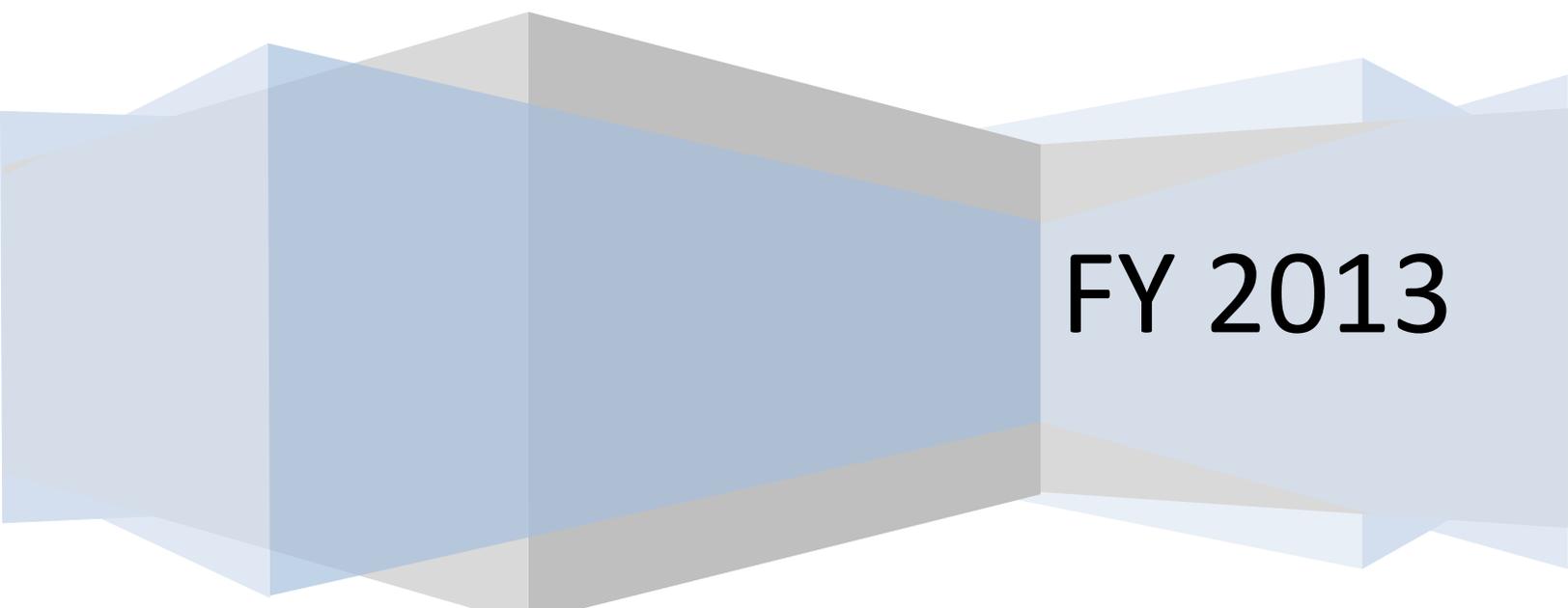


Arizona Department of Education

Grand Canyon Diploma Phase 2

Business Rules

Provided by School Finance



FY 2013

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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 students who have received the Grand Canyon Diploma (GCD).

2 Applicable Fiscal Years

FY 2013 and forward.

3 Governing Statutes, Rules and Resources

3.1 [A.R.S §15-792.03](#)

- 3.1.1 This statute authorizes the Grand Canyon Diploma and describes the requirements.

4 General Business Rules

4.1 General business rules and assumptions governing the GCD Program

- 4.1.1 LEAs will submit Grand Canyon Diploma participation data using a program participation transaction.
- 4.1.2 LEAs are responsible for validating a student's full-time enrollment in an Arizona public post-secondary institution in order to be eligible to include the student in the LEA's student count until cohort graduation.

5 Business Rules for Grand Canyon Diploma Program Participation Transaction

5.1 Create a Grand Canyon Diploma (GCD) Program Participation transaction

5.1.1 Elements to be included in the transaction:

| Field Name | Abbreviated name | Len | Data Type | Description |
|-------------------------------|------------------|-----|-----------|---|
| Transaction ID | TRANSID | 3 | I | ID value = 025. |
| Vendor Defined Field | VENDORFLD | 50 | S | Free field to be used for any purpose defined by the vendor or submitter |
| Operation Code | OPRCD | 1 | S | A = Add new GCD Program participation C = Change existing GCD Program participation information D = Delete GCD Program 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 | For schools or districts with multiple tracks, identifies the calendar track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.) |
| First Name on Legal Document | FIRST NM | 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 GCD program |
| Program Entry Date | PSENTRDT | 10 | D | The date the student entered the GCD Program during current school year |

| Field Name | Abbreviated name | Len | Data Type | Description |
|--------------------------|------------------|-----|-----------|---|
| Program Exit Date | PSEXITDT | 10 | D | The date the student exited GCD Program during current school year. |
| Program Exit Reason Code | PSEXITRSNCD | 1 | C | Reason for exiting the GCD Program participation (See 5.4) |

5.2 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.

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

R¹ Required only when a Program Exit Date exists or is submitted.

| 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 |
| 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 |
| Program Entry Date | R | R | R |
| Program Exit Date | | | |
| Program Exit Reason Code | R ¹ | R ¹ | R ¹ |

5.3 GCD Program Participation "Program Code"

5.3.1 Create the following code for the GCD program participation "Program Code" field:

| Code | Description |
|------|----------------------|
| GCD | Grand Canyon Diploma |

5.4 GCD Program Exit Reason Codes

5.4.1 Create the following codes for the GCD program participation "Program Exit Reason Code" field:

| Code | Reason |
|------|--|
| 1 | Awarded GCD |
| 2 | Withdrew from GCD Program |
| 3 | End of school year |
| 4 | Eligible for GCD but diploma not awarded |

6 GCD Program Participation Transaction Validations**6.1 Transaction Validations**

6.1.1 The following transaction validations shall be performed on the Grand Canyon Diploma (GCD) program transaction as it is uploaded into SAIS.

| Rule ID | Rule Description | Message(s) |
|---------------------|--|---|
| SD-TX025 GCD-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> |

| Rule ID | Rule Description | Message(s) |
|-----------------------|--|---|
| SD-TX025 GCD-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-TX025 GCD-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> |
| SD-TX025 GCD-001.3 | <p>Missing Fields The GCD 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 -22007 "Missing required field: Program Entry Date"</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-TX025 GCD-002 | 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 GCD Transaction Element Optionality table. | |
| SD-TX025 GCD-002.1 | 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. | ERROR message -9017 "LEA identifier does not exist" Solution: Resubmit this transaction including the correct Entity ID. |
| SD-TX025 GCD-002.2 | If the Entity submitting the GCD Program Transaction is not approved to offer Grades 9 – 12, report the discrepancy. | ERROR Message – XXXXX "LEA not approved for Grades 9 – 12." Solution: Resubmit this transaction with the correct Entity ID. |
| SD-TX025 GCD-002.3 | Operation Code – Add Student Identifiers If the student is not found in the SdStudents table, then report the discrepancy. | ERROR message -9010 "SAIS Student ID does not exist" 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 after that has been done. |
| SD-TX025 GCD-003 | 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 -22008 "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. |

| Rule ID | Rule Description | Message(s) |
|---------------------|---|---|
| SD-TX025 GCD-004 | <p>Verify Reason Code/Exit Date</p> <p>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.</p> <p>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.</p> | <p>ERROR message -22009 “Missing required element: Program Exit Reason Code required when Exit Date provided”</p> <p>Solution: Enter a Program Reason Code and resubmit this transaction with the correct information.</p> <p>ERROR message -22010 “Missing required element: Program Exit Date required when Exit Reason Code provided”</p> <p>Solution: Enter a valid Program Exit Date and resubmit this transaction with the correct information.</p> |

7 Modifications to Integrity

7.1 GCD Integrity Rules

- 7.1.1 Create a new set of Integrity rules for the Grand Canyon Diploma (GCD) program. Please see table below.

| Rule Description | Error Message |
|---|---|
| The earliest a student can receive the Grand Canyon Diploma is at the end of Grade 10. The W15 Membership Withdrawal Code can only be used for students in Grades 11 and 12. If a Withdrawal Code = W15 is submitted for any other grades, then fail Integrity. | “Student cannot receive Grand Canyon Diploma prior to completing Grade 10.” |
| The earliest a student can receive the Grand Canyon Diploma is at the end of Grade 10. The D2 Membership Year-End Code can only be used for students in Grades 10, 11, and 12. If a Year End Code of D2 is submitted for any other grades, then fail Integrity. | “Student cannot receive Grand Canyon Diploma prior to completing Grade 10.” |
| The earliest a student can receive the Grand Canyon Diploma is at the end of Grade 10. If a GCD Program Participation transaction with a Program Exit Reason Code = 1 is received any time prior to the end of Grade 10, then fail Integrity. | “Student cannot receive Grand Canyon Diploma prior to completing Grade 10.” |

| Rule Description | Error Message |
|--|--|
| The "Program Entry Date" field in the Grand Canyon Diploma Program Participation Transaction must be greater than or equal to the Enrollment Transaction Begin Date. If the "Program Entry Date" field in the GCD Program Participation Transaction is less than the Enrollment Begin Date, then Fail Integrity. | "GCD Program Entry Date must be equal to or after the student's Enrollment Begin Date." |
| The "Program Exit Date" field in the Grand Canyon Diploma Program Participation Transaction must be less than or equal to the Membership Withdrawal Date. If the "Program Exit Date" field in the GCD Program Participation Transaction is greater than the Membership Withdrawal Date, then Fail Integrity. | "GCD Program Exit Date must be equal to or prior to the student's Membership Withdrawal Date." |

8 Modifications to Aggregation

8.1 Rules for a GCD student to generate ADM

8.1.1 For a GCD student to generate ADM, an Enrollment transaction (Transaction 001) and a GCD Program Participation transaction must be submitted for the student.

8.1.2 Make the following modifications:

| Membership Code | Rule | ADM Integrity Check |
|---|---|--|
| If Enrollment Activity Code = E17 (Transaction 001) | LEA that awarded the GCD is eligible to submit a fundable enrollment if a Withdrawal Activity Code = W15 (Transaction 003) preceded the E17 enrollment. | If a Withdrawal Activity Code other than W15 preceded the E17 Enrollment Activity Code, then FAIL Integrity. ERROR message: "Invalid Enrollment/Withdrawal Code combination." |
| | | If an LEA other than the LEA that awarded the GCD submits an E17 Enrollment Activity Code, then FAIL Integrity. ERROR message: "LEA not eligible to submit this Enrollment Code." |

| Membership Code | Rule | ADM Integrity Check |
|--|--|---|
| <p>If Enrollment Activity Code = E17 (Transaction 001)</p> | <p>LEA that awarded the GCD is eligible to submit a fundable enrollment if a Year End Status Code = D2 (Transaction 016) preceded the E17 enrollment.</p> | <p>If a Year End Status Code other than D2 preceded the E17 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Year End Code combination.”</p> <p>If an LEA other than the LEA that awarded the GCD submits an E17 Activity Enrollment Code, then FAIL Integrity.</p> <p>ERROR message: “LEA not eligible to submit this Enrollment Code.”</p> |
| <p>If Enrollment Activity Code = E18 (Transaction 001)</p> | <p>LEA that awarded the GCD is eligible to submit a fundable enrollment if a Withdrawal Activity Code = W15 (Transaction 003) preceded the E18 enrollment.</p> | <p>If a Withdrawal Activity Code other than W15 preceded the E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that awarded the GCD submits an E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “LEA not eligible to submit this Enrollment Code.”</p> |

| Membership Code | Rule | ADM Integrity Check |
|--|---|--|
| <p>If Enrollment Activity Code = E18 (Transaction 001)</p> | <p>LEA that awarded the GCD is eligible to submit a fundable enrollment if a Year End Status Code = D2 (Transaction 016) preceded the E18 enrollment.</p> | <p>If a Year End Status Code other than D2 preceded the E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Year End Code combination.”</p> <p>If an LEA other than the LEA that awarded the GCD submits an E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “LEA not eligible to submit this Enrollment Code.”</p> |
| <p>If Enrollment Activity Code = E19 (Transaction 001)</p> | <p>LEA that determined the student’s GCD eligibility and the JTED are both eligible to submit fundable enrollments if:</p> <ul style="list-style-type: none"> • A Withdrawal Activity Code = W14 (Transaction 003) preceded the E19 enrollment, and • There is a concurrent full-time JTED enrollment for the student. | <p>If a Withdrawal Activity Code other than W14 preceded the E19 Enrollment Activity Code, then FAIL Integrity for the LEA that determined the student’s GCD eligibility.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>NOTE: The JTED may submit a fundable enrollment if it passes the standard Integrity checks.</p> |

| Membership Code | Rule | ADM Integrity Check |
|---|--|--|
| If Enrollment Activity Code = E19 (Transaction 001) | | If LEA submits an Enrollment Activity Code = E19 and there is no concurrent full-time CTE program enrollment (FTE = 1.0) in a JTED or a non-JTED High School, then FAIL Integrity for the LEA. ERROR message: "Invalid Enrollment Code. No full-time CTE program enrollment." |
| | | If an LEA other than the LEA that determined student's GCD eligibility submits an E19 Enrollment Activity Code, then FAIL Integrity. ERROR message: "LEA not eligible to submit this Enrollment Code." |
| | LEA that determined student's GCD eligibility and the JTED are both eligible to submit fundable enrollments for that enrollment segment if: <ul style="list-style-type: none"> • A Year End Status Code = D1 (Transaction 016) preceded the E19 enrollment, and • There is a concurrent full-time JTED enrollment for the student. | If a Year End Status Code other than D1 preceded the E19 Enrollment Activity Code, FAIL Integrity for the LEA that determined the student's GCD eligibility. ERROR message: "Invalid Enrollment/Year End Code combination." |

| Membership Code | Rule | ADM Integrity Check |
|--|---|---|
| <p>If Enrollment Activity Code = E19 (Transaction 001)</p> | | <p>If LEA submits an Enrollment Activity Code = E19 and there is no concurrent full-time JTED enrollment, then FAIL Integrity for the LEA.</p> <p>ERROR message: “Invalid Enrollment Code. No full-time JTED enrollment.”</p> <p>NOTE: If there is a part-time JTED enrollment, the JTED may submit a fundable enrollment if it passes the standard Integrity checks.</p> |
| <p>If Enrollment Activity Code = E20 (Transaction 001)</p> | <p>LEA that determined student’s GCD eligibility is eligible to submit a fundable enrollment segment if a Activity Withdrawal Code = W14 (Transaction 003) preceded the E20 enrollment.</p> | <p>If a Withdrawal Activity Code other than W14 preceded the E20 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that awarded the GCD submits an Enrollment, then FAIL Integrity.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |

| Membership Code | Rule | ADM Integrity Check |
|--|---|--|
| <p>If Enrollment Activity Code = E20 (Transaction 001)</p> | <p>LEA that determined student's GCD eligibility is eligible to submit a fundable enrollment if a Year End Status Code = D1 (Transaction 016) preceded the E20 enrollment.</p> | <p>If a Year End Status Code other than D1 preceded the E20 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: "Invalid Enrollment/Year End Code combination."</p> <p>If an LEA other than the LEA that determined student's GCD eligibility submits an Enrollment, then FAIL Integrity.</p> <p>ERROR message: "LEA not eligible to submit an Enrollment for this student."</p> |
| <p>If Withdrawal Activity Code = W14 (Transaction 003)</p> | <p>LEA that that determined student's GCD eligibility is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Activity Code = E19 or E20.</p> | <p>If the LEA that that submitted the W14 Withdrawal Code submits a subsequent enrollment with an E17 or E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: "Invalid Enrollment/Withdrawal Code combination."</p> <p>If an LEA other than the LEA that submitted the W14 Withdrawal Activity Code submits a subsequent enrollment, then FAIL Integrity for the Entity that submitted the subsequent enrollment.</p> <p>ERROR message: "LEA not eligible to submit an Enrollment for this student."</p> |

| Membership Code | Rule | ADM Integrity Check |
|--|--|--|
| <p>If Withdrawal Activity Code = W15 (Transaction 003)</p> | <p>LEA that that awarded the GCD is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Activity Code = E17 or E18.</p> | <p>If the LEA that that submitted the W15 Withdrawal Activity Code submits a subsequent Membership enrollment with an E19 or E20 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that submitted the W15 Withdrawal Activity Code submits a subsequent enrollment, then FAIL Integrity for the Entity that submitted the subsequent enrollment.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |
| <p>If Withdrawal Activity Code = W17 (Transaction 003)</p> | <p>LEA that that awarded the GCD is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Code = E17.</p> | <p>If the LEA that that submitted the W17 Withdrawal Code submits a subsequent Membership Code other than E17, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that submitted the W17 Withdrawal Code submits a subsequent enrollment, then FAIL Integrity for the Entity that submitted the subsequent enrollment code.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |

| Membership Code | Rule | ADM Integrity Check |
|--|--|--|
| <p>If Withdrawal Activity Code = W18 (Transaction 003)</p> | <p>LEA that that awarded the GCD is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Activity Code = E18.</p> | <p>If the LEA that that submitted the W18 Withdrawal Activity Code submits a subsequent Membership Activity Code other than E18, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that submitted the W18 Withdrawal Activity Code submits a subsequent enrollment, then FAIL Integrity for the Entity that submitted the subsequent enrollment.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |
| <p>If Withdrawal Activity Code = W19 (Transaction 003)</p> | <p>LEA that that determined student’s GCD eligibility is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Activity Code = E19.</p> | <p>If the LEA that that submitted the W19 Withdrawal Activity Code submits a subsequent Membership Activity Code other than E19, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <p>If an LEA other than the LEA that submitted the W19 Withdrawal Activity Code submits a subsequent enrollment, then FAIL Integrity for the Entity that submitted the subsequent enrollment.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |

| | | |
|--|--|---|
| <p>If Withdrawal Activity Code = W20 (Transaction 003)</p> | <p>LEA that that awarded the GCD is not eligible to submit a fundable enrollment unless there is a subsequent Membership interval with an Enrollment Activity Code = E17 or E18.</p> | <p>If the LEA that that submitted the W20 Withdrawal Activity Code submits a subsequent Membership enrollment with an E19 or E20 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “Invalid Enrollment/Withdrawal Code combination.”</p> <hr/> <p>If an LEA other than the LEA that submitted the W20 Withdrawal Activity Code submits a subsequent Membership enrollment with an E17 or E18 Enrollment Activity Code, then FAIL Integrity.</p> <p>ERROR message: “LEA not eligible to submit an Enrollment for this student.”</p> |
|--|--|---|

9 Business Rules for Limiting Module

9.1 GCD participation and full-time CTE enrollment in a JTED

9.1.1 If an LEA submits an Enrollment Code = E19 (Transaction 001) and there is a concurrent full-time enrollment in a CTE program at a JTED, the LEA that determined student's GCD eligibility and the JTED are both eligible to submit fundable enrollment segments if:

9.1.1.1 A GCD Withdrawal Activity Code = W14 (Transaction 003) or a Year End Status Code = D1 (Transaction 016) preceded the E19 enrollment, **and**

9.1.1.2 There is a concurrent full-time CTE program enrollment segment for the student at either a JTED main or satellite campus.

9.1.1.2.1 The JTED must submit the student's membership with an FTE = 1.0 to indicate the student's full-time enrollment in a CTE program.

9.1.2 ADM for the LEA is capped at 0.25.

9.1.3 ADM for the JTED, whether it is a main or satellite campus, is capped at 1.00.

9.2 GCD participation and full-time CTE enrollment in non-JTED high school

9.2.1 If an LEA submits an Enrollment Code = E19 (Transaction 001) and there is a concurrent full-time enrollment in a CTE program at a non-JTED high school, the LEA that determined student's GCD eligibility and the non-JTED high school are both eligible to submit fundable enrollment segments if:

9.2.1.1 A GCD Withdrawal Activity Code = W14 (Transaction 003) or a Year End Status Code = D1 (Transaction 016) preceded the E19 enrollment, **and**

9.2.1.2 There is a concurrent full-time CTE program enrollment segment for the student at the non-JTED high school.

9.2.1.2.1 The non-JTED high school must submit the student's membership with an FTE = 1.0 to indicate the student's full-time CTE enrollment.

9.2.1.2.2 The student may or may not reside in the same district as the non-JTED high school.

9.2.2 The system must be able to accommodate easy identification of non-JTED high schools offering full-time CTE programs.

9.2.2.1 Metro Tech (CTDS 07-05-10-212) is the only eligible non-JTED high school for FY 2014.

9.2.2.2 Additional non-JTED high schools may become eligible in the future.

9.2.2.3 These schools will become eligible on a fiscal year basis.

9.2.2.4 Once a high school is determined eligible, it will remain eligible until School Finance and/or ADE's CTE Unit notifies IT that the school is no longer eligible.

9.2.3 Standard limiting rules apply to the LEA that determined the student's GCD eligibility and the non-JTED high school. Total ADM is capped at 1.0.

10 Business Rules for SAIS Online

10.1 SAIS Online Enhancements

10.1.1 The Grand Canyon Diploma Program Participation shall be available for data entry on the Needs 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

Figure 1. Needs page.

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

SAIS Online - FY 2013

High School - Add Language Program Participation

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

Enter the requested information in the form below and click the Submit button to record the new Language Program Participation. Click the Cancel button to abort and return to the View Student Needs page.

Student Personal Information [Change Student Info](#)

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: 01 - Spanish
Tribal Name:

Language Program Participation Information 1

Track Number: 2
Need Code: LEPS - Limited English Proficiency (LEPS) 3
Program Code: 4
Program Entry Date: (MM/DD/YYYY) 5
Program Exit Date: (MM/DD/YYYY) 6
Program Exit Reason: 7

Submit Cancel

Figure 2. Program Participation screen.

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

10.1.2.1 Change wording at top of screen to read “Add Grand Canyon Diploma Program Participation.”

10.1.2.2 Changes wording in line below blue bar to read “. . . to record the new Grand Canyon Diploma participation.”

10.1.2.3 Any error messages associated with this screen that reference “Language Program” or “Language Program Participation” must be changed to reference “Grand Canyon Diploma Program” or “Grand Canyon Diploma Program Participation.”

10.1.2.4 Modify fields at the bottom of the screen as follows (numbers in table correspond to numbers on screen):

| Modification Number | Modification |
|---------------------|--|
| 1. | Change "Language Program Participation Information" to "Grand Canyon Diploma Program Participation Information". |
| 2. | Keep the "Track Number" field |
| 3. | Delete the "Need Code:" field. |
| 4. | In the "Program Code:" dropdown box, the only option is "GCD – Grand Canyon Diploma." |
| 5. | Keep the "Program Entry Date:" field. |
| 6. | Keep the "Program Exit Date:" field. |
| 7. | In the "Program Exit Reason:" dropdown box, enter the four (4) reasons from 5.4.1. Use the Reason <u>description</u> (e.g., "Awarded GCD"), not the Reason code. |

11 Known Affected Applications/System Areas

11.1 Impacted Applications/System Areas

11.1.1 Transactions

11.1.2 Integrity

11.1.3 Aggregation

11.1.4 Limiting Module

11.1.5 SAIS Online

12 Glossary

Term

Is Defined As:

ADM

Average Daily Membership

CTE

Career and Technical Education

GCD

Grand Canyon Diploma as authorized in A.R.S §15-792.03.

JTED

Joint Technological Education District