

STUD10 – Special Enrollment Data Verification Report

The STUD10 (Student Data Verification report) has been broken into six sub-reports. The Student Data Verification Special Enrollment Information sub-report displays all students submitted by a school/LEA that have special enrollments. All items on this report are pre-integrity.

Note: Select a *Fiscal Year* and *Local Education Agency* in the upper-right corner before running the report

(1) Reporting Parameters: Users must choose a School and Grade from the drop-down menus.

Note: The *Include Summer Withdrawals* checkbox is not a working option with this report.

- The **Page Break between Schools** checkbox displays each school on a separate page. This is only applicable for LEAs with permissions to view submissions from multiple schools.
- The **Page Break between Grade Levels** checkbox displays each grade level on a separate page.
- Select **Tuition Payer Information** from the Data Type menu:

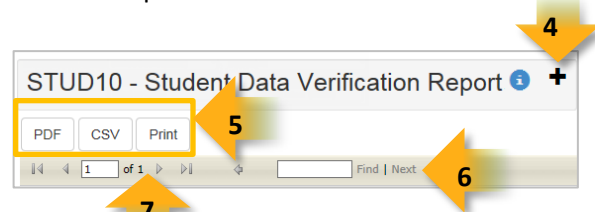


(2) View Report: Queries results (see Page 2).

(3) Collapse: To provide more room for viewing the report, the **-** button collapses the interface:

(4) Expand: Click the **+** icon of a collapsed report to expand the search interface.

(5) PDF/CSV/Print: Selecting **PDF** prompts to save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.



◇ **Note:** Please refer to the [Exporting to CSV Instructions](#) for additional instruction on filtering results.

(6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted blue. Click **Next** to find the next matching entry on the report.

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(7) Navigation: The ◀ and ▶ buttons move forward and backward, one page at a time. The ⏪ and ⏩ buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.

8 Header information: STUD10, Unified District #0, Fiscal Year: 2016, School Year: 2015 - 2016, Student Data Verification Report, Special Enrollment Information, CTDS: 00-00-00-000, Page: 1 of 2, Report Date: 06/24/2016 12:27 PM

9 Sub-Header information: School CTDS: 00-00-00-000, School Name: High School (0000), Grade Level: 4

District Student ID	State Student ID	Last Name	First Name	Middle Name	Start Date	End Date	Special Enrollment Code
60822212		Walley	Cherilyn		11/03/14		3

10 Report Information: Grade Level: 12, Grade - Total Unduplicated Students: 1, Total Records: 1

District Student ID	State Student ID	Last Name	First Name	Middle Name	Start Date	End Date	Special Enrollment Code
00000000	61414427	Thurman	Bree		11/03/14	12/03/14	3
00000000	61414427	Thurman	Bree		12/01/14	02/03/15	1

11 Totals: Grade - Total Unduplicated Students: 1, Total Records: 2; School - Total Unduplicated Students: 12, Total Records: 15; District - Total Unduplicated Students: 12, Total Records: 15

NOTES:
 1) Special Enrollment Codes
 a) 1 - CECA - Certificate of Educational Convenience A
 b) 2 - CECB - Certificate of Educational Convenience B
 c) 3 - Open Enrollment - Student registered during a declared open enrollment period
 d) 4 - Per ARS 15-976, students whose parents or legal guardians are employed and domiciled at State Institutions and stations
 e) 5 - Per ARS 15-823, IGA for students from Federally recognized Indian Tribe, on reservation spanning multiple states

(8) Header: The report name, fiscal year, and school year display on the top-left corner of each results page. The LEA name, Entity ID, and type of verification report display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.

(9) Sub-Header: The School CTDS, school name, school Entity ID, and grade level display above the information for each section. If the **Page Break between Schools** and/or **Grade Level** boxes is checked on the search interface, each section displays on a separate page.

(10) Report Information: The following information is listed per student. The results are broken down by grade, and if ran for multiple schools, by school as well.

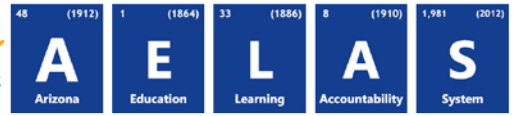
- **District Student ID:** The identification number supplied by the LEA
- **State Student ID:** The unique identification number supplied by ADE
- **Last name, First Name, and Middle Name** (if available)
- **Start Date:** The start date of the enrollment record
- **End Date:** The end date of the enrollment record, if applicable.
- **Special Enrollment Code:** Indicates the type of special enrollment for the student. Special Enrollment code values (1-5) are explained under Notes, on the last page of the report.

(11) Totals: Displays the total number of unduplicated students and total records submitted at the end of each section. A discrepancy in these numbers indicates a student was submitted multiple times. At the end of the report, additional totals for all unduplicated students and total records for that school are shown.

Note: When results are exported to CSV, an additional column is shown with a Resource ID:

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E	F	G	H	S	T	U	V
StateStudentID	LastName	FirstName	MiddleName	StudentSchoolAssociationResourceID			
1010101	Thurman	Bree	R	9c1ddc93-a8f0-47ea-85d0-87485ead07f			
1010102	Bielenberg	David	R	598b7ffd-3583-4407-9e67-f79809fcfe0c			
1010103	Walley	Cherilyn		7f3816f9-997a-43a3-8aad-f3f4f6a3542c			
1010104	MarTin	Gree		0119a9c3-5248-4b58-bea8-fa35f1a98a4f			

This information is intended for vendors to use for data cleanup and programming purposes.