



Guide to Accountability Common Logon Applications

(updated June 2014)

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Introduction

This step-by-step guide to Common Logon reports is meant to assist first time users in accessing the data used by Accountability for calculations and navigating the AZ LEARNS/Adequate Yearly Progress page on the Common Logon. The reports available on the Common Logon AZ LEARNS/Adequate Yearly Progress application (each of these is described in greater detail later in this document) that are discussed in this guide:

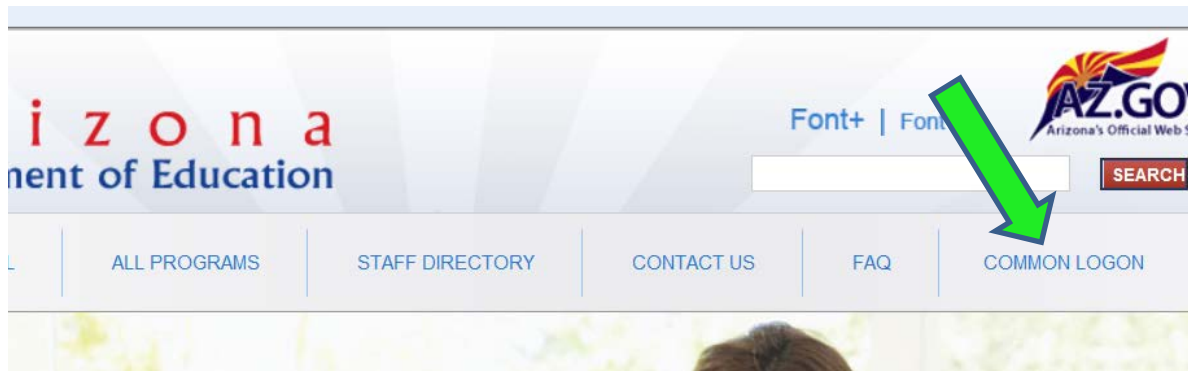
- Alternative Schools List – this is the most current list of alternative schools.
- State and Federal Accountability Evaluations – this link will allow you to view the AYP determination, AZ LEARNS legacy achievement profile, Federal Accountability data, and A-F letter grade for your entity, as well as underlying numbers used in the calculations. This link is also where you would submit any appeals, if necessary.
- AMO Determinations for All Schools - This link provides users with the 2012 AMO determinations for all schools. Please keep in mind that this file is sorted by LEA entity ID, school entity ID, grade, and subgroup.
- Graduation Rate Cohort Report – this will allow you to view the four- and five-year graduation rates and dropout rate for your entity as well as student-level information for all three. This information is used for schools and LEAs that serve high school grades only.
- Student Counts Report – this report allows you to view students enrolled at your entity on a given test date. This report is available at the summary and detail level.
- SAIS ID Corrections Application – this application allows you to view and correct invalid SAIS IDs from AIMS records received for your entity.
- Download Testing Data - This link allows you to download a tab-delimited text file containing student level test results (AIMS, AIMS-A, and Norm-Referenced).
- Code and Guide Books – This section is where you can find codebooks for the Reward, Focus, and Priority Schools download, AMOs for 2012 through 2020, Stanford 10 and AIMS data downloads, and this document.

Please keep in mind that these are not necessarily all the links on the page as they are subject to change, and this guide does not cover AYP, AZ LEARNS legacy, or A-F letter grade calculations in detail. If you have questions regarding accountability calculations, or any of the accountability systems, please feel free to contact us via email:

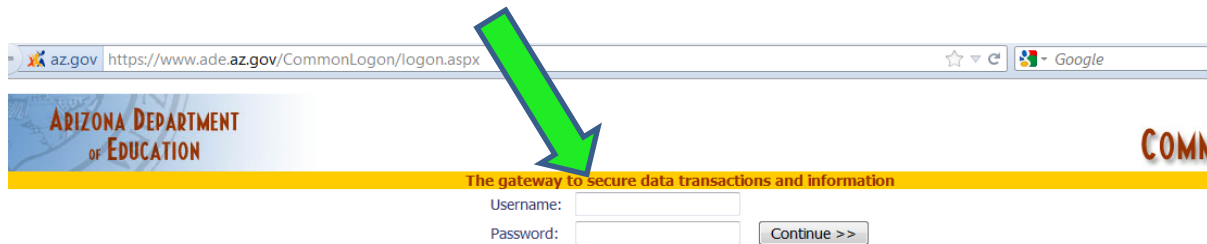
Achieve@azed.gov.

Getting Started

First, access the ADE home page (<http://www.azed.gov/>). On the home page, click on the link called Common Logon.



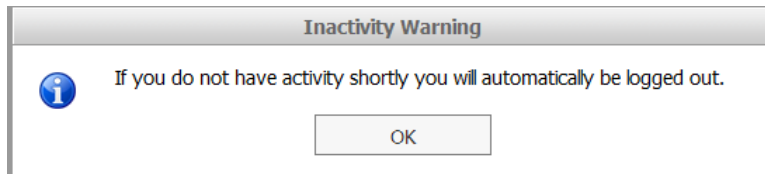
To enter the Common Logon, which is a secure server, you will need a username and password issued by ADE. If you do not have a username and password, please have your administrator send an email to Achieve@azed.gov requesting Common Logon access for you. This email should include your name, title, email address, the level of access you need (LEA¹ or school), and a list of Common Logon applications you will need. Please be aware that not all applications are available to both levels of access.



- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADF Acceptable Use Policy](#).

¹ LEA: Local Education Agency, is used for districts and charter holders.

IMPORTANT NOTE: All Common Logon applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature that will log you out and take you back to the login page if your session remains idle for too long. You will see this:



This will negate any changes you have made in the Accountability applications. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.

Once you enter the Common Logon, click on the link called AZ LEARNS/Adequate Yearly Progress (NCLB):



◆ AZ LEARNS / Adequate Yearly Progress (NCLB)

If this link does not appear on your Common Logon menu, please send an email to Achieve@azed.gov requesting access to this application.

Please note: All links on the AZ LEARNS/Adequate Yearly Progress page are blue, while headers are red. Text on the page that is red will not open another page.

Update Contact Information

You can see the current contact information for your entity on the right side of the page, under Contact Information.

Contact Information	
Name	Your Name
Position Title	Your Title stan
Phone Number	Your Phone #
Phone Ext.	
Email Address	Your Email Address

If you are a first time user, please click on this link first and update your entity contact information.

[Update Contact Information](#)

Please take a moment to update your school/district's contact information. Additional E-mail addresses can be added to ensure effective communication with your school/district regarding NCLB and AZ LEARNS.

If you make any changes to this information, please be sure to click on the Save button.

[Home](#) > [Edit Contact Info](#)

AZ LEARNS/AYP (NCLB)

Wek

Edit Contact Info

This area of ADE's website will contain all sensitive information regarding the Achievement Profiles. The list of options may change from time to time as the year progresses.

(79275) :

Contact Information

Name Aleks Kadijevic

Position Title Administrative Assistant

Phone Number 602-542-5151

Phone Extension

Email Address

Once you have saved your updated information, please click on the Home button in the upper left hand corner of the page. This will take you back to the AZ LEARNS/Adequate Yearly Progress page.

Arizona Department of Education

Home Common Logon

Home > Edit Contact Info AZ LEARNS/AYP (NCI)

Edit Contact Info

Contact information updated successfully.

This area of ADE's website will contain all sensitive information regarding... change from time to time as the year progresses.

(79275) :


Contact Information

Name	→	Your Name
Position Title	→	Your Title
Phone Number	→	Your Phone #
Phone Extension		
Email Address	→	Your Email Address

Save

State and Federal Accountability Evaluations

This link allows you to view the AYP determinations, AZ LEARNS legacy achievement profiles, and A-F letter grade for your entity, as well as underlying numbers used in the calculations.



State and Federal Accountability Evaluations

State and Federal Accountability Evaluations

This link provides users with the ability to view their School and/or LEA AYP Determination and AZ LEARNS Achievement Profiles. This link provides users with the ability to view their School and/or LEA AYP Determination and AZ LEARNS Achievement Profiles.

Once you click on the link called State and Federal Accountability Evaluations, please click on the link named A-F Letter Grades/AYP/AZ LEARNS Achievement Profiles.



AYP/AZ LEARNS Applications

A-F Letter Grades/AYP/AZ LEARNS Achievement Profiles

This link provides users with the ability to view their School and/or LEA A-F Letter Grades, AYP Determinations, and AZ LEARNS Achievement Profiles.

If you have LEA level access, your next page should look something like this (if you have school level access, you will see only one school):

Home AYP/AZ LEARNS/A-F Evaluations Fiscal Year 2012 Welcome Aleks Kadjevic

Home [Print this page](#)

Select an Entity and click the View button

Type a Name, CTDS or ID

Click here to show/hide the Legend

District Name	CTDS	Entity ID	Title I District	AMO Determination	A-F Letter Grade	Actions
			N	TBD	--	Appeal A-F grade

Showing 82 Schools for Fiscal Year 2012 in [Download as an Excel](#)

School Name	CTDS	Entity ID	Title I School	AMO Determination	A-F Letter Grade	Actions
			N	TBD	B	Select an action...
			N	TBD	B	Select an action...

To view prior years' evaluations, click on the drop down next to Fiscal Year in the upper right hand corner.

Home AYP/AZ LEARNS/A-F Evaluations Fiscal Year 2012 Welcome Aleks Kadjevic

Home [Print this page](#)

Select an Entity and click the View button

Type a Name, CTDS or ID

Click here to show/hide the Legend



District Name	CTDS	Entity ID	Title I District	AMO Determination	A-F Letter Grade	Actions
			N	TBD	--	Appeal A-F grade

Showing [Download as an Excel](#)

School Name	CTDS	Entity ID	Title I School	AMO Determination	A-F Letter Grade	Actions
			N	TBD	B	Select an action...



For years prior to 2012:

To view the AYP details for your entity, click on the  or  under AYP determination.

Home | Achievement Profile Home | Common Logon


Home AYP/AZ LEARNS Evaluations Fiscal Year 2011 Welcome Aleks Kadjevic

Home [Print this page](#)


Select an Entity and click the View button.

Type a Name, CTDS or ID



Click here to show/hide the Legend

District Name	CTDS	Entity ID	Title I District	AYP Determination	SI Status	AZL A-F	Actions
			Y			A	Appeal AYP View AYP Details

Showing 1 School for Fiscal Year 2011 in District

School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	AZL A-F	Actions
			Y			Highly Performing	A	Select an action...

Data Key

Y or  = Yes N or  = No — = No Data NE = Not evaluated

Or click on View AYP Details under Actions:

Arizona's Official Web Site

Home | Achievement Profile Home | Common Logon

Home AYP/AZ LEARNS Evaluations Fiscal Year 2011 Welcome Aleks Kadjevic

Home [Print this page](#)

Select an Entity and click the View button.

Type a Name, CTDS or ID

Click here to show/hide the Legend

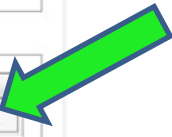
District Name	CTDS	Entity ID	Title I District	AYP Determination	DI Status	AZL A-F	Actions
			Y	✔		A	Appeal AYP View AYP Details

Showing 1 School for Fiscal Year 2011 in District [Download as an Excel](#)



School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	AZL A-F	Actions
			Y	✔		Highly Performing	A	Select an action...

Data Key

Y or ✔ = Yes N or ✘ = No — = No Data NE = Not evaluated



For 2012 and on:



To view the AMO details for your entity, click on the  or  under AMO determination.

Home | Achievement Profile Home | Common Logon


Home AYP/AZ LEARNS Evaluations

Home



Select an Entity and click the View button

Type a Name, CTDS or ID  

District Details [Click here to show/hide the Legend](#)

District Name	CTDS	Entity ID	AMO Determination	A-I
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Download All Schools' AMO Data	

Showing 7 Schools for Fiscal Year 2012 in District

School Name	CTDS 	Entity ID	AMO Determination	A-F Lett
<input type="text"/>	<input type="text"/>	<input type="text"/>		



If you have LEA level access, you can also download all AMO data for all your schools in one document by clicking on Download All Schools' AMO Data.

Home | Achievement Profile Home | Common Logon

Home AYP/AZ LEARNS Evaluations


Home

Select an Entity and click the View button



Type a Name, CTDS or ID  


[Click here to show/hide the Legend](#)

District Details

District Name	CTDS	Entity ID	AMO Determination	A-F Lett
<input type="text"/>	<input type="text"/>	<input type="text"/>	 Download All Schools' AMO Data	

Showing 7 Schools for Fiscal Year 2012 in District

School Name	CTDS 	Entity ID	AMO Determination	A-F Lett
<input type="text"/>	<input type="text"/>	<input type="text"/>		



To view the AZ LEARNS Legacy Achievement Profile details (**years prior to 2012**), click on the profile name under AZL Achievement Profile (this applies only to schools, as LEAs do not receive legacy achievement profiles).

Home | Achievement Profile Home | Common Logon

Home AYP/AZ LEARNS Evaluations Fiscal Year 2011 Welcome Aleks Kadjevic

Select an Entity and click the View button.

Type a Name, CTDS or ID

Click here to show/hide the Legend

District Details

District Name	CTDS	Entity ID	Title I District	AYP Determination	DI Status	AZL A-F	Actions
[Redacted]			Y	✔		A	Appeal AYP View AYP Details

Showing 1 School for Fiscal Year 2011 in District [Redacted]

School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	Actions
[Redacted]	✔		Y	✔		Highly Performing	Select an action...

Data Key

Y or ✔ = Yes N or ✘ = No -- = No Data NE = Not evaluated

To view the A-F letter grade details (2011 on), click on the letter grade that appears under AZ A-F or A-F Letter Grade.

Select an Entity and click the View button.

Type a Name, CTDS or ID

Click here to show/hide the Legend

District Details

District Name	CTDS	Entity ID	Title I District	AMO Determination	A-F Letter Grade	Actions
[Redacted]			N	TBD	--	Appeal A-F grade

Showing [Redacted]

School Name	CTDS	Entity ID	Title I School	AMO Determination	A-F Letter Grade	Actions
[Redacted]	✔		N	TBD	B	Select an action...

On the A-F letter grade details page you will find the following links that open pages with further data.

School Letter Grade = B

Percent Passing (1 - Year) [View Passing Data](#)

Grade	Reading	Math

Percent Passing -- All Students

Median Percentile Rank (1 - Year) [View Percentile Rank Data](#)

Grade	Reading	Math

Median Growth Percentile -- All Students

Median Growth Percentile -- Bottom 25%

Overall Growth

Total Score

A	B	C	D
140-200	120-139	100-119	0-99

Components of A-F Profile

Composite Score components	Points	PERCENT TESTED	Grade	Max Eligible Points
Percent Passing AIMS and AIMS A	<input type="text"/>	Percent Tested	A	200
ELL Bonus	<input type="text"/>	94% - 94%	B	139
Graduation Rate Bonus	<input type="text"/>	94% - 94%	C	119
Drop Out Rate Bonus	<input type="text"/>		D	99
Composite Score	<input type="text"/>			
Growth Score	<input type="text"/>			
Total Points	<input type="text"/>			
Percent Tested	<input type="text"/>			
Final Letter grade	<input type="text"/>			



Clicking Home on any detail page

Home | Achievement Profile Home | Common Logon

View AZL A-F Details | AYP/AZ LEARNS Evaluations

View AZL A-F Details

2011 A-F Letter Grades for [redacted]
School Letter Grade = A

Grade	Percent Passing		
	Reading	Math	Writing
3	[redacted]	[redacted]	[redacted]
4	[redacted]	[redacted]	[redacted]
5	[redacted]	[redacted]	[redacted]
6	[redacted]	[redacted]	[redacted]
All Students	[redacted]	[redacted]	[redacted]

Growth Score 50% | Composite Score 50%

Measures of Academic Progress

- Percent passing AIMS
- Percent ELL students rec
- Graduation rate
- Dropout rate

Will take you back to the AYP/AZ LEARNS Evaluations page.

Home | Achievement Profile Home | Common Logon

Home | AYP/AZ LEARNS Evaluations | Fiscal Year: 2011 | Welcome Aleks Kadijevic

Home

Select an Entity and click the View button...

Type a Name, CTDS or ID [redacted]

Click here to show/hide the Legend

District Name	CTDS	Entity ID	Title I District	AYP Determination	DI Status	AZL A-F	Actions
[redacted]			Y	✓		A	Appeal AYP View AYP Details

Showing 1 School for Fiscal Year [redacted]

School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	AZL A-F	Actions
[redacted]			Y	✓		Highly Performing	A	Select an action...

Data Key

Y or ✓ = Yes | N or ✗ = No | — = No Data | NE = Not evaluated



To appeal the A-F Letter Grade for a school (2011 on), click on the drop down menu that appears under Actions.

Home | Achievement Profile Home | Common Logon

Home | AYP/AZ LEARNS Evaluations | Fiscal Year 2011 | Welcome Aleks Kadjevic

Select an Entity and click the View button.

Type a Name, CTDS or ID

Click here to show/hide the Legend

District Name	CTDS	Entity ID	Title I District	AYP Determination	DI Status	AZL A-F	Actions
			Y	✓		A	Appeal AYP View AYP Details

Showing 1 School for Fiscal Year 2011 in District Juniper Tree Academy

School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	AZL A-F	Actions
			Y	✓		Highly Performing	A	Select an action...

Data Key
 Y or ✓ = Yes N or ✗ = No -- = No Data NE = Not evaluated

Select an action...
 Select an action...
 Appeal AZL A-F
 Select an action...

To appeal the A-F Letter Grade for an LEA, click on Appeal A-F under Actions.

A-F Letter Grade	ESEA Accountability	Actions
B	Download All Schools' ESEA Data	Appeal A-F grade



This will open a new page.

The screenshot shows a web form titled "Appeal". On the left, there is a vertical list of fields with blue circular icons: "Entity ID", "Entity Name", "Original A-F Letter Grade", "Appeal A-F Letter Grade", "Email Address", and "Comments". To the right of this list are corresponding input fields. The "Entity ID", "Entity Name", and "Original A-F Letter Grade" fields have blue bars. The "Appeal A-F Letter Grade" field has a grey bar. The "Email Address" field has a yellow bar. The "Comments" field is a large yellow text area. At the bottom left of the form are two buttons: "Submit Appeal" and "Cancel".

We recommend that you type your appeal in a Word document, then open the Common Logon application and copy/paste the text into the Comments section. Please note that, until you click Submit Appeal, your appeal will not be submitted.



Clicking on the Achievement Profile Home button

The screenshot shows the top navigation bar with 'Home', 'Achievement Profile Home', and 'Common Logon'. A green arrow points to the 'Achievement Profile Home' button. Below the navigation bar, there is a search box for 'Type a Name, CTDS or ID' and a table for 'District Details'. The table has columns for District Name, CTDS, Entity ID, Title I District, AYP Determination, DI Status, AZL A-F, and Actions. Below this is a table for 'Showing 1 School for Fiscal Year 2011 in District' with columns for School Name, CTDS, Entity ID, Title I School, AYP Determination, SI Status, AZL Achievement Profile, AZL A-F, and Actions. A 'Data Key' is provided at the bottom of the table area.

District Name	CTDS	Entity ID	Title I District	AYP Determination	DI Status	AZL A-F	Actions
			Y	✓		A	Appeal AYP View AYP Details

School Name	CTDS	Entity ID	Title I School	AYP Determination	SI Status	AZL Achievement Profile	AZL A-F	Actions
			Y	✓		Highly Performing	A	Select an action...

Data Key
 Y or ✓ = Yes N or ✗ = No -- = No Data NE = Not evaluated

Will take you back to the AZ LEARNS/Adequate Yearly Progress home page.

Update Contact Information
 Please take a moment to update your school/district's contact information. Additional E-mail addresses can be added to ensure effective communication with your school/district regarding NCLB and AZ LEARNS.

Research and Evaluation Updates/Memos
 Research and Evaluation Memos
 This link provides users copies of all memos sent to schools in the current School Year from Research and Evaluation. Please check this link regularly to ensure effective communication about important updates.

Alternative Schools List
 This link provides users with the latest Alternative Schools list - updated June 11, 2012.

State and Federal Accountability Applications
 State and Federal Accountability Evaluations
 —08/01/2012 UPDATE: Final 2012 A-F Letter Grades are currently available— This link provides users with the ability to view their School and/or District AYP Determinations, A-F letter grades, and legacy AZ the AYP determination, AZ LEARNS legacy profile, or A-F letter grade will access the underlying data.

Graduation Rate Cohort Report
 This link provides users with the opportunity to view the summary and detail level Dropout Rate Report and Four-Year and Five-Year Graduation Rate Reports. These reports show data that is used for high Student Counts Report
 This link provides users the opportunity to view students enrolled at their school on a given test date.

Assessment Results
 SAS ID Corrections Application
 This link provides users with the opportunity to view and correct invalid SAS IDs.

Student Level Assessment Data
 Download Testing Data
 This link allows users to download a tab-delimited text file containing student level results.



Graduation Rate Cohort Report

The Graduation Rate Cohort Report is used only for schools and LEAs that serve high school grades and can be disregarded by those entities that serve only elementary grades. The data that is available in this application can be corrected only in SAIS.

Graduation Rate Cohort Report

This link provides users with the ability to view the summary and detail level Dropout Rate Report and Four-Year and Five-Year Graduation Rate Reports.



In this application, the Home button will take you back to the Graduation Rate Cohort Report. Please do NOT use the Graduation/Dropout Report Button. Clicking on this button will result in an error message.

Home Grad/DO Report Common Logon

Grad/DO Report Graduation Dropout Rates

Grad/DO Report

1 of 1 Select a format Export

Four-Year Graduation Rate Summary Report

Date of Report : 3/22/2012 3:52:57 PM District Name(Entity ID):

Cohort Year : 2011

Page : 1 of 1

Entity Name	Entity Code	Type	Number of Graduates	Number in Cohort	Graduation Rate (percentage)	Link to Student Level Detail
		All	40	41	98	Click here
		Hispanic or Latino	5	6	83	
		Black/African American	2	2	100	
		White	32	32	100	
		Multiple Races	1	1	100	
		SPED	0	0	-	
		ELL	0	0	-	
		Low SES	0	0	-	
		Female	24	25	96	



To back out of the Graduation Rate Cohort Report, click on the Common Logon button.

Arizona Department of Education

Home | Graduation/Dropout Report | **Common Logon**

Grad/DO Report | Graduation Dropout Rates | Welcome Aleks Kadjjevic

Grad/DO Report

1 of 1 | Select a format | Export

Four-Year Graduation Rate Summary Report

Date of Report : 3/22/2012 3:52:57 PM
 Cohort Year : 2011
 District Name(Entity ID) : [Redacted]

Page : 1 of 1

Entity Name	Entity Code	Type	Number of Graduates	Number in Cohort	Graduation Rate (percentage)	Link to Student Level Detail
[Redacted]		All	40	41	98	Click here
[Redacted]		Hispanic or Latino	5	6	83	
[Redacted]		Black/African American	2	2	100	
[Redacted]		White	32	32	100	
[Redacted]		Multiple Races	1	1	100	
[Redacted]		SPED	0	0	-	
[Redacted]		ELL	0	0	-	
[Redacted]		Low SES	0	0	-	
[Redacted]		Female	24	25	96	



This will take you back to the Common Logon log in page.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOG

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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This application allows you to pull five different reports.

The four-year graduation rate report (used for federal accountability), the five-year, six-year, and seven-year graduation rate reports (used for state accountability), and the dropout rate report (used for state accountability). The following instructions apply for all these reports.

Home Common Logon

Home Graduation Dropout Rates

Home

Choose a report then choose year to view. Choose Cohort year for graduation reports, Fiscal year for dropout reports.

Report Type

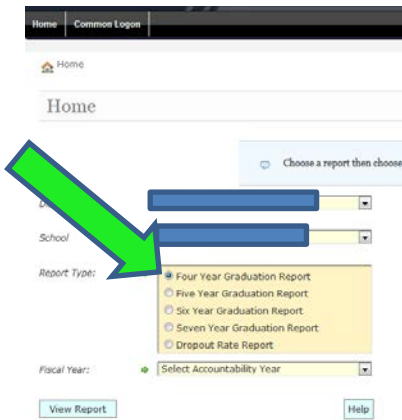
- Four Year Graduation Report
- Five Year Graduation Report
- Six Year Graduation Report
- Seven Year Graduation Report
- Dropout Rate Report

Select Accountability Year

View Report

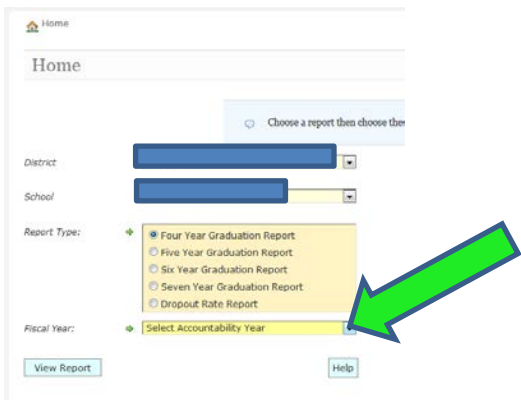


To pull the four-year graduation rate report, select the report type.



The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Common Logon'. Below the navigation bar is a 'Home' section with a home icon and the text 'Home'. A form titled 'Choose a report then choose the' contains several fields: 'District' (a blue dropdown menu), 'School' (a yellow dropdown menu), 'Report Type:' (a dropdown menu with a list of report types), and 'Fiscal Year:' (a dropdown menu with 'Select Accountability Year' selected). A green arrow points to the 'Report Type:' dropdown menu. At the bottom of the form are 'View Report' and 'Help' buttons.

Then select the Fiscal Year by clicking on the dropdown menu. The Fiscal Year corresponds to the accountability year. For example, for accountability year 2014, select Fiscal Year 2014.



The screenshot shows the same web interface as the previous one. A green arrow points to the 'Fiscal Year:' dropdown menu, which is currently set to 'Select Accountability Year'. The 'Report Type:' dropdown menu is also visible, showing the same list of report types as in the previous screenshot. The 'View Report' and 'Help' buttons are at the bottom.



Then click on View Report.

The default level for this report is summary, so you will see this.

Entity Name	Entity Code	School Name	School Code	Type	Number of Graduates	Number in Cohort	Graduation Rate (percentage)	Link to Student Level Detail
				All	5	200	2	Click here
				Hispanic or Latino	0	1	0	
				American Indian or Alaska Native	5	193	3	
				Asian	0	1	0	
				White	0	4	0	
				SPED	0	28	0	
				ELL	0	10	0	



To view student-level data, click on Click here under Link to Student Level Detail.

Grad/DO Report

14 1 of 1 Select a format Export

Four-Year Graduation Rate Summary Report

Date of Report : 3/20/2012 11:04:15 AM
 Cohort Year : 2011

District Name(Entity ID): [Redacted]
 School Name(entity ID): [Redacted]

Page : 1 of 1

Entity Name	Entity Code	School Name	School Code	Type	Number of Graduates	Number in Cohort	Graduation Rate (percentage)	Link to Student Level Detail
[Redacted]	[Redacted]	[Redacted]	[Redacted]	All	5	200	2	Click here
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Hispanic or Latino	0	1	0	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	American Indian or Alaska Native	5	193	3	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Asian	0	1	0	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	White	0	4	0	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	SPED	0	28	0	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	ELL	0	10	0	

The student level detail will look like this.

Grad/DO Report

ADM Integrity Passed View Report

11 1 of 16 Select a format Export

Four-Year Graduation Rate Report

Date of Report : 3/20/2012 12:39:38 PM
 Cohort Year : 2011
 ADM Integrity Status : Passed

District Name(Entity ID): [Redacted]
 School Name(entity ID): [Redacted]

Page : 1 of 16

Entity Name	Entity School Code Name	School Last Code Name	First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participation
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	YES
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO

Go back



The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you would need to first select a format in the dropdown.

Grad/DO Report Graduation Dropout Rates Welcome Aleks Kad

Grad/DO Report

ADM Integrity: Passed View Report

1 of 16

Select a format
 XML file with report data
 CSV (comma delimited)
 Acrobat (PDF) file
 MHTML (web archive)
 Excel
 TIFF file
 Word

Export

Graduation Rate Report

District Name(Entity ID):

School Name(entity ID):

Page : 1 of 16

Entity Name	Entity School Code Name	School Last Code Name	First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participati
[Redacted]						N	N	N	N	N	Y	Male	NO	YES
						N	N	N	N	N	Y	Male	NO	NO
						N	N	N	N	N	Y	Male	NO	NO

Go back



For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.

Grad/DO Report

ADM Integrity Passed View Report

1 of 16 Select a format Export

Select a format

- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Date of Report : 3/20/2012 1:11:11 PM
 Cohort Year : 2011
 ADM Integrity Status : Passed

Graduation Rate Report

District Name(Entity ID): [Redacted]
 School Name(entity ID): [Redacted]

Page : 1 of 16

Entity Name	Entity School Code Name	School Last Code Name	First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participation
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	YES
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO

[Go back](#)

Once you have selected a format, click on Export.

ADM Integrity Passed View Report

1 of 16 Excel Export

Date of Report : 3/20/2012 12:39:38 PM
 Cohort Year : 2011
 ADM Integrity Status : Passed

Four-Year Graduation Rate Report

District Name(Entity ID): [Redacted]
 School Name(entity ID): [Redacted]

Page : 1 of 16

Entity Name	Entity School Code Name	School Last Code Name	First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participation
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	YES
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	N	N	N	N	N	Y	Male	NO	NO



In the dialogue box that opens (similar to this one), click OK.

The screenshot shows a web browser window with a 'Grad/DO Report' page. A Firefox dialog box is open, titled 'Opening GraduationRateCohortReport.xls'. The dialog box contains the following text:

You have chosen to open
GraduationRateCohortReport.xls
which is a: Microsoft Excel 97-2003 Worksheet
from: <https://www10.ade.az.gov>

What should Firefox do with this file?

Open with: Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

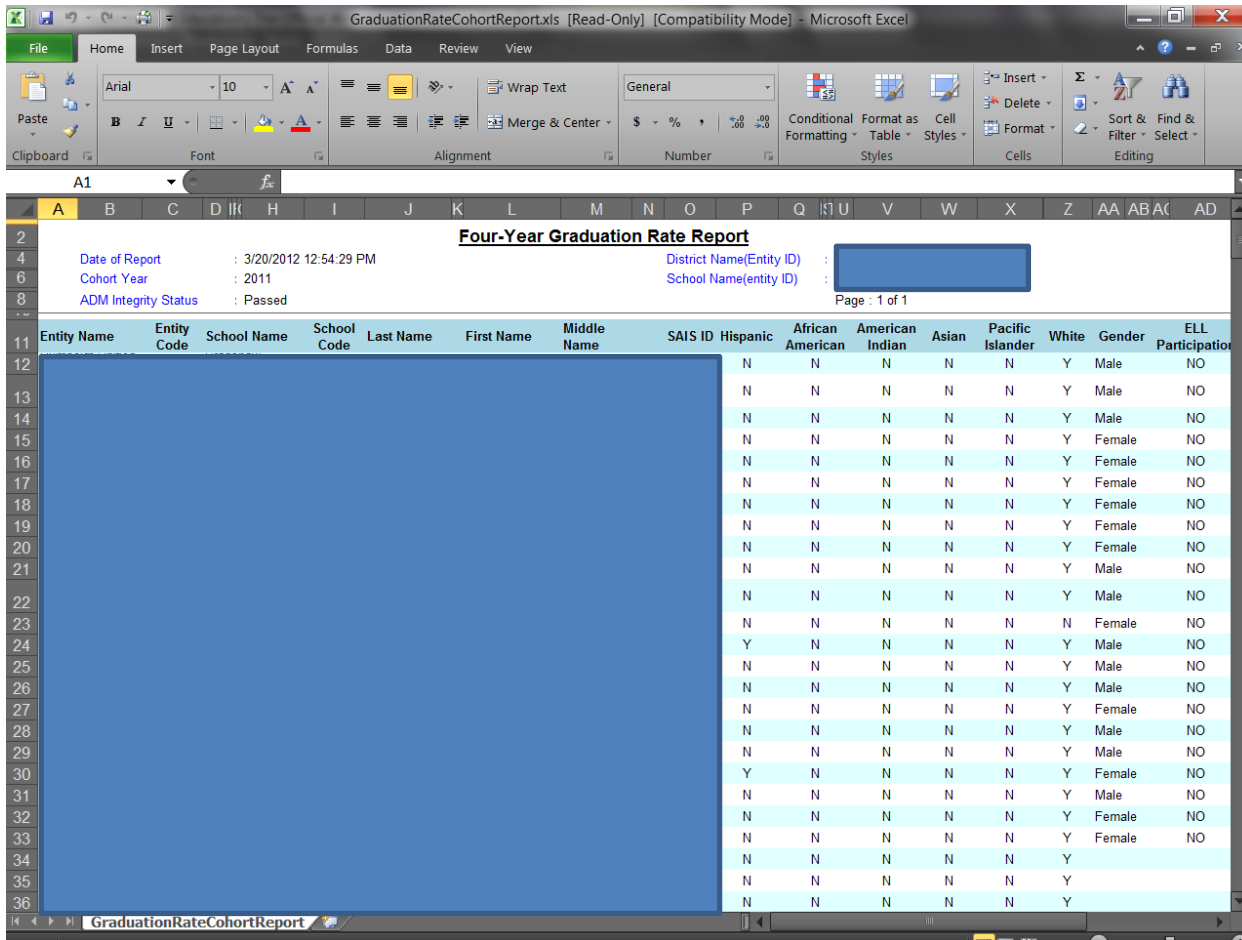
Settings can be changed using the Applications tab in Firefox's Options.

Buttons: OK, Cancel

A green arrow points to the 'OK' button.



An Excel document will open.



You can save this file to your desktop. Year end and exit codes for each student are available in the last two columns of the Excel document.

Four-Year Graduation Rate Report

District Name(Entity ID) :

School Name(entity ID) :

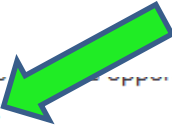
Page : 1 of 1

First Name	Middle Name	SAIS ID	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Gender	ELL Participation	SPED Participation	Entry Date	Exit Date	Exit Code	Year End Code
										NO	YES	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	2/16/2011	W7	
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	YES	8/9/2010	-		G
										NO	NO	1/12/2010	2/2/2010	W11	
										NO	NO	8/9/2010	-		SC
										NO	YES	9/2/2010	-		G
										NO	YES	11/5/2010	-		SC
										NO	NO	8/9/2010	5/10/2011	W11	
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	-		G
										NO	NO	8/9/2010	12/17/2010	W7	



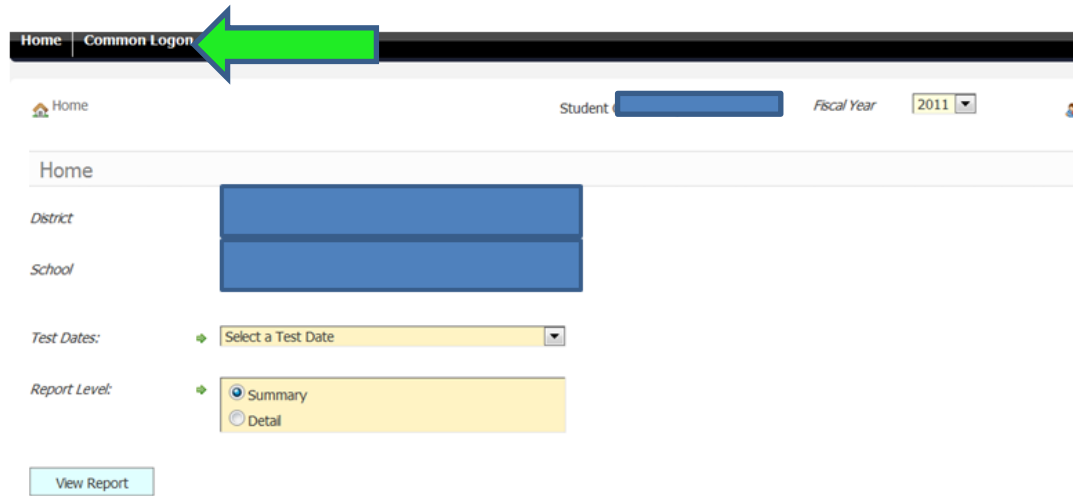
Student Counts Report

The next link on the AZ LEARNS/Adequate Yearly Progress application is Student Counts Report. The data available in this report can only be corrected in SAIS.

 This link provides users the opportunity to view students enrolled at their school on a given test date.

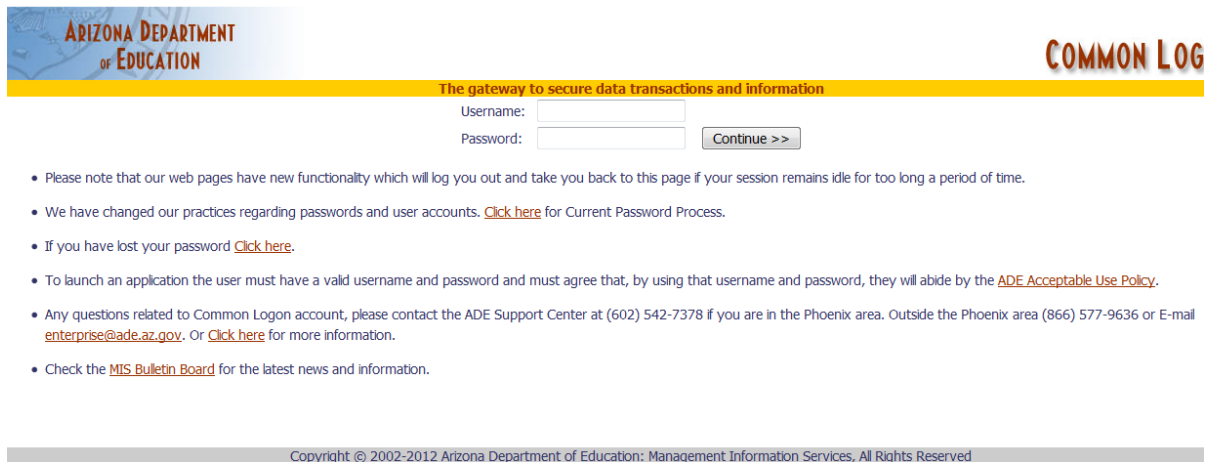
This link provides users the opportunity to view students enrolled at their school on a given test date.

To back out of the Student Counts report, click on the Common Logon button.



The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home' and 'Common Logon' buttons. A green arrow points to the 'Common Logon' button. Below the navigation bar, there are several input fields: 'Home', 'District', and 'School'. To the right, there are 'Student' and 'Fiscal Year' (set to 2011) fields. Below these, there are 'Test Dates' and 'Report Level' (with radio buttons for 'Summary' and 'Detail'). A 'View Report' button is at the bottom.

This will take you back to the Common Logon log in page.



The screenshot shows the 'COMMON LOG' login page. It features the Arizona Department of Education logo on the left and the text 'COMMON LOG' on the right. Below the logo, there is a yellow banner with the text 'The gateway to secure data transactions and information'. The login form includes 'Username:' and 'Password:' fields, and a 'Continue >>' button. Below the form, there is a list of bullet points providing information about the system's functionality, password practices, and support contact information. At the bottom, there is a copyright notice: 'Copyright © 2002-2012 Arizona Department of Education: Management Information Services, All Rights Reserved'.



This report allows you to access the number of students enrolled in each grade, cohort (if applicable), and subgroup (race/ethnicity and program membership), as well as student level data for these categories, for each testing date.

Home Common Logon

Home Student Counts Report Fiscal Year 2011

Home

District

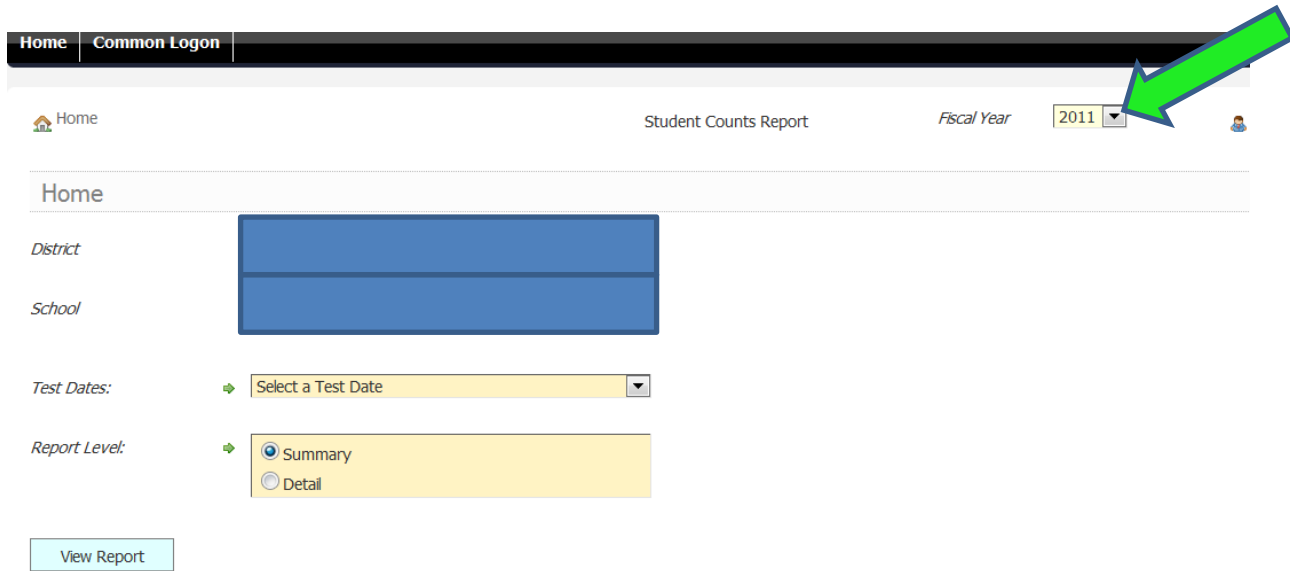
School

Test Dates:

Report Level: Summary Detail



The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.



The screenshot shows the top navigation bar with 'Home' and 'Common Logon' links. Below this, the page title 'Student Counts Report' is centered, with 'Fiscal Year' and a dropdown menu showing '2011' on the right. A large green arrow points to the dropdown arrow. Below the navigation bar, there is a 'Home' section with a blue box for 'District' and 'School'. The 'Test Dates' section has a dropdown menu with 'Select a Test Date'. The 'Report Level' section has radio buttons for 'Summary' (selected) and 'Detail'. A 'View Report' button is located at the bottom left of the form area.



Select a test date (please keep in mind that high school grades have separate test dates for each subject, while elementary grades use the first date of the testing window).

The screenshot shows the top navigation bar with 'Home' and 'Common Logon' links. Below it, the page title is 'Student Counts Report' and the 'Fiscal Year' is set to '2011'. The main form area has fields for 'District' and 'School', both of which are redacted with blue boxes. The 'Test Dates:' dropdown menu is open, showing a list of dates: '3/1/2011', '3/2/2011', '4/4/2011', '4/5/2011', '4/6/2011', and '4/11/2011'. A green arrow points to the dropdown menu. Below the form is a 'View Report' button.

Once you have selected a test date, choose the report level you prefer. Then click View Report.

The screenshot shows the same interface as the previous one, but now the 'Test Dates:' dropdown is set to '4/11/2011'. The 'Report Level:' section has two radio buttons: 'Summary' (which is selected) and 'Detail'. A green arrow points to the 'Summary' radio button. Below the form is a 'View Report' button, with another green arrow pointing to it.



The summary report will give you the number of students enrolled in each subgroup and grade (NOTE: this report pulls all students who were enrolled on the testing date chosen, regardless of grade or cohort).

Student Counts Report Welcome

Student Count Report Summary for Fiscal Year 2011

Report Generated on : 3/20/2012 1:46:47 PM
 Testing Date : 4/11/2011 All Schools

District/Entity ID	School/Entity ID	Grade or Cohort	Total Students	Hispanic	African American	American Indian	Asian	Pacific Islander	White	Multiple Races	ELL	FRL	Homeless	RALEP	SPED
	N/A	03	7	5	0	0	0	0	2	0	1	0	0	1	1
	N/A	04	6	6	0	0	0	0	0	0	1	0	0	0	0
	N/A	05	6	6	0	0	0	0	0	0	1	0	0	1	1
	N/A	06	10	5	0	0	0	0	5	0	0	0	0	0	0
	N/A	07	4	4	0	0	0	0	0	0	1	0	0	0	3
	N/A	08	10	6	0	0	0	0	4	0	1	0	0	0	1
	N/A	2011	7	6	0	0	0	0	1	0	0	0	0	0	2
	N/A	2012	4	3	0	0	0	0	1	0	0	0	0	0	0
	N/A	2013	4	1	0	0	0	0	3	0	0	0	0	0	0
	N/A	2014	8	5	0	0	0	0	3	0	1	0	0	0	0



The detail level report will give you student-level details (student names and SAIS IDs).

Student Count Student-Level Details for Fiscal Year 2011

Report Generated on : 3/20/2012 1:50:52 PM
 Testing Date : 4/11/2011

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED	RALEP	Entity ID
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				03	N	N	N	N	N	Y	N	Y	N	
All Schools	All Schools				03	N	N	N	N	N	Y	N	N	N	
All Schools	All Schools				03	Y	N	N	N	N	Y	Y	N	Y	
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				04	Y	N	N	N	N	Y	Y	N	N	
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	Y	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	Y	N	Y	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	N	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	N	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	Y	N	N	N	N	Y	N	N	N	
All Schools	All Schools				06	N	N	N	N	N	Y	N	N	N	

The easiest way to view this data is to export it to an Excel or CSV (comma delimited) document. To do this, you will need to first select a format in the dropdown.

Student Counts Report

1 of 3

Select a format

- Select a format
- XML file with report data
- CSV (comma delimited)
- Acrobat (PDF) file
- MHTML (web archive)
- Excel
- TIFF file
- Word

Report Generated on : 3/20/2012 1:50:52 PM
 Testing Date : 4/11/2011

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED	RALEP
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	N	N	N	N	N	Y	N	Y	N
All Schools	All Schools				03	N	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	Y	N	Y
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N



For the purpose of this guide, we will choose Excel for the format. Please feel free to choose any available format that you prefer.

Student Counts Report 👤

1 of 3 Excel Export

Select a format
 XML file with report data
 CSV (comma delimited)
 Acrobat (PDF) file
 MHTML (web archive)
 Excel
 TIFF file
 Word

Report Generated : 3/20/2012
 on : 1:50:52 PM
 Testing Date : 4/11/2011

Student Count Student-Level Details for Fiscal Year 2011

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N
All Schools	All Schools				03	N	N	N	N	N	Y	N	Y
All Schools	All Schools				03	N	N	N	N	N	Y	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	Y	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	Y	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N
All Schools	All Schools				05	Y	N	N	N	N	Y	N	Y
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N
All Schools	All Schools				05	Y	N	N	N	N	Y	Y	N
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N
All Schools	All Schools				05	Y	N	N	N	N	Y	N	N

Once you have selected a format, click on Export.

Student Counts Report 👤 Welcome Alei

1 of 3 Excel Export

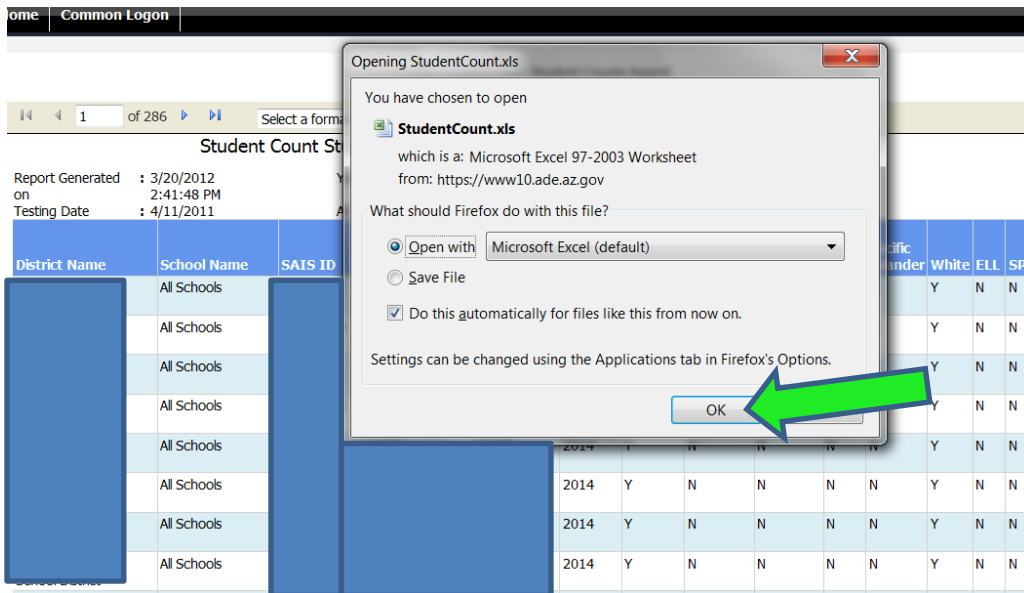
Report Generated : 3/20/2012
 on : 1:50:52 PM
 Testing Date : 4/11/2011

Student Count Student-Level Details for Fiscal Year 2011

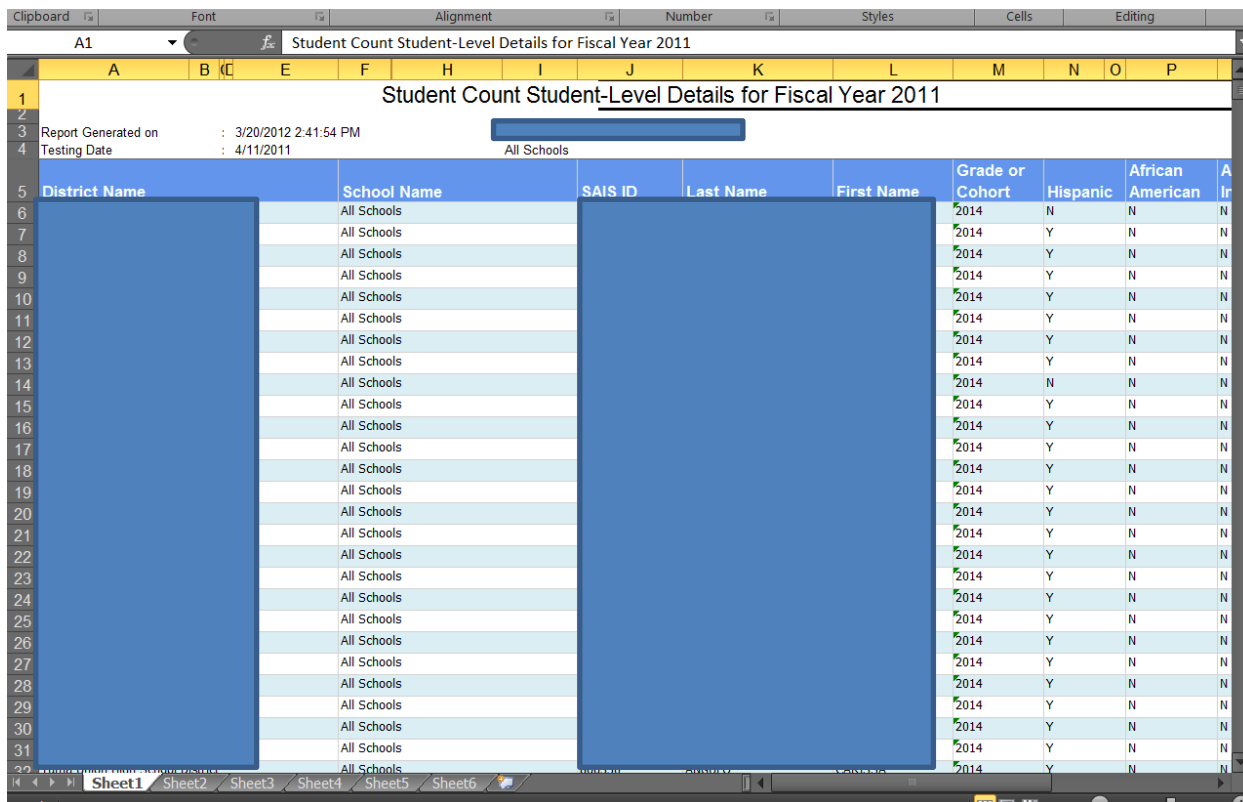
District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	American Indian	Asian	Pacific Islander	White	ELL	SPED	RALEP
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	N	N	N	N	N	Y	N	Y	N
All Schools	All Schools				03	N	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	Y	N	Y
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				03	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	N	N	N
All Schools	All Schools				04	Y	N	N	N	N	Y	Y	N	N



In the dialogue box that opens (similar to this one), click OK.



An Excel document will open.



You can save this file to your desktop. NOTE: if you're pulling this report at an LEA level and have multiple schools, each school will have its own tab in the Excel document. The school entity id is in the last column of the Excel document.

The screenshot shows an Excel spreadsheet with the following structure:

District Name	School Name	SAIS ID	Last Name	First Name	Grade or Cohort	Hispanic	African American	Ir
All Schools	All Schools				2014	N	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N
All Schools	All Schools				2014	Y	N	N

Red arrows indicate that the columns for District Name, School Name, and SAIS ID are linked to tabs Sheet1, Sheet2, and Sheet3 respectively. Additional tabs Sheet4, Sheet5, and Sheet6 are also present at the bottom.



SAIS ID Corrections Application

[SAIS ID Corrections Application](#)



This link provides users with the opportunity to view and correct invalid SAIS IDs.

This is the only application on the AZ LEARNS/Adequate Yearly Progress page of the Common Logon that allows data corrections.

NOTE: The data you see in this application is pulled from the student test records. ADE matches student test records to enrollment data using SAIS ID numbers. If a student cannot be matched to the school where he tested, the record will appear in this application. There are several reasons a student record can fail matching: the student was not enrolled at the school at the time of testing (for high school students, this means that a student's record would appear in the SAIS ID corrections application up to three separate times – reading, Writing, and Math); the student's SAIS ID number was not entered on the test record; the SAIS ID entered on the test record is not accurate; the student's name that is on the test record does not match what appears in SAIS for the SAIS ID number; the date of birth that appears on the test record does not match what appears in SAIS for this student; the grade that appears on the test record does not match what is in SAIS for this student.

The SAIS ID corrections application allows **ONLY** correction of the SAIS ID number that appears on the test record. Any other data (enrollment, name, DOB, and grade) can be corrected only in SAIS. You will not be allowed to make changes to a SAIS ID number unless the student is enrolled at the school or LEA where he tested.



The Fiscal Year is, by default, always the latest data available. For prior years, click on the dropdown and select another year.

Home | Achievement Profile Home | ADE Home | Common Logon

SAIS Corrections SAIS Corrections Fiscal Year 2011

SAIS Corrections

No Matching has been performed this Fiscal Year.

Print this page

The SAIS Corrections Application helps you find students with unmatched SAIS IDs. You may correct the values using the features below.

Matching the testing file to SAIS is based on both on the student's SAIS ID and the school the Student is enrolled ...

SHOW ALL

Select an Entity

Type a Name, CTDS or ID

Go back to top



To access your entity's SAIS corrections, enter the name, CTDS, or entity ID number in the search field.

Home | Achievement Profile Home | ADE Home | Common Logon

SAIS Corrections SAIS Corrections Fiscal Year 2011 Welcome S/akadijevic

SAIS Corrections

No Matching has been performed this Fiscal Year.

Print this page

The SAIS Corrections Application helps you find students with unmatched SAIS IDs. You may correct the values using the features below.

Matching the testing file to SAIS is based on both on the student's SAIS ID and the school the Student is enrolled ...

SHOW ALL

Select an Entity

Type a Name, CTDS or ID

Go back to top



Once your entity name is visible in this format: Entity name (entity ID), click on the green check mark.

Home | Achievement Profile Home | ADE Home | Common Logon

SAIS Corrections SAIS Corrections Fiscal Year 2011 Welc

SAIS Corrections

No Matching has been performed this Fiscal Year.

The SAIS Corrections Application helps you find students with unmatched SAIS IDs. You may correct the values using the features below.
Matching the testing file to SAIS is based on both on the student's SAIS ID and the school the Student is enrolled ...

SHOW ALL

Select an Entity

Type a Name, CTDS or ID LEA or School name (entity ID) ✓ ✗

If there are no unmatched students in the fiscal year you chose, you will see this:

Select an Entity

Type a Name, CTDS or ID LEA or School name (entity ID) ✓ ✗

Optionally you can Filter using the following

SAIS ID Student Name Birth Date

Grade

Apply Filter Clear Filter

No unmatched Students for Fiscal Year 2011

Sorry, but no data matches your current request.

Go back to top



If there are unmatched students, you will see a display similar to this:

Select an Entity _____

Type a Name, CTDS or ID ✓ ✗

Optionally you can Filter using the following _____

SAIS ID Student Name Birth Date

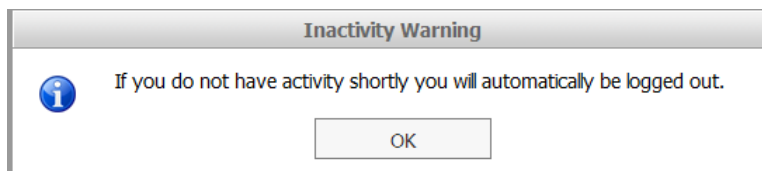
Grade School Name

Showing 5 unmatched Students for Fiscal Year 2011 in _____

	SAIS ID	Student Name	Birth Date	Grade	School Name
<input type="button" value="Edit SAIS ID"/>	0			10	
<input type="button" value="Edit SAIS ID"/>				6	
<input type="button" value="Edit SAIS ID"/>				10	
<input type="button" value="Edit SAIS ID"/>				10	
<input type="button" value="Edit SAIS ID"/>	0			7	

[Go back to top](#)

IMPORTANT NOTE: All Common Logon applications, including the reports found on the AZ LEARNS/Adequate Yearly Progress page, have a time-out security feature if your session remains idle for too long. You will see this:



This will negate any changes you have made in the Accountability applications since the Warning appeared. We highly recommend that updates be documented in either Word or Excel prior to logging in to ensure that changes are not lost.



To correct SAIS ID numbers, click on Edit SAIS ID next to the SAIS ID you are ready to change.

Select an Entity

Type a Name, CTDS or ID

Optionally you can Filter using the following

SAIS ID Student Name Birth Date

Grade School Name

Apply Filter Clear Filter

Showing 5 unmatched results for Fiscal Year 2011 in

SAIS ID	Student Name	Birth Date	Grade	School Name
<input type="button" value="Edit SAIS ID"/>			10	
<input type="button" value="Edit SAIS ID"/>			6	
<input type="button" value="Edit SAIS ID"/>			10	
<input type="button" value="Edit SAIS ID"/>			10	
<input type="button" value="Edit SAIS ID"/>			7	

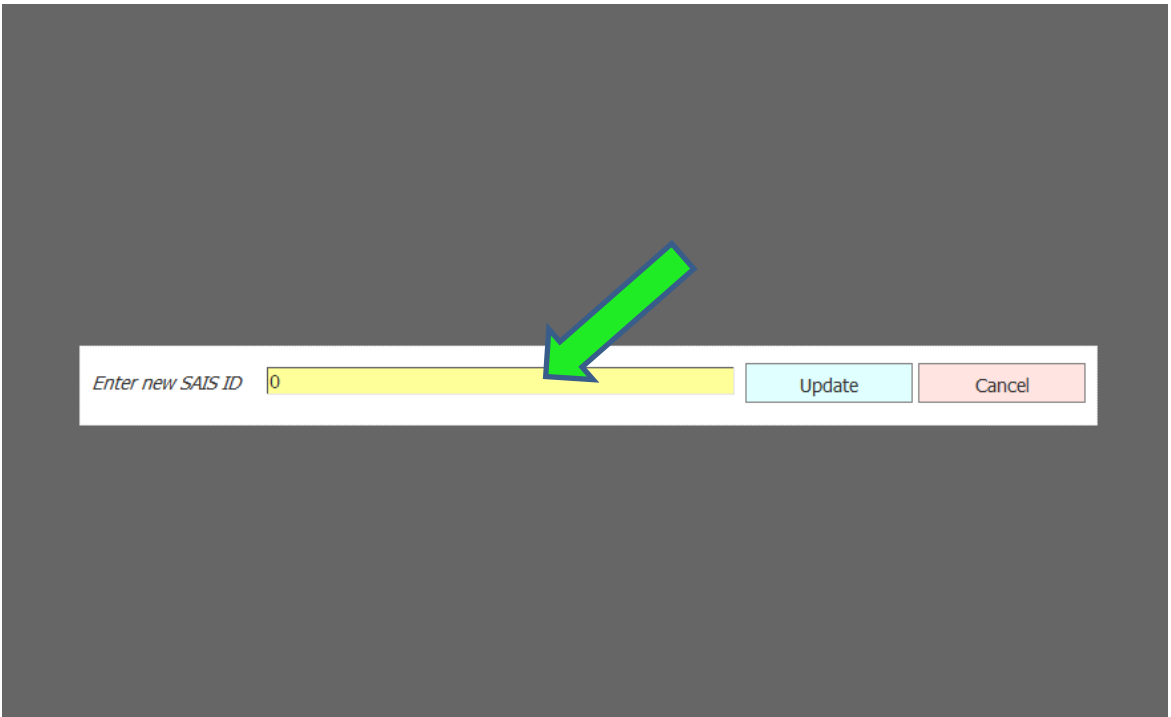
A new dialogue box will open.

[Go back to top](#)

Enter new SAIS ID

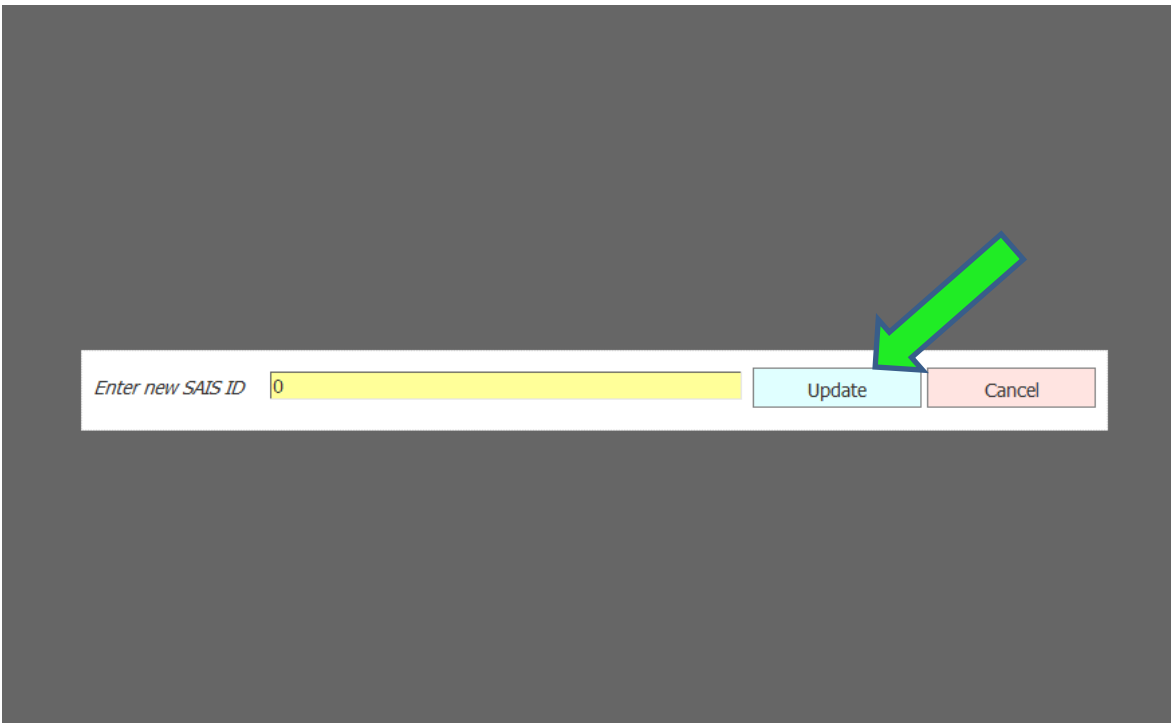


Enter the correct SAIS ID number in the field.



A screenshot of a web form on a dark grey background. The form is a white horizontal bar containing the text "Enter new SAIS ID" on the left, a yellow text input field with the number "0" inside, a light blue "Update" button, and a light pink "Cancel" button. A large green arrow with a blue outline points from the top right towards the text input field.

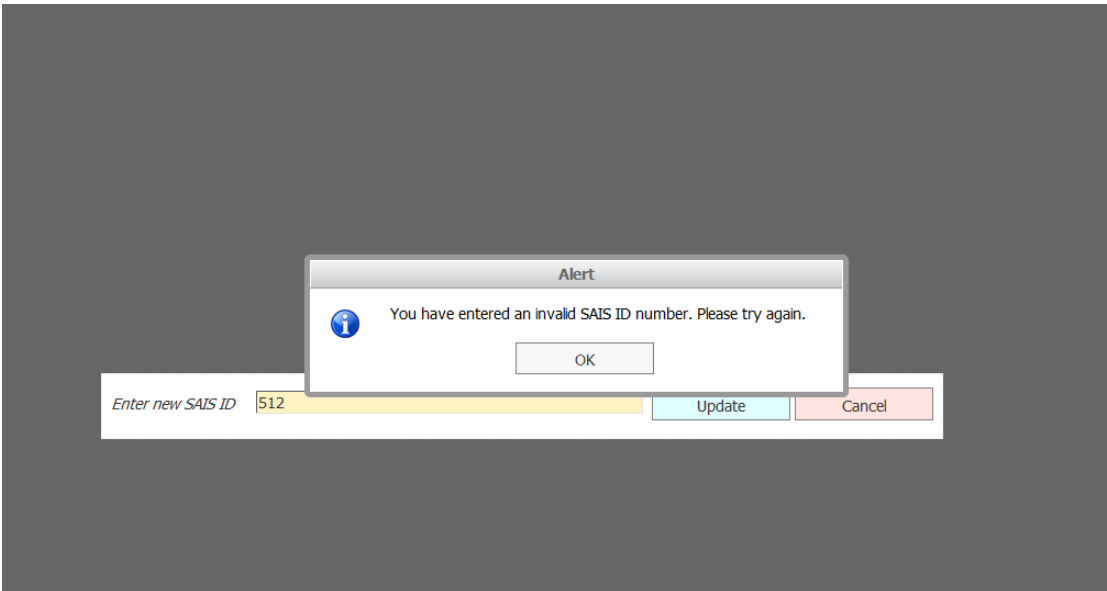
You cannot copy/paste into this field, as it allows only typed numbers. Once you have entered the correct SAIS ID number, click Update.



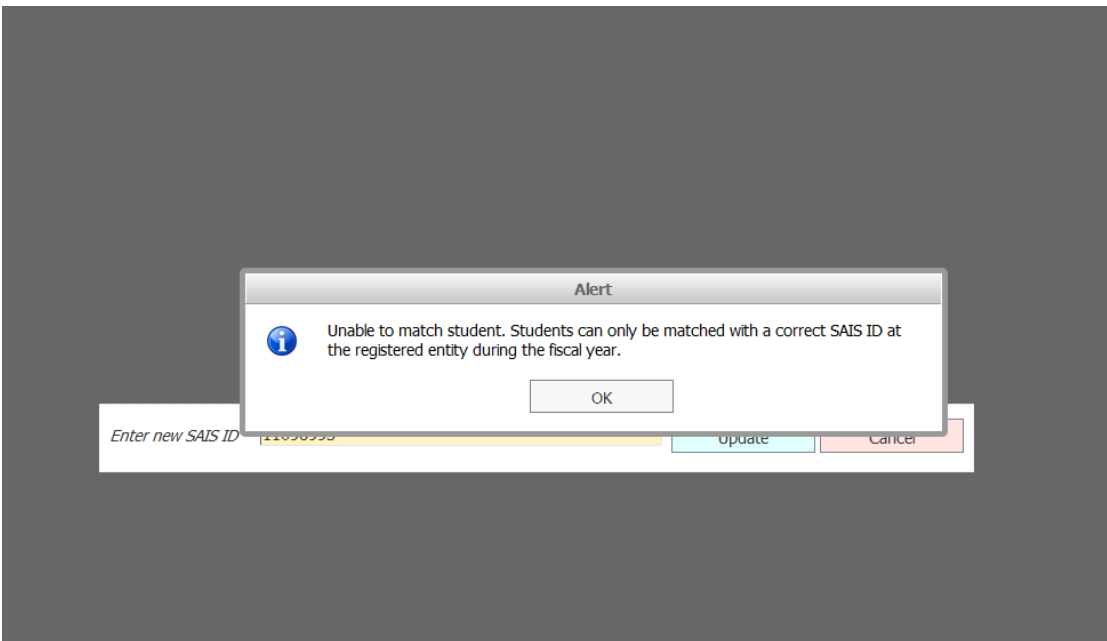
A screenshot of the same web form as above. The text input field still contains "0". A large green arrow with a blue outline points from the top right towards the "Update" button.



If the number you enter does not match enrollment in your LEA or school, you will see this.



Or this.



When you enter the correct SAIS ID number and the student was enrolled at the time of testing, you will see a green check mark appear where the Edit SAIS ID button was. When you access the application again, this student record will no longer appear.

Showing 3 unmatched Students for Fiscal Year 2011 in [redacted]

	SAIS ID	Student Name	Birth Date	Grade
Edit SAIS ID	[redacted]	[redacted]	[redacted]	6
✓	Correct SAIS ID #	[redacted]	[redacted]	4
Edit SAIS ID	[redacted]	[redacted]	[redacted]	6

Please keep in mind that student records will remain on this application until the SAIS ID is corrected. If there is nothing to correct in that field, but there is incorrect data in any other field or the student is not enrolled, this record will remain on the application. In the case of some records (home school or private school students, for example, who do not have SAIS ID numbers), they will remain on the application with no further corrections to be made.

To exit the SAIS ID corrections application, click on Achievement Profile Home. This will take you to the AZ LEARNS/Adequate Yearly Progress page.

Home | **Achievement Profile Home** | ADE Home | Common Logon

SAIS Corrections SAIS Corrections Fiscal Year 2011 Welcome S/akadijevic

SAIS Corrections

No Matching has been performed this Fiscal Year.

The SAIS Corrections Application helps you find students with unmatched SAIS IDs. You may correct the values using the features below.

Matching the testing file to SAIS is based on both on the student's SAIS ID and the school the Student is enrolled ...

SHOW ALL

Select an Entity

Type a Name, CTDS or ID

Go back to top



Download Testing Data Application

Student Level Assessment Data

Download Testing Data

This link allows users to download a tab-delimited text file containing student level results.


This application allows you to download student-level AIMS, AIMS-A, Norm-Referenced test data, and (starting in 2013) student-level data used to calculate A-F Letter Grades for your LEA or school.

Downloading Testing Data

Choose the Fiscal Year first.

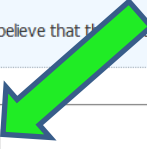
Home : Download AZ LEARNS/AYP (NCLB) Welc

Download

 This feature allows users to download student level data in a tab-delimited file. Select the Fiscal Year, Test Type and Entity to download.

If you believe that there are data issues contact ADE by e-mailing achieve@azed.gov.

Download Options

Fiscal Year 2012 

Test Type Spring Fall AIMS-A Norm-Referenced Results

District Norm-Referenced Tests
Stanford 9 (2004)
TerraNova (2005-2009)
Stanford 10 (2010-present)

School ▼

Download



Then choose the Test Type (Spring will pull AIMS data for grades 3-8 and high school; Fall will pull AIMS data for high school only; AIMS-A will pull AIMS-A data only; Norm-Referenced Results will pull only the Norm-Referenced data for grades 2-8 and 9).

Home : Download AZ LEARNS/AYP (NCLB) Welc

Download

This feature allows users to download student level data in a tab-delimited file. Select the Fiscal Year, Test Type and Entity to download.
If you believe that there are data issues contact ADE by e-mailing achieve@azed.gov.

Download Options

Fiscal Year: 2012

