

Arizona Department of Education

# Student Accountability Information System

## Student Database Transaction Usage Summary

Version 1.3  
Last Updated: May 10, 2001

Arizona Department of Education  
School Finance Division  
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*For updates to this document, see the MIS project contact in section **Contacts**.*

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SAIS TransactionUsageSummary.doc

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## Revisions

Below is a description of the revisions made to this document. Each time a revision is made, the Table of Contents should be updated.

5/10/01

Version 1.3

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
1.3	<b>Transaction Usage Summary #23:</b> Removed Example	Example: Student is Homebound but receives district Special Education Services.	Incorrect information

3/6/01

Version 1.2

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
1.2	<b>Transaction Usage Summary #18:</b> Delete and Add for Absence Reason Code	Change for Absence Reason Code	Incorrect information
1.2	<b>Transaction Usage Summary # 5:</b> Changing Track Number	Did not exist	Design change

2/6/01

Version 1.1

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
1.1	<b>Transaction Usage Summary:</b> Enrollment	New Enrollment	Incorrect verbiage

1/29/01

Version 1.0

**Transaction Usage Summary** section: reformatted Transaction ID/Name, Operation column

10/05/00

First Draft published

## About This Document

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### **Change Management**

Change Management practices are outlined here. These practices exist so that all readers will be able to track the evolution of the requirements defined here.

Recommendations for additions and corrections to this document should be made in writing, preferably by e-mail, and should be directed to the E-mail address listed below. Suggestions, questions, and concerns should also be directed to the E-mail address listed below.

- Each addition and correction will be listed in the **Revisions** chapter, which will fully identify the change from the previous version of the document, including "before" and "after" language.
- Each entry in the **Revisions** chapter that is a new requirement or is an addition or a change to a previous requirement should reflect the provenance of that revision: the documented source (e.g., legislation, ADE policy, unit memorandum), and the name of the ADE unit representative who authorized the revision. Entries that reflect corrections identified by SAIS need not reflect that item's provenance.

### **Contacts**

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## Objective

The objective of this document is to provide the schools, districts and their student management vendor's guidance on required SAIS transaction activity, based on student events.

Since the school is the source of SAIS information all of the events are specified as actions for schools even if the events are captured at a centralized database residing in the district.

This document describes expected automatic data extraction from the local database only, and does not attempt to describe the local data input screens or the steps a data entry person must take to capture the information into the school database. The vendors will define specific data entry procedures.

## Assumptions

1. The calendars must be created and in place before the beginning of the school year.
2. Schools will not report a student before that student is physically present.
3. The term Student refers to an enrolled student (unless otherwise noted, i.e. student was withdrawn).

### Transaction Usage Matrix

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
1	First time enrollment in school.	Any time during the school year	001 Enrollment, ADD	One of the following Enrollment Activity Codes must be used: E2 - E11 or E13 - E16.
2	Student returns to same School at beginning of new School year.	Beginning of the school year	001 Enrollment, ADD	One of the following Enrollment Activity Codes must be used: E1 or E12. IF Applicable, School submits Needs and Program Participation transactions with an ADD operation for this school year.
3	Student enrollment submitted in error.	Any time during the school year	001 Enrollment, DELETE	This will delete all of the following data: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance. SAIS will retain the Student Personal Information in the database.
4	Reported enrollment date is wrong.	Any time during the school year	001 Enrollment, DELETE (removes incorrect information) AND 001 Enrollment, ADD (adds corrected information)	This will delete all of the following data on SAIS: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance, if any have been submitted. SAIS will retain the Student Personal Information in the database.  School must resubmit all the relevant transaction for the membership (i.e. absences that occurred after the new enrollment date).

