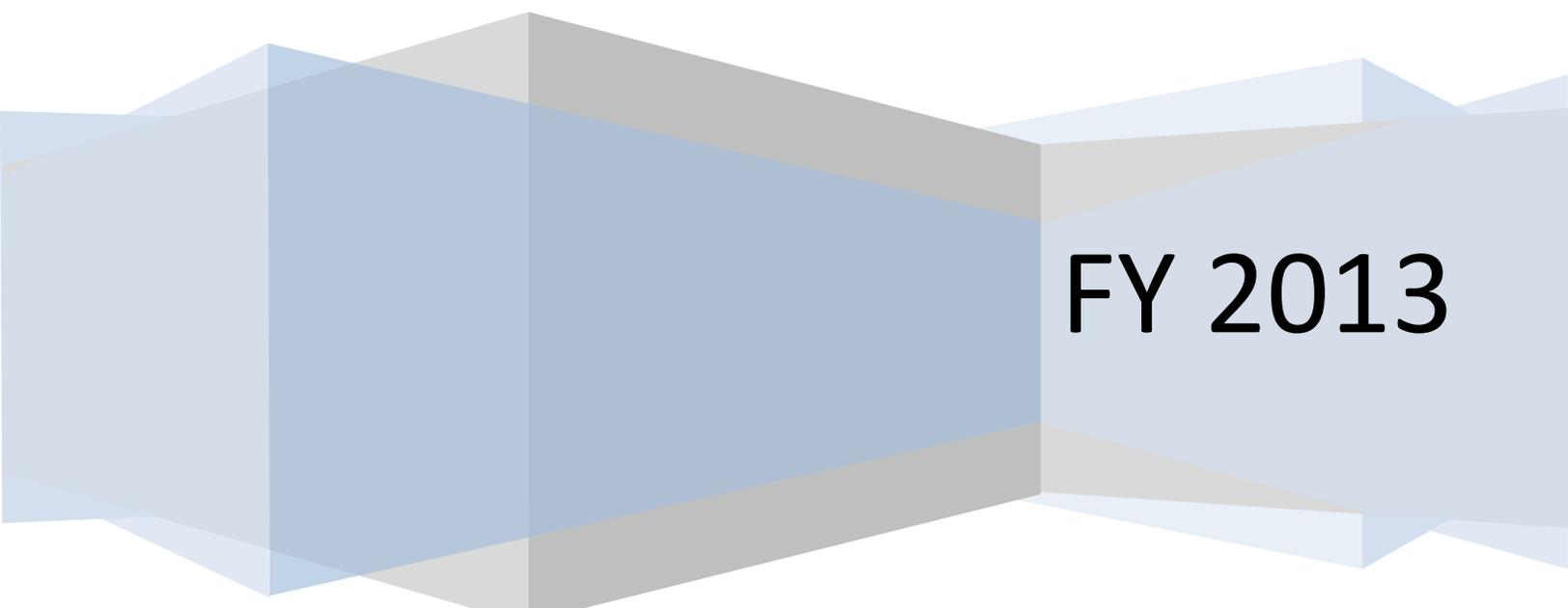


Arizona Department of Education

FY13 Dropout Recovery Program

Business Rules

Provided by School Finance



FY 2013

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Business Rules for: **FY13 Dropout Recovery Program**

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1 Overview

1.1 Mission

- 1.1.1 To modify SAIS to allow Districts and Charters to receive state funding for operating a Dropout Recovery Program for eligible high school students.

2 Applicable Fiscal Year(s)

2.1 FY 2013 and forward

3 Governing Statutes, Rules and Resources

3.1 [A.R.S §15-901.06](#)

- 3.1.1 This statute authorizes the Dropout Recovery Program and describes the requirements.

3.2 [State Board of Education Guidance](#)

4 General Business Rules and Assumptions

4.1 General business rules and assumptions governing the Dropout Recovery Program (DRP)

- 4.1.1 An LEA may offer only one DRP.

- 4.1.1.1 To be eligible to offer a DRP, the LEA must offer Grades 11 and/or 12 through an existing school or site that is not an Arizona Online Instruction (AOI) school.

- 4.1.2 Each DRP will receive a unique CTDS and an Entity ID number.

- 4.1.3 DRPs will be identified by a new “Dropout Recovery Program” ref nature.

- 4.1.4 A student can graduate from the DRP.

- 4.1.5 Joint Technological Education Districts (JTEDs) are not eligible to offer a DRP.

- 4.1.5.1 JTEDs do not graduate students.

