generated and distributed by the Exceptional Student Services department.

8.14.2 Report shall not be available for FY 2010 forward.

8.15 Student Counts Report: SPED16

8.15.1 No longer generate the report. The SdSPED71-1 and SdSPED71-2 reports can be used in its place.

8.15.2 Report shall not be available for FY 2010 forward.

8.16 Student Counts Report: SPED22

8.16.1 No longer generate the report as the SPED Count (Aggregation) process is changing and the data in this report will no longer be available.

8.16.2 Report shall not be available for FY 2010 data and beyond.

8.17 Student Counts Report: SPED28

8.17.1 No longer generate the report. The SPED28-1 report will be used in its place.

8.17.2 Report shall not be available for FY 2010 data and beyond.

8.18 Student Counts Report: SPED28-1

8.18.1 Will be effective for data from FY 2010 forward.

8.18.2 Report description (provided for informational purposes only): This report provides the SPED membership days and student counts that are used in the formula to determine the amount of SPED add-on funding that a district will receive. The SPED counts are available by need category and reporting period (40th day and 100th day).

8.18.3 General report requirements:

8.18.3.1 Report Name is 'SPED28-1 Student SPED Counts for 40th and 100th Day' and shall be modified to read as such when displayed on the Student Counts Reports page, within the SPED system section, at ***http://www.ade.az.gov/Districts/ReportsData/ReportsData.asp*** *.*

8.18.3.1.1 The description of the report that is displayed on the line under the report name shall read "Student Counts for SPED Group B Add-Ons for 40th day and 100th day"

8.18.3.2 Report shall be available for viewing once the district level 40th day SPED count data has been generated.

8.18.3.3 Report shall be viewed in PDF format.

8.18.3.4 The data within the report shall be limited to:

8.18.3.4.1 The district of residence for which the report is being run.

8.18.3.4.1.1 The initial page, which contains the aggregated DOR data, shall exclude district sponsored charter schools (DSCS).

8.18.3.4.1.2 Subsequent pages shall contain data only for the individual DSCSs.

8.18.3.4.2 SPED limited membership days, SPED counts and need categories for the selected entity and fiscal year.

8.18.3.4.3 Data elements identified in Table 9.

8.18.3.4.4 DD and SLI needs shall only include membership days and group B counts for school-aged (non-preschool) students.

8.18.4 Data Requirements:

8.18.5 See Figure 11 for the placement of the data identified in Table 9.

Table 9 SPED28-1 Data Requirements

Report Column/Row	Values/Description	Rules	Sorting Order
District of Residence	DOR CTD Number, then DOR Name		
DSCS School	District sponsored charter school CTDS number, then school name	This data element is displayed only when the counts within the report are for a DSCS	Ascending by CTDS
Need Category	Need Category	Res = Resourced S.C. = Self-Contained	

Report Column/Row	Values/Description	Rules	Sorting Order
		Needs categories shall be listed as they are in Figure 11. The membership days and group B counts for DD and SLI needs shall exclude the preschool students.	
(40th Day*) SPED Membership Days	Total SPED Membership days for days 1 – 40 for the applicable DOR/DOA/need category combination.	Format: three decimal places	
(40th Day*) SPED Group B Count	(Total SPED membership days for days 1 – 40 for the applicable DOR/DOA/need category combination) divided by 40.	Format: three decimal places	
(100th Day**) SPED Membership Days	Total SPED membership days for days 1 – 100 for the applicable DOR/DOA/need category combination.	Format: three decimal places	
(100th Day**) SPED Group B Count	(Total SPED membership days for days 1 – 100 for the applicable DOR/DOA/need category combination) divided by 100.	Format: three decimal places	

8.18.6 If a value does not exist within the report, display shall be blank.

8.18.7 PDF Format Requirements:

Note: See Figure 11 for a sample of the report.