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
5	Reported Track Number for a student is incorrect.	Any time during the school year	001 Enrollment, DELETE (removes incorrect information)  AND  001 Enrollment, ADD (adds corrected information)	This will delete all of the following data on SAIS: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance, if any have been submitted. SAIS will retain the Student Personal Information in the database.  School must resubmit all the relevant transaction for the membership (i.e. absences that occurred after the new enrollment date).
6	Student registers for first time in this school in new school year and fails to attend.	Beginning of the school year	No action required.	Since the enrollment transaction is not sent until the student is in attendance there is no need to delete an enrollment.
7	Student is readmitted to same School.	Following a Student Withdrawal in the same school Year	002 Readmission, ADD	
8	Student readmission submitted in error.	Any time during the school year	002 Readmission, DELETE	If any other transactions that have been entered including: absences, withdrawals, payer factor changes, grade transfers and attendance, this information will be removed from the SAIS tables.
9	Student Withdraws from School. Student NOT in a Program or Service.	Any time during the school year	003 Withdrawal, ADD	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
10	Student Withdraws from School. Student is active in a Program/Service (P/S) and will be exiting the P/S.	Any time during the school year	003 Withdrawal, ADD AND Appropriate P/S, CHANGE (to add Exit Dates)	School must exit the student from programs/services.  P/S exits is short for the following group of transactions with CHANGE operations reporting exit dates: <ul style="list-style-type: none"> <li>• English Acquisition Program Participation</li> <li>• SPED Service Participation</li> <li>• Supplementary Program Participation**</li> </ul>
11	Student Withdraws from School. Student is active in SPED P/S and will NOT exit the SPED P/S.	Any time during the school year	003 Withdrawal, ADD	SPED P/S will be linked to the existing personal information.
12	Reported withdrawal date is wrong.	Any time during the school year	003 Withdrawal, DELETE (removes incorrect information) AND 003 Withdrawal, ADD (adds corrected information)	School must also change Exit Dates for any relevant P/S.
13	Withdrawal submitted in error.	Any time during the school year	003 Withdrawal, DELETE	If Applicable, school must also change previously submitted P/S exits.

Test Case	Student Event	Event Time	Transaction- ID/Name	Operation	Notes
14	Student absent 10 consecutive days without an excuse.	Any time during the school year	003	Withdrawal, ADD	
15	Student absent during one day for a single reason.	Any time during the school year	004	Absence, ADD	Submission of Absence is mandatory for all students except disabled preschool, homebound and students in alternative programs, as they will be approved by School Finance.
16	Student absent different portions of a single day for different reasons.	Any time during the school year	004	Absence, ADD (An ADD transaction is required for EACH reason)	Each Absence amount will have a different reason. Since statute dictates that a quarter day is the smallest countable increment of a School day for membership purposes, there can be a maximum of 4 discrete reasons for absence in a single day.
17	Student absent for consecutive school days for same reason.	Any time during the school year	004	Absence, ADD (one transaction for EACH day absent)	School will submit for each day or portion of the day missed.
18	Reported Absence date is wrong.	Any time during the school year	004	Absence, DELETE (removes incorrect information) AND 004 Absence, ADD (add corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
19	Absence Reason Code for a submitted absence date needs to be changed based on new information.		004 Absence, DELETE (removes incorrect information)  AND  004 Absence, ADD (add corrected information)	
20	Absence Amount for a submitted absence date needs to be changed based on new information.	Any time during the school year	004 Absence, CHANGE	
21	Absence was submitted in error.	Any time during the school year	004 Absence, DELETE	
22	Personal information is wrong or has changed.	Any time during the school year	005 Personal Information, CHANGE	Refer to elements in the Student Personal Information transaction.
23	A student needs to be added but will not have a membership.	Any time during the school year	005 Personal Information, ADD	This can be used to enter only personal information for a student. Will also be used in cooperation with Needs transactions.
24	Enrollment Membership info is incorrect or has changed.	Any time during the school year	006 Membership Change, CHANGE	Refer to elements in the Student Membership Change transaction.