- 4.1.6 A student enrolled in a DRP may have a concurrent enrollment with a JTED. See 9.2

- 4.1.6.1 No other concurrent enrollments, including a concurrent enrollment in an AOI school, are allowed.

- 4.1.7 A student must have been withdrawn from an LEA other than a JTED for at least 30 calendar days prior to enrolling in the DRP.

4.1.7.1 SAIS must have the ability to cross fiscal years when checking the student's withdrawal date.

Example: A student enrolls in a DRP on July 15. SAIS must have the ability to cross fiscal years and determine if the student's withdrawal date was prior to June 15.

4.1.8 A student enrolled in a DRP must have a main enrollment transaction (Transaction ID 001) as well as a program participation transaction (See 4.1.10).

4.1.9 LEAs offering the DRP will not submit a calendar for the program as the program can be offered 365 days a year, beginning on July 1 and ending on June 30.

4.1.9.1 Enrollments must be submitted to SAIS with a calendar track = 0 (zero).

4.1.10 LEAs must submit a program participation transaction each month that the student is enrolled in the program.

4.1.10.1 The transaction must indicate whether or not the student is making satisfactory monthly progress. See 4.1.1.

4.1.10.2 If a transaction is not submitted for a particular month, it is assumed the student did not make satisfactory progress.

4.1.11 A DRP program participation transaction can only be submitted for a DRP school.

4.1.12 A new Written Learning Plan must be prepared for the DRP student each academic (fiscal) year.

4.1.12.1 The program participation transaction must indicate the date of the new Written Learning Plan.

4.1.12.2 The date must be within the current fiscal year.

4.1.13 A student may participate in the DRP multiple times within a fiscal year.

4.1.14 Students in the DRP shall receive all SPED services and all ELL services if applicable.

4.1.14.1 LEAs must follow all SPED and ELL federal and state statutes and guidelines for students attending a DRP.

5 Business Rules for Dropout Recovery Program Participation Transaction

5.1 Dropout Recovery Program (DRP) transaction

5.1.1 Create a new Dropout Recovery Program (DRP) transaction with the following elements:

Field Name	Abbreviated Name	Len	Data Type	Description
Transaction ID	TRANSID	3	I	ID value = 026
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by vendor or submitter
Operation Code	OPRCD	1	S	A = Add new DRP participation C = Change existing DRP participation information D = Delete DRP participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	SAIS ID
Track Number	TRACK	4	I	Track must be "0" (zero).
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration.
Last Name on Legal Document	LASTNM	30	S	Student last name as it appears on the legal document provided for registration.
Program Code	PROGSVCCD	3	C	This code flags the student as participating in the DRP.
Approved Written Learning Plan Date	WLPAPPDT	10	D	The date the Written Learning Plan was approved. Note: A new Written Learning Plan date indicating preparation of a new plan must be submitted each academic (fiscal) year.
Program Entry Date	PSENRDRT	10	D	The date the student entered DRP.

Field Name	Abbreviated name	Len	Data Type	Description
Month	PSENRLMO	2 ¹	I	The month in which the LEA is reporting student enrollment in the DRP. This transaction must be submitted each month that the student is enrolled in the DRP regardless of the student's progress.
Satisfactory Progress	PSSATPROG	1	S	Indicates whether student maintained satisfactory progress during the month prior to this transaction ("Y" or "N").
Program Exit Date	PSEXITDT	10	D	The date the student exited DRP.
Program Exit Reason Code	PSEXITRSNCD	1	C	Reason for exiting the DRP Program participation.
Revised Written Learning Plan Date	RVWLPAPPDT	10	D	The date the student's revised Written Learning Plan was approved, if applicable. Note: This date must be saved for each revised plan.

1 July = 01, August = 02, September = 03 . . . May = 11, June = 12.

5.1.2 Element Optionality

This table defines whether each element is optional or required depending upon Operation_Code.

R: The element is required

X: Any value in the incoming element will be ignored

R¹: Required only when a program exit dates exists or is submitted

R²: Required only when a student does not make satisfactory progress for two or more consecutive months.