8.18.7.1 Header Information:

8.18.7.1.1 Top left corner shall read "**SPED28-1**" in bold text.

8.18.7.1.2 Top center title, in bold text:

ARIZONA DEPARTMENT OF EDUCATION
STUDENT COUNTS FOR USE IN BUDGET PREPARATION
SPED Group B Add-Ons
Fiscal Year {(current fiscal year -1) ' – ' current fiscal year}

8.18.7.1.3 Top right corner; field names to be in bold text, values shall not be in bold text:

Page: x of x
Report Date: {date and time stamp of when the report was generated; format: mm/dd/yyy hh:mm:ss}

8.18.8 Report Body:

8.18.8.1 All column headings shall be in bold text. The values shall be in non-bold text, unless otherwise specified.

8.18.8.2 District of Residence field: The district of residence is the district in which the report is being generated.

8.18.8.3 40th day and 100th day column headers shall have an asterisk after the word "day".

8.18.8.4 Need categories:

8.18.8.4.1 Shall be displayed in bold text.

8.18.8.4.2 Every other row shall be shaded.

8.18.8.4.3 Shaded rows within the SPED student counts columns shall be a darker shade of gray.

8.18.8.4.4 The need categories are as named and displayed in Figure 11.

8.18.8.4.4.1 The DD and SLI needs shall each have three asterisks after the need.

8.18.8.5 SPED Membership Days and Group B Counts:

8.18.8.5.1 40th Day SPED Membership Days: 40th day SPED membership days for the Fiscal Year, District of Residence, Need Category combination.

8.18.8.5.2 40th Day SPED Group B counts: 40th day SPED Group B count for the Fiscal Year, District of Residence, Need Category combination. The calculation for the count is defined in Table 9.

8.18.8.5.3 100th Day SPED Membership Days: 100th day SPED membership days for the Fiscal Year, District of Residence, Need Category combination.

8.18.8.5.4 100th Day SPED Group B counts: 100th day SPED Group B count for the Fiscal Year, District of Residence, Need Category combination. The calculation for the count is defined in Table 9.

8.18.8.6 Footnote:

8.18.8.6.1 Bottom left corner of the page, the following non-bold text shall appear:

* Consists of Days 1 - 40
** Consists of Days 1 - 100
*** School-aged student only

8.18.8.7 Footer:

8.18.8.7.1 Within the left hand corner, the words "ADE {DOR Entity ID}" shall appear.

Figure 11 SPED28-1 Report - SPED Group B Add-Ons

ARIZONA DEPARTMENT OF EDUCATION
STUDENT COUNTS FOR USE IN BUDGET PREPARATION
SPED Group B Add-Ons
Fiscal Year 2009-2010

SAIS SPED28-1

Page: 1 of 1
Report Date: 04/16/2010

District of Residence: 07-02-04 Mesa Unified District

{DSCS School: district sponsored charter school CTDS and name}

	40th Day*		100th Day**	
Student Counts	SPED Membership Days	SPED Group B Count	SPED Membership Days	SPED Group B Count
Hearing Impairment	2100.000	52.500	6040.000	60.400
MD-Resourced, A-Resourced, SMR-Resourced	100.000	2.500	300.000	3.000
MD-SelfContained, A-SelfContained, SMR-SelfContained	900.000	22.500	2000.000	20.000
Multiple Disabilites Severe Sensory Impairment	400.000	10.000	721.000	7.210
Orthopedic Impairment-Resourced	40.000	1.000	82.000	0.820
Orthopedic Impairment-SelfContained	80.000	2.000	210.000	2.100
PreSchool-Severe Delay	1000.000	25.000	2714.000	27.140
DD***, ED, MIMR, SLD, SLI*** and OHI	73251.000	1831.275	193200.000	1932.000
Emotionally Disabled-Private	3100.000	77.500	7256.000	72.560
Moderate Mental Retardation	410.000	10.250	865.000	8.650
Visual Impairment	700.000	17.500	1525.000	15.250

* Consists of Days 1 - 40
** Consists of Days 1-100
*** School-aged students only

ADE {Entity ID of DOR}

8.19 Student Counts Report: SPED28-1 DSCS

Note: If the DSCSs cannot be included as subsequent pages within the SPED28-1 report, then a new report shall be created to handle the DSCS.

8.19.1.1 For the district sponsored charter schools excluded in 8.18.3.4.1.1, a separate report shall be generated. It shall be identical to the SPED28-1 with the exception of the following:

8.19.1.2 Report Name on the Student Counts Reports page at ***http://www.ade.az.gov/Districts/ReportsData/ReportsData.asp*** *shall read 'SPED28-1 DSCS Student SPED Counts for 40th and 100th Day for DSCS'.*

8.19.1.2.1 The description of the report that is displayed on the line under the report name shall be modified to read "SPED Group B Add-Ons for 40th day and 100th day for district sponsored charter schools"

8.19.1.3 The data within the report shall be limited to:

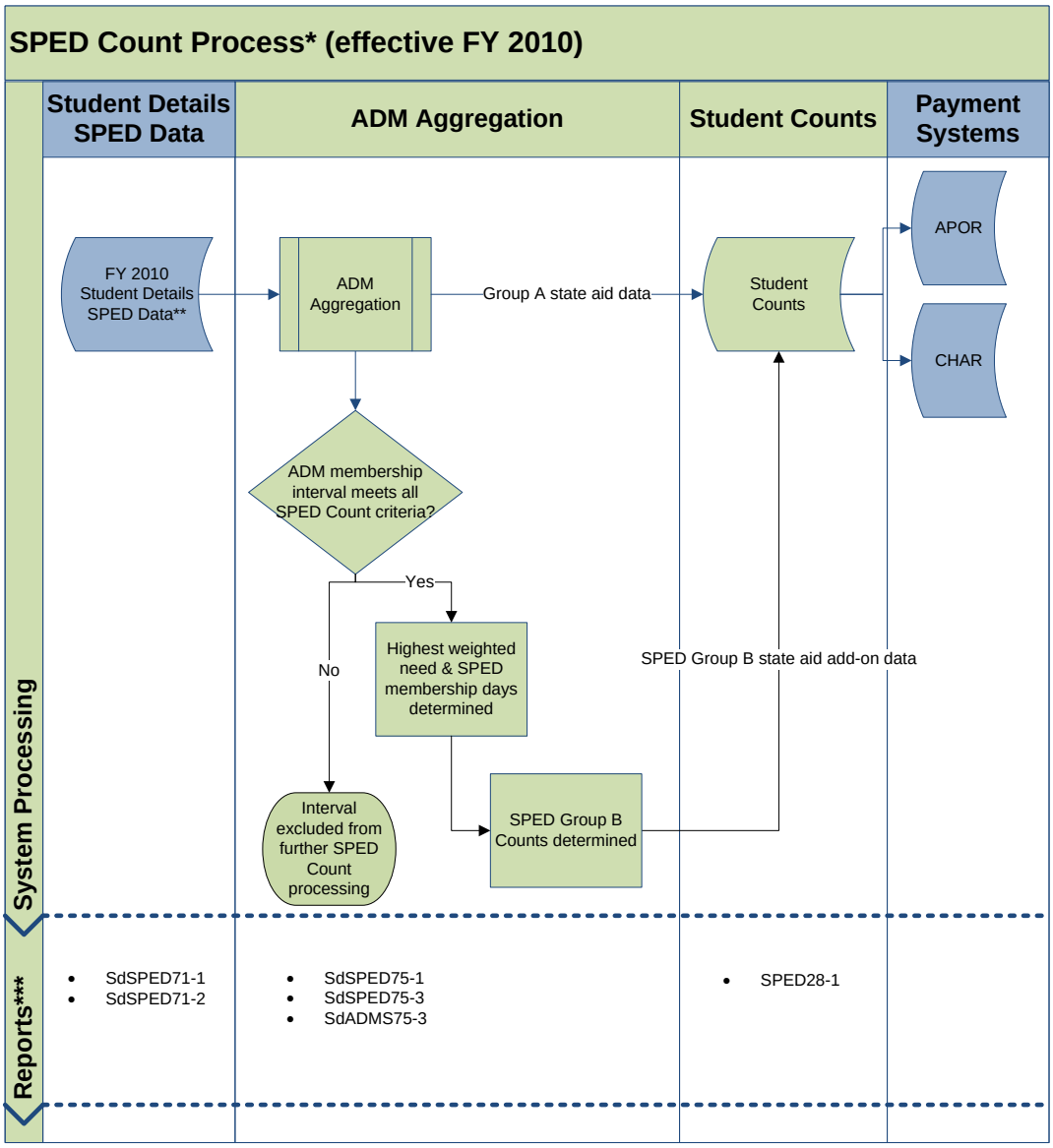
8.19.1.3.1 The district sponsored charter school within the selected district of residence.

8.19.1.4 A separate page shall be generated and posted to the Student Counts Reports page for each district sponsored charter school within the district of residence.

9 BUSINESS PROCESS FLOW

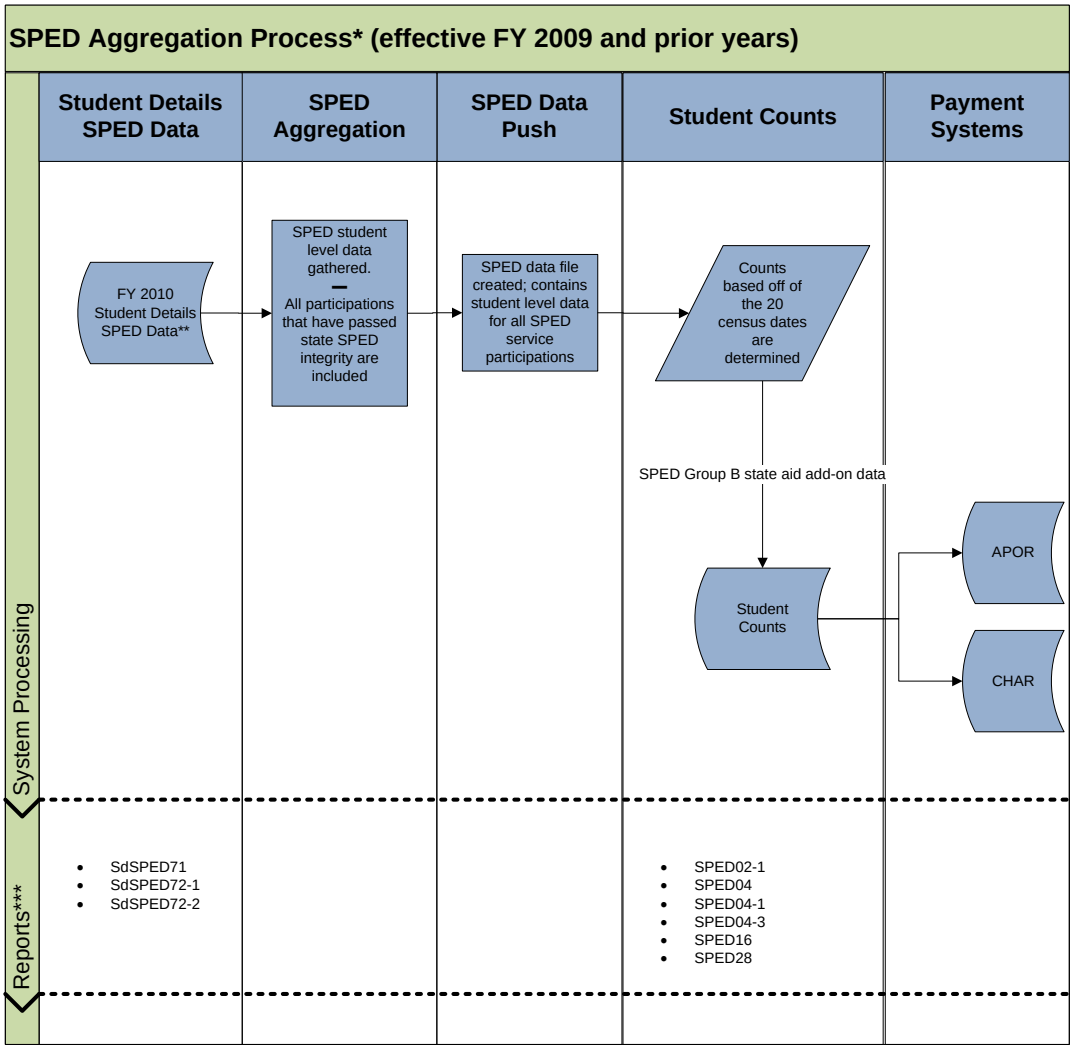
The revised SPED Count process flow and list of modified or created reports are below:

Figure 12 New SPED Aggregation Process Flow



* Only SPED Count dependant processes are included in this process flow.
** Data is post transaction validations, integrity checks and concurrency processing.
*** Reports created or modified for the SPED Count process.

Figure 13 Existing SPED Aggregation Process Flow



* Only SPED Aggregation dependant processes are included in this process flow.
** Data is post transaction validations, integrity checks and concurrency processing.
*** Existing SPED Aggregation related reports.

10 SUCCESS CRITERIA

10.1.1 FY 2010 and future SPED data uses the new SPED Count process.

10.1.2 FY 2009 and prior SPED data uses the existing SPED Aggregation process.

10.1.3 Retired reports are not available for FY 2010 and cannot be generated.

10.1.4 New reports are available beginning with FY 2010.

10.1.5 New reports are not accessible for fiscal years prior to FY 2010.

10.1.6 Modifications to existing reports appear only on the report for FY 2010 onward and not for prior years.

Appendix A - Definition of Terms / Glossary

ADE	Arizona Department of Education
ADM	Average Daily Membership
CEC	Certificate of Educational Convenience
CTD	County, Type, District entity identifier
CTDS	County, Type, District, School entity identifier
DOA	District of Attendance
DOR	District of Residence
DSCS	District Sponsored Charter School
FTE	Full Time Enrollment
SOA	School of Attendance
SPED	Special Education
Group A	State aid, per A.R.S. §15-943 (2)(a)
Group B	State add-on aid, per A.R.S. §15-943 (2)(b) (Additional funding for SPED services provided)
A-R	Autism – Resourced
A-SC	Autism – Self Contained
ED	Emotional Disability
DD	Developmental Delay
ED-P	Emotional Disability (separate facility, private school)
HI	Hearing Impairment
MD-R	Multiple Disabilities – Resourced
MD-SC	Multiple Disabilities – Self Contained
MDSSI	Multiple Disabilities - Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation

OHI	Other Health Impairment
OI-R	Orthopedic Impairment – Resourced
OI-SC	Orthopedic Impairment – Self Contained
P-SD	Preschool - Severe Delay
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR-R	Severe Mental Retardation – Resourced
SMR-SC	Severe Mental Retardation – Self Contained
TBI	Traumatic Brain Injury
VI	Visual Impairment

Appendix B - Parking Lot

Item #	Description	Outcome	Owner
1	Two needs with same weight. Which need is considered the highest weighted need?	Needs with highest weight will be prorated equally.	School Finance Operations Support
2	Business rule for SPED Need Indicator	Need indicator to be addressed outside of this project.	School Finance Operations Support
3	New Integrity Checks?	Yes, they are listed in section 7.2.	School Finance Operations Support

Appendix C – Postponed Requirements

Item #	Description	Outcome	Owner
1	Preschool SPED Group B counts to be limited to one-half that of a full-time student	This requirement will be added to and implemented as a part of Phase III.	School Finance/Business Analysis
2	Specific SPED service codes	This requirement will be	School

	are ineligible for generating Group B add-on counts.	added to and implemented as a part of Phase III.	Finance/Business Analysis

Appendix D – Group A and Group B SPED Needs

Group A	Group B
DD (preschool only)	A
SLI (preschool only)	DD (school age students)
TBI	ED
	EDP
	HI
	MD
	MDSSI
	MIMR
	MOMR
	OHI
	OI
	PSD
	SLD
	SLI (school age students)
	SMR
	VI

Appendix E – Resourced vs Self-Contained Designations

Per the FY 2008 – SPED Service Code Changes project, the resourced and self-contained designation is determined based on the following grade/service code concurrencies.

GRADE	SERVICE CODE	Self Contained or Resourced
all but PS	A	R
all but PS	B	R
all but PS	C	SC
all but PS	D	SC
all but PS	E	SC
all but PS	EA	R
all but PS	EB	R
all but PS	EC	SC
all but PS	FA	R
all but PS	FB	R
all but PS	FC	SC
all but PS	H	R
all but PS	I	SC
all but PS	J	R

GRADE	SERVICE CODE	Self Contained or Resourced
PS	PA	R
PS	PB	R
PS	PC	SC
PS	PD	SC
PS	PE	SC
PS	PG	SC
PS	PH	R
PS	PJ	R
PS	PS	R

Appendix F – Adjusted SPED Membership Days

Scenario 1- Need Limiting

Student attends School A and receives services for multiple SPED needs. Two of the three needs serviced are the same weight. The third need has a lower weight.

Facts:

- Three needs are serviced, one at weight1 and two at weight2. Weight2 is higher than weight1.

Highest Weighted Need and Limiting Factor Results:

	Reporting Period	Highest Weighted Need(s)	Need Limiting Factor	Limiting Module Limiting Factor
School A	40th Day	Need1, Need2	.5	1.0
	100th Day	Need1, Need2	.5	1.0

Reports on which (adjusted) membership days are displayed:

	Reporting Period	Records on Report	Need Displayed	ADM Membership Days	LIM Membership Days	SPED Membership Days	Limiting Factor Applied
SdADMS75-1, SdADMS75-3	40th Day	1	N/A	40	40	N/A	
	100th Day	1	N/A	60	60	N/A	
SdSPED75, SdSPED75-1	40th Day	1	Need1	20	20	20	Need
		1	Need2	20	20	20	Need
	100th Day	1	Need1	30	30	30	Need
		1	Need2	30	30	30	Need

Scenario 2 – Limiting Module and Need Limiting

Student attends District School A and receives services for multiple SPED needs. Both of the needs serviced are the same weight. Student withdraws from District School A, enrolls in District School B and receives services at District School B. All three needs are the same weight.

Facts:

School A Enrollment @ 100 days

ADM Membership Days @ 100 days

Need1 @ Weight2

Need2 @ Weight2

Need1 @ Weight2 @ 25 SPED Days

Need2 @ Weight2 @ 25 SPED Days

School B Enrollment @ 100 days

ADM Membership Days @ 100 days

Need3 @ Weight2

Need3 @ Weight2 @ 50 SPED Days

Highest Weighted Need and Limiting Factor Results:

	Reporting Period	Highest Weighted Need(s)	Need Limiting Factor	Limiting Module Limiting Factor
School A	40th Day	Need1, Need2	.5	.5
	100th Day	Need1, Need2	.5	.5
School B	40th Day	Need3	1.0	.5
	100th Day	Need3	1.0	.5

Reports on which (adjusted) membership days are displayed:

	School	Reporting Period	Records on Report	Need Displayed	ADM Membership Days	LIM Membership Days	SPED Membership Days	Limiting Factor Applied
SdADMS75-1, SdADMS75-3	A	40th Day	1	N/A	40	20	N/A	Limiting Module
	A	100th Day	1	N/A	60	30	N/A	Limiting Module
	B	40th Day	1	N/A	40	20	N/A	Limiting Module
	B	100th Day	1	N/A	60	30	N/A	Limiting Module
SdSPED75, SdSPED75-1	A	40th Day	1	Need1	20	10	10	Limiting Module, Need
		40th Day	1	Need2	20	10	10	Limiting Module, Need
	A	100th Day	1	Need1	30	15	15	Limiting Module, Need
		100th Day	1	Need2	30	15	15	Limiting Module, Need
	B	40th Day	1	Need3	40	20	20	Limiting Module
	B	100th Day	1	Need3	60	30	30	Limiting Module