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
25	Student moves to a new District of Residence (DOR).	Any time during the school year	007 District of Residence Transfer, ADD	If as the result of this transaction a gap or overlap between DOR intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
26	Reported DOR End Date and/or Neighborhood School Indicator is wrong or has changed.	Any time during the school year	007 District of Residence Transfer, CHANGE	
27	Reported DOR Start Date is wrong or has changed or District of Residence is wrong.	Any time during the school year	007 District of Residence Transfer, DELETE (removes incorrect information) AND 007 District of Residence Transfer, ADD (adds corrected information)	
28	New DOR submitted in error	Any time during the school year	007 District of Residence Transfer, DELETE	
29	New FTE and/or Share values have been established.	Any time during the school year	008 FTE & Share, ADD	If as the result of this transaction a gap or overlap between FTE or Share intervals is created, a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
30	FTE and/or Share values or end dates are wrong.	Any time during the school year	008 FTE & Share, CHANGE	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
31	FTE and/or Share Start Date is/are wrong.	Any time during the school year	008 FTE & Share, DELETE (removes incorrect information) AND 008 FTE & Share, ADD (adds corrected information)	
32	New Share value submitted in error	Any time during the school year	008 FTE & Share, DELETE	
33	Student is Promoted or demoted during the school year.	Any time during the school year	009 Grade Transfer, ADD	If as the result of this transaction a gap or overlap between Grade intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
34	The Grade Exit Date, Grade Exit Code, Grade Level Code or Grade Register ID is/are wrong.	Any time during the school year	009 Grade Transfer, CHANGE	
35	The Grade Entry Date is wrong.	Any time during the school year	009 Grade Transfer, DELETE (removes incorrect information) AND 009 Grade Transfer, ADD (adds corrected information)	
36	A Grade Transfer was submitted in error.	Any time during the school year	009 Grade Transfer, DELETE	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
37	The Old Grade Level is incorrect and needs to be changed.	Any time during the school year	009 Grade Transfer, CHANGE	
38	A special enrollment (i.e., CEC-A, CEC-B, Open Enrollment) is granted.	Any time during the school year	010 Payer Factors, ADD	If as the result of this transaction a gap or overlap between Special Enrollment intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
39	Student has a new Tuition Payer.	Any time during the school year	010 Payer Factors, ADD	If as the result of this report a gap or overlap between Tuition Payer intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
40	The Special Enrollment End Date and/or Tuition Payer End Date is/are wrong.	Any time during the school year	010 Payer Factor, CHANGE	
41	The Special Enrollment Start Date, Special Enrollment Code, Tuition Payer Start Date and/or Tuition Payer Code is/are wrong.	Any time during the school year	010 Payer Factor, DELETE (removes incorrect information) AND 010 Payer Factor, ADD (adds corrected information)	
42	A student's tuition payer change was submitted in error.	Any time during the school year	010 Payer Factor, DELETE	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
43	Student's membership lasted through scheduled last day of School, achieving a particular status.	After the scheduled last day of school	016 Year End Status, ADD	Examples of Year End Status: <ul style="list-style-type: none"> <li>• Graduated</li> <li>• Attended</li> <li>• Promoted</li> </ul> See a complete in Transaction Requirements; Code Values.
44	The year end status code that was submitted is incorrect and needs to be changed.	After last scheduled day of last school year	016 Year End Status, CHANGE	
45	Year End Status submitted in error	After last scheduled day of last school year	016 Year End Status, DELETE	
46	Weekly attendance reported for a student.	Any time during the school year	017 Attendance, ADD	Mandatory for disabled Preschool and homebound students. Optional for other students in addition to absence. See School Finance Handbook.
47	Corrections made to the Attendance End Date and/or Attendance minutes.	Any time during the school year	017 Attendance, CHANGE	
48	Correction made to Attendance Start Date.	Any time during the school year	017 Attendance, DELETE (removes incorrect information) AND 017 Attendance, ADD (adds corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/Name	Operation	Notes
49	Student attendance submitted in error.	Any time during the school year	017 Attendance, DELETE		
50	Student fails to return to same school at beginning of new school year.	Beginning of the school year	018 Summer Withdrawal, ADD		
51	Student whose membership lasted through scheduled last day of school reports that he/she will not attend this school this year and supplies a reason.	After last scheduled day of last school year	018 Summer Withdrawal, ADD		Activity Code should reflect why student couldn't attend this School this year.
52	Corrections made to the Summer Activity Code.	After last scheduled day of last school year	018 Summer Withdrawal, CHANGE		
53	Summer Withdrawal submitted in error.	After last scheduled day of last school year	018 Summer Withdrawal, DELETE		

## NEEDS

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Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
54	Diagnosis confirms that student has a Need.	Any time during the school year	011 Need, ADD	The Student Need transaction is used to advise SAIS of the entrance and/or ending of a student's state of having the reported need. See List of applicable Needs in Transaction Requirements: Code Values, located on the ADE web site.
55	Diagnosis indicates that a student is no longer in previously submitted Need	Any time during the school year	011 Need, CHANGE	A change operation is used to report exit from Need state.
56	The Need Exit Date and/or Need Level Code is/are wrong.	Any time during the school year	011 Need, CHANGE	
57	The Need Code and/or the Need Entry Date is/are wrong.	Any time during the school year	011 Need, DELETE (removes incorrect information) AND 011 Need, ADD (adds corrected information)	
58	Assessment has been completed.	Any time during the school year	012 Assessment, ADD	Submission of Assessment Transaction is required only for students suspected as lacking English Proficiency or requesting Assessment.
59	The Assessment Result Code is wrong.	Any time during the school year	012 Assessment, CHANGE	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
60	Corrections made to the Assessment Code or Assessment Date.	Any time during the school year	012 Assessment, DELETE (removes incorrect information) AND 012 Assessment, ADD (adds corrected information)	
61	Student admitted to a program for an established language need.	Any time during the school year	013 English Acquisition Program Participation, ADD	
62	Corrections to LEP Program Exit Date and/or Program Exit Reason Code.	Any time during the school year	013 English Acquisition Program Participation, CHANGE	
63	Student is admitted to a SPED Service for an established Special Education need Category.	Any time during the school year	014 SPED Service Participation, ADD	This will add both the Need and the Program/Service.
64	Student is transferred to a different service while staying in the current need.	Any time during the school year	014 SPED Service Participation, CHANGE AND 014 SPED Service Participation, ADD	A "change" operation to submit the Service exit for the previously submitted Service.  An "add" operation to submit the Service entry for new Service.

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
65	Re-diagnosis indicates a student has additional Special Education needs.	Any time during the school year	014 SPED Service Participation, ADD	Currently SAIS will allow more than one need to have a Need Level Code of PR (Primary). Differentiation of Need Level Code will be included in the 2 <sup>nd</sup> Phase in relation to Vouchers.
66	Re-diagnosis indicates a student's Need has changed from the previously submitted Need.	Any time during the school year	014 SPED Service Participation, CHANGE AND 014 SPED Service Participation, ADD	A "change" operation to submit the exit from the previously submitted Need and Service.  An "add" operation to submit the Service entry for new Need. (and Service if the student has already started receiving a Service for the Need).
67	Corrections made to the Need Level Code or Need Exit Date for a SPED Student.	Any time during the school year	014 SPED Service Participation, CHANGE	
68	Corrections made to the SPED Exit Date, SPED Exit Reason Code and/or SPED Grade.	Any time during the school year	014 SPED Service Participation, CHANGE	
69	Corrections made to the SPED Service Code and/or SPED Service Entry Date.	Any time during the school year	014 SPED Service Participation, DELETE (removes incorrect information) AND 014 SPED Service Participation, ADD (removes corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/Name    Operation	Notes
70	Student assigned or placed in a Supplementary Program.	Any time during the school year	015 Supplementary Program Participation **, ADD	The Supplementary Program Participation transaction is used to advise of the entrance and/or ending of a student's state of having the reported need and program participation.

With all transactions that have a date range, an "add" operation will be able to **change** the "Old" elements that are not key elements and will **add** the "New" elements.

With all transactions that have a date range, a "delete" operation will be able to **change** the "Old" elements that are not key elements and will **delete the referenced row from the database**.

With all transactions that have a date range, a "change" operation will **ignore** anything in the "Old" elements and will **change** the elements specified "New".

\*\*Supplementary Program Participation will not be included until Phase 2