

### 3. Technical Options and Requirements

Arizona schools are required to utilize a data management system that incorporates the Az SAFE criteria by the 2009-2010 school year. The data management system must provide for electronic tracking of discipline and safety incidents and electronic submission of required data to the ADE. This requirement can be met by utilizing one of the following options:

1. Az SAFE Online, a new web-based system developed by the ADE (see [Az SAFE Online Training Video](#) and [Az SAFE Online Data Entry Process](#)), or
2. Student Management System/Student Information System (SMS/SIS) modules developed by vendors that have agreed to meet the reporting requirements.

#### Az SAFE Online

Az SAFE Online is available to schools through the ADE Common Logon upon request. The system is linked to SAIS data so school personnel utilizing this option do not have to re-key student demographic information necessary for reporting purposes. Features of Az SAFE Online include:

- Real-time reports are generated that provide school administrators with the information needed for evaluating individual student behavior and the behavior of groups of students, designing school-wide and individual student interventions, improving disciplinary practices, and reporting to district, state, and federal agencies. See the [Reports for Az SAFE Online](#) document.
- The terms used within the system link to definitions and statutory citations, providing staff with guidance for recording incidents.
- Automatic prompts are generated when state statute requires the contact of law enforcement in response to a violation.
- The system is free of charge for schools.

Pursuant to the Family Education Rights and Privacy Act (FERPA), student-level information remains confidential at the ADE.

#### SMS/SIS

Schools may choose to continue to use their SMS/SIS when the Az SAFE capture and submission requirements are incorporated. The [SMS/SIS Data Capture](#) and [SMS/SIS Data Submission](#) documents provide information on the necessary development for vendor-supported and locally-developed systems. These documents specify the data elements, data structure, and submission requirements. Electronic data submissions must be in XML file format.

Not all data elements are required to be submitted to the ADE. Any incident that includes one of the following items must be submitted with all four data components – Incident, Person, Violation and Action:

- A violation that is required to be reported to ADE
- An action that is required to be reported to ADE
- Physical Injury (non-identifiable victim information must be submitted)

For example, an incident consisted of the following:

- Person involved: Student
- Violation: Bullying
- Action taken: Behavior Contract

The incident would be submitted to ADE because it includes a violation that is required to be reported.

Schools can choose to use the SAIS ID or a unique person ID generated by the SMS for data submission purposes. A unique person ID is necessary because some federal reporting requires unduplicated counts of student offenders.

SMS/SIS data submission options are outlined in the chart below. Data must be submitted at least once at the end of the school year and may be submitted as frequently as the school desires. Although not all data elements need to be submitted, the more information submitted allows for a school to retrieve more reports from the Az SAFE database. See the [Reports for Az SAFE Online](#) document.

The type and frequency of data submission determines the types of reports available to the user. When data are submitted annually, reports will be available annually. When data are submitted periodically, reports will be available periodically. When the school uses the SAIS ID, individual student reports will be available in addition to school and district reports. When using unique ID, the school will be unable to access student reports.

<b>SMS Submission Options</b>							
<b>Periodical Transaction Submission</b>	<b>Year End Transaction Submission</b>	<b>ALL Data Elements Submitted</b>	<b>Mandatory Data Elements Submitted</b>	<b>Unique Person ID Submitted</b>	<b>SAIS ID Submitted</b>	<b>Available *Reports Categories</b>	<b>Reports Usability</b>
X		X		X		2, 3	Periodical
X		X			X	1,2, 3	Periodical
X			X	X		3	Periodical
	X	X		X		2,3	Annual
	X	X			X	1,2,3	Annual
	X		X	X		3	Annual
<b>*Reports Categories</b>							
1. Reports with identifiable Students							
2. School/District Reports - aggregated data (must submit all data)							
3. Fed/State Mandatory Reports							