{Blank}: The element is optional; a valid value will be captured in SAIS

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R

Element	Add	Change	Delete
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Program Code	R	R	R
Approved Written Learning Plan Date	R	R	R
Program Entry Date	R	R	R
Month	R	R	R
Satisfactory Progress	R	R	R
Program Exit Date			
Program Exit Reason Code	R ¹	R ¹	R ¹
Revised Written Learning Plan Date	R ²	R ²	R ²

5.2 DRP Program Participation Code

5.2.1 Create the following code for DRP program participation:

Code	Description
DRP	Dropout Recovery Program

5.3 DRP Exit Reason Codes

5.3.1 Create the following DRP Exit Reason Codes:

Code	Reason	Additional Description
1	Awarded diploma	Student has completed the requirements of the Dropout Recovery Program and has been awarded his/her high school diploma.
2	Enrolled in LEA	Student has withdrawn from the Dropout Recovery Program and has re-enrolled in any LEA as a traditional student.
3	Withdrawn by LEA	The LEA has withdrawn the student from the Dropout Recovery Program.
4	Withdrew from DRP program	Student has withdrawn from the Dropout Recovery Program. Future plans unknown.

6 Transaction Validations

6.1 DRP Transactions Validation Rules

Rule ID	Rule Description	Message(s)
SD-TX026 DRP-001	<p>Verification: Perform every step in Verification, even if errors are encountered. Report all errors.</p> <p>Allowed Data Format: All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the date format.</p> <p>If the value in any element does not match the SAIS-defined data type, then report the discrepancy.</p>	<p>Error message -9009 "Invalid formatted data in element"</p> <p>Solution: Resubmit this transaction, with each element in its allowed format only.</p>
SD-TX026 DRP-001.1	<p>Allowed Code Values Some elements have a set of pre-defined allowed values.</p> <p>If any element with predefined allowed code values contains an unallowed value, then report the discrepancy.</p>	<p>ERROR message -22001 "Invalid Program Code"</p> <p>ERROR message -22002 "Invalid Program Exit Reason Code"</p> <p>Solution: Resubmit this transaction with only allowed code values in the appropriate fields.</p>
SD-TX026 DRP-001.2	<p>Operation Code If the Operation Code is not A (Add) or C (change) or D (Delete), then report the discrepancy.</p>	<p>ERROR message -9000 "Operation code not allowed for this transaction"</p> <p>Solution: Resubmit this transaction with the correct Operation Code.</p>

Rule ID	Rule Description	Message(s)
<p>SD-TX026 DRP-001.3</p>	<p>Missing Fields The DRP Transaction Element Optionality table identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an Add, Change, or Delete operation (Operation Code).</p> <p>If any required fields are missing, then report the discrepancy.</p>	<p>ERROR message -9001 "Missing required element: Operation Code"</p> <p>ERROR message -9002 "Missing required element: SAIS Student ID"</p> <p>ERROR message -9005 "Missing required element: CTDS"</p> <p>ERROR message -9007 "Invalid or missing Track Number"</p> <p>ERROR message -22006 "Missing required field: Program Code"</p> <p>ERROR message -xxxxx "Missing required field: Approved Written Learning Plan Date"</p> <p>ERROR message -22007 "Missing required field: Program Entry Date"</p> <p>ERROR message -xxxxx "Missing required field: Month"</p> <p>ERROR message -xxxxx "Missing required field: Satisfactory Progress"</p> <p>ERROR message -xxxxx "Missing required field: Program Exit Reason Code"</p> <p>Solution: Resubmit this transaction with information in every required field.</p>

Rule ID	Rule Description	Message(s)
SD-TX026 DRP-002	<p>Validation Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels), proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in the DRP Transaction Element Optionality table.</p>	
SD-TX026 DRP-002.1	<p>Entity/LEA If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.</p> <p>A Joint Technological Education District (JTED) may not offer a DRP because JTEDs do not graduate students. If a JTED submits a DRP transaction, report the discrepancy.</p> <p>Arizona Online Instruction (AOI) schools may not offer a DRP. If an AOI school submits a DRP transaction, report the discrepancy.</p> <p>A DRP program participation transaction can only be submitted for a DRP school. If a DRP program participation transaction is received with a CTDS number indicating other than a DRP school, report the discrepancy.</p>	<p>ERROR message -9017 "LEA identifier does not exist"</p> <p>Solution: Resubmit this transaction including the correct Entity ID information.</p> <p>ERROR message – XXXX "JTED may not offer a DRP."</p> <p>ERROR message – XXXX "AOI may not offer a DRP."</p> <p>ERROR message – XXXX "Only a DRP school may submit a DRP transaction."</p>
SD-TX026 DRP-002.2	<p>Operation Code – Add Student Identifiers If the student is not found in the SdStudents table, then report the discrepancy.</p>	<p>ERROR message -9010 "SAIS Student ID does not exist"</p> <p>Solution: If the SAIS ID is incorrect and there is no matching student on the database, submit the 001 Student Enrollment or 005 Student Personal Information to create the student in SAIS. Then resubmit this transaction.</p>

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Rule ID	Rule Description	Message(s)
SD-TX026 DRP-003	The Calendar Track for the DRP must = "0" (zero). If Track Number ≠ "0," report the discrepancy.	ERROR message -xxxxx "Track Number for DRP transaction must be '0' (zero)" Solution: Resubmit this transaction with Track Number = "0" (zero).
SD-TX026 DRP-004	If <u>Program Exit Date</u> is submitted, If <u>Program Entry Date</u> > <u>Program Exit Date</u> , then: Program ended before it began. Report the discrepancy.	ERROR message -xxxxx "Program Entry Date must be before Program Exit Date" Solution: If one or both of the dates is incorrect, resubmit this transaction with the correct information.
SD-TX026 DRP-005	Verify Reason Code/Exit Date If <u>Program Exit Date</u> is submitted (not blank) and <u>Program Exit Reason Code</u> is not submitted (blank), then: Reason Code required when Exit Date provided. Report the discrepancy. If <u>Program Exit Reason Code</u> submitted (not blank) and <u>Program Exit Date</u> is not submitted (blank), then: Exit Date required when Reason Code provided. Report the discrepancy.	ERROR message -22009 "Missing required element: Program Exit Reason Code required when Exit Date provided" Solution: Enter a Program Reason Code and resubmit this transaction with the correct information. ERROR message -22010 "Missing required element: Program Exit Date required when Exit Reason Code provided" Solution: Enter a valid Program Exit Date and resubmit this transaction with the correct information.
SD-TX026 DRP-006	If <u>Approved Written Learning Plan Date</u> and <u>Program Entry Date</u> are submitted, then the <u>Approved Written Learning Plan Date</u> must be <= <u>Program entry Date</u> . If <u>Approved Written Learning Plan Date</u> > <u>Program Entry Date</u> , then: Report the discrepancy.	ERROR message -xxxxx "Approved Written Learning Plan Date must be prior to or equal to Program Entry Date." Solution: If one or both of the dates is incorrect, resubmit this transaction with the correct information.

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Rule ID	Rule Description	Message(s)
SD-TX026 DRP-007	<p>If Revised Written Learning Plan Date is submitted, then the date must be > the Approved Written Learning Plan Date.</p> <p>If Revised Written Learning Plan Date <= Approved Written Learning Plan Date, then:</p> <p>Report the discrepancy.</p>	<p>ERROR message -xxxxx “Revised Written Learning Plan Date must be after the Approved Written Learning Plan Date.”</p> <p>Solution: If one or both of the dates is incorrect, resubmit this transaction with the correct information.</p>
SD-TX026 DRP-008	<p>Approved Written Learning Plan Date must occur within the fiscal year.</p> <p>If fiscal year of Approved Written Learning Plan Date < than the begin date or > the end date of the fiscal year, then:</p> <p>Report the discrepancy.</p>	<p>ERROR message -xxxxx “Approved Written Learning Plan Date must be within the fiscal year.”</p> <p>Solution: Resubmit the transaction with the correct Approved Written Learning Plan Date.</p>
SD-TX026 DRP-009	<p>Revised Written Learning Plan Date must occur within the fiscal year.</p> <p>If fiscal year of Revised Written Learning Plan Date < than the begin date or > the end date of the fiscal year, then:</p> <p>Report the discrepancy.</p>	<p>ERROR message -xxxxx “Revised Written Learning Plan Date must be within the fiscal year.”</p> <p>Solution: Resubmit the transaction with the correct Revised Written Learning Plan Date.</p>

7 Modifications to Integrity

7.1 DRP Integrity Rules

7.1.1 Create a new set of Integrity rules for the Dropout Recovery Program. Please see table below.

Rule Description	Error Message
AOI schools are not allowed to offer a Dropout Recovery Program (DRP). If an AOI school submits a DRP enrollment transaction for a student, then fail Integrity.	"AOI school may not offer Dropout Recovery Program."
If an enrollment exists within 30 calendar days prior to the DRP enrollment, then fail Integrity. Exception: If the DRP enrollment is a Charter DRP and a prior JTED enrollment exists within 30 calendar days prior to the DRP enrollment, then do NOT fail Integrity. If the DRP enrollment is a District DRP and a prior JTED enrollment in a member District exists within 30 calendar days prior to the DRP enrollment, then do NOT fail Integrity.	"Student must be withdrawn from LEA other than a JTED for at least 30 calendar days before enrolling in Dropout Recovery Program."
When a DRP program participation withdrawal exists, an enrollment withdrawal must also exist.	"Enrollment withdrawal is required when student is withdrawn from Dropout Recovery Program."
When an enrollment withdrawal exists, a DRP program participation withdrawal must also exist.	"Dropout Recovery Program participation withdrawal is required when student is withdrawn from LEA."

7.2 ADM Integrity Rule Modifications

7.2.1 Create a new ADM Integrity rule for the Dropout Recovery Program. Please see table below

Rule Description	Error Message
A student enrolled in a Charter DRP may only have a concurrent enrollment with a JTED. A student enrolled in a District DRP may only have a concurrent enrollment in a member District JTED. No other concurrent enrollments, including an AOI enrollment, are allowed. If any LEA other than a JTED enrollments mentioned above submits an enrollment transaction for a student who is also enrolled in the DRP, then fail Integrity for the second enrollment.	"Student currently enrolled in Dropout Recovery Program and can only have a concurrent enrollment with a JTED."

8 Business Rules for Aggregation

8.1 Allocating Membership Days

8.1.1 ADM for students enrolled in the DRP is equal to the students' Average Daily Attendance (ADA).

8.1.1.1 ADM is **not** calculated based on the 40th and 100th day methodology.

8.1.1.2 ADM is calculated monthly based on an annual methodology.

8.1.2 A DRP student will generate ADM for each month in which the student maintains satisfactory progress. The ADM generated will be in the amount of 8.33 membership days, which is 1/12 of 100 membership days.

8.1.2.1 If the Satisfactory Progress field in the DRP transaction (Transaction ID 026) = "Y," generate 8.33 membership days for the month covered by the transaction.

8.1.3 If the Satisfactory Progress field in the DRP transaction (Transaction ID 026) = "N," generate 8.33 membership days for that month as long as the month is not one of two (2) or more consecutive months in which the Satisfactory Progress field = "N."

8.1.3.1 If satisfactory progress is not made for two or more consecutive months, then the ADM generated for each of those months is 0 (zero) membership days

8.1.4 If a DRP transaction is not submitted for a particular month, it is assumed the student did not make satisfactory progress and therefore will not generate funding for that month.

8.1.5 If a DRP student fails to maintain satisfactory progress for two (2) or more consecutive months, the student will not generate any membership days until a Revised Written Learning Plan is approved for that student, the student is reported to be making satisfactory progress and a revised written learning plan date is submitted.

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8.1.5.1 If the Satisfactory Progress field in the DRP transaction (Transaction ID 026) = “N” for two (2) or more consecutive months, the student will not generate any membership days until a DRP transaction is submitted reporting:

8.1.5.1.1 A Revised Written Learning Plan Date,

and

8.1.5.1.2 The student made Satisfactory Progress during the month covered by the transaction (Satisfactory Progress = “Y”).

8.1.5.2 SAIS needs to be able to look back two (2) or more months to determine if the membership days for a month in which Satisfactory Progress = N need to be re-set to zero (0).

8.1.5.2.1 The check for Satisfactory Progress may cross fiscal years if multiple DRP enrollments exist that are subsequent.

8.1.6 ADM Generation Examples

SP = Satisfactory Progress

RLP = Revised Written Learning Plan Date

Month 1	Month 2	Month3	Month 4	Month 5	ADM Generated?
SP = Y	SP = Y	SP = N	SP = Y	SP = Y	Yes for Months 1-5
SP = Y	SP = N	SP = Y	SP = N	SP = Y	Yes for Months 1-5
SP = Y	SP = N	SP = N	SP = Y RLP submitted	SP = Y	Yes for Months 1,4,5 No for Months 2, 3
SP = Y	SP = Y	SP = N	SP = N	SP = Y No RLP submitted	Yes for Months 1,2 No for Months 3, 4, 5

8.2 SPED and ELL Aggregation

8.2.1 DRP Aggregation will follow the standard SPED and ELL Aggregation rules.

8.3 ADM Calculation Schedule for Districts

8.3.1 Aggregation must be run monthly for Districts with a DRP once all of the District’s schools are eligible for 40th day Aggregation.

8.4 ADM Calculation Schedule for Charters

8.4.1 Charters offering a DRP will submit Estimated Counts for the DRP until the Charter is eligible for 40th Day Aggregation.

8.4.2 Once the Charter is eligible for 40th Day Aggregation, Aggregation must be run monthly.

9 Business Rules for Limiting Module

9.1 Limiting for DRP and Subsequent Enrollments

9.1.1 If a student withdraws from a DRP and subsequently enrolls in another LEA, excluding a JTED, in the same fiscal year, standard limiting rules will apply.

9.2 Limiting for DRP and Concurrent or Subsequent JTED Enrollments

9.2.1 Limiting rules for a DRP student with a concurrent or subsequent JTED enrollment follow the limiting provisions below.

9.2.1.1 These rules apply to all JTED campuses, whether satellite or a main campus.

DRP/JTED Concurrent or Subsequent Enrollments	Maximum Total Limited ADM	Maximum ADM Per Entity
Charter DRP/JTED (Assume student resides within JTED)	1.250	1.00 for Charter 1.00 for JTED
Member District DRP/JTED	1.250	1.00 for District 1.00 for JTED
Non-member district DRP/JTED	No concurrency allowed; student will fail integrity	No concurrency allowed; student will fail integrity

10 Business Rules for SAIS Online

10.1 SAIS Online Enhancements

10.1.1 Dropout Recovery Program Participation shall be available for data entry on the Need page.

SAIS Online - FY 2013
High School - View Student Needs

Application Menu :: LEA List | School List | Student List | Status | Reports | Help :: Fiscal Year: 2013

This page shows all of the Needs-related information currently on record for this Student. To edit the personal information click the Change Student Info link. To record a new Need click on the Add New link for the appropriate section. To view the details of an existing Need for this student click the appropriate View icon below.

Student Personal Information

SAIS ID: [Redacted]
 Name (L,F,M): [Redacted]
 Goes By (L,F): [Redacted]
 Resp. Party (L,F): [Redacted]
 Birth Date: [Redacted]
 Country of Birth: [Redacted]
 State of Birth: [Redacted]
 Cohort Year: [Redacted]
 Ethnicity: [Redacted]
 Hispanic/Latino: [Redacted]
 Race:
 White
 Black or African American
 Asian
 American Indian or Alaskan Native
 Native Hawaiian or other Pacific Islander

Gender: M - Male
 Home Language: 00 - English
 Tribal Name:

Student Needs *Add New Need

Need Group	Need Code	Need Description	Primary Nighttime Residence	Start Date	End Date	Change	Remove
L	LEPS	Limited English Proficiency (LEPS)		7/1/2012			

Student ELL Assessments *Add New ELL Assessment
 No Assessments found for this Student

Student Early Childhood Preschool Assessments *Add Early Childhood Preschool Assessment
 No Early Childhood Preschool Assessment found for this Student

Student Language Program Participation *Add New Language Program Participation

Track #	Need Code	Program	Entry Date	Exit Date	Exit Reason	Change	Remove
1	LEPS	1 - Individual Language Learner Plan (ILLP)	8/13/2012				

Student SPED Service Participation *Add New SPED Service Participation
 No SPED Service Participation found for this Student

10.1.1 DRP Program Participation entry screen shall mimic the Language Program Participation screen. Please see screen shot and modifications on next page.

10.1.1 Make the following modifications to the above Program Participation screen:

10.1.1.1 Change wording at top of screen to read “Add Dropout Recovery Program Participation.”

10.1.1.2 Modify fields at the bottom of the screen as follows:

Change “Language Program Participation Information” to “Dropout Recovery Program Participation Information”.
Keep the “Track Number” field
Delete the “Need Code:” field.
In the “Program Code:” dropdown box, the only option is “DRP – Dropout Recovery Program.”
Add “Approved Written Learning Plan Date:” field.
Keep the “Program Entry Date:” field.
Add a “Month:” dropdown box with selections ranging from July through June. NOTE: July = Month 01, August = Month 02 . . . May = Month 11, June = Month 12.
Add a “Satisfactory Progress:” dropdown box with “Y” and “N” as the only options.
Keep the “Program Exit Date:” field.

In the "Program Exit Reason:" dropdown, enter the four (4) reasons from 5.3.1.

Add "Revised Written Learning Plan Date:" field.

11 Known Affected Applications/System Areas

11.1 Transactions

11.2 Integrity

11.3 Aggregation

11.4 Limiting Module

11.5 SAIS Online

12 Glossary

Term

Is Defined As:

ADA

Average Daily Attendance

ADM

Average Daily Membership

AOI

Arizona Online Instruction

DRP

Dropout Recovery Program as authorized in A.R.S §15-901.06.

JTED

Joint Technological Education District