



SAIS ONLINE/SDDI SITE REQUEST FORM

The purpose of this form is to request permissions to submit data for a school site through SAIS Online or Student Detail Data Interchange (SDDI). This form must be submitted by the Business Manager or higher authority. The school site can either be from your District/Charter or a Private/Tuition Out site. In the event that you no longer require access to a current school site, the form can be used to request that access be removed for that site.

Please select reporting methods: SDDI SAIS Online

This form must be submitted by a Business Manager or higher authority.

Form with fields for District/Charter Holder Name, CTDS Number, First Name, Last Name, Position/Title, Phone Number, and Email Address.

Please enter the CTDS number and Site Name. Please also indicate Add or Remove and select whether the site is one from your District/Charter or if it is a Private/Tuition Out Site.

Table with 4 columns: School Site Name, CTDS Number, Action, and E-mail of Site's Business Mgr. Site Type. It contains four rows of input fields.

Please Select your Account Analyst [input field]

Note: School Finance must receive this document in electronic format. If you are unable to e-mail the form directly from the internet when clicking the "Submit Via E-mail" button, you may select the "Print" button and select Adobe PDF as your printer, which should allow you to save the file electronically and e-mail it as an attachment. Another option is to print the form and scan it to create an electronic file. Once you have created the electronic file, be sure to upload the file as an attachment to an e-mail and send it to your LEA Account Analyst. If you are unable to e-mail the form utilizing any of the methods provided, you may print the completed form and mail it to ADE. Unfortunately, a faxed copy of the form is not an acceptable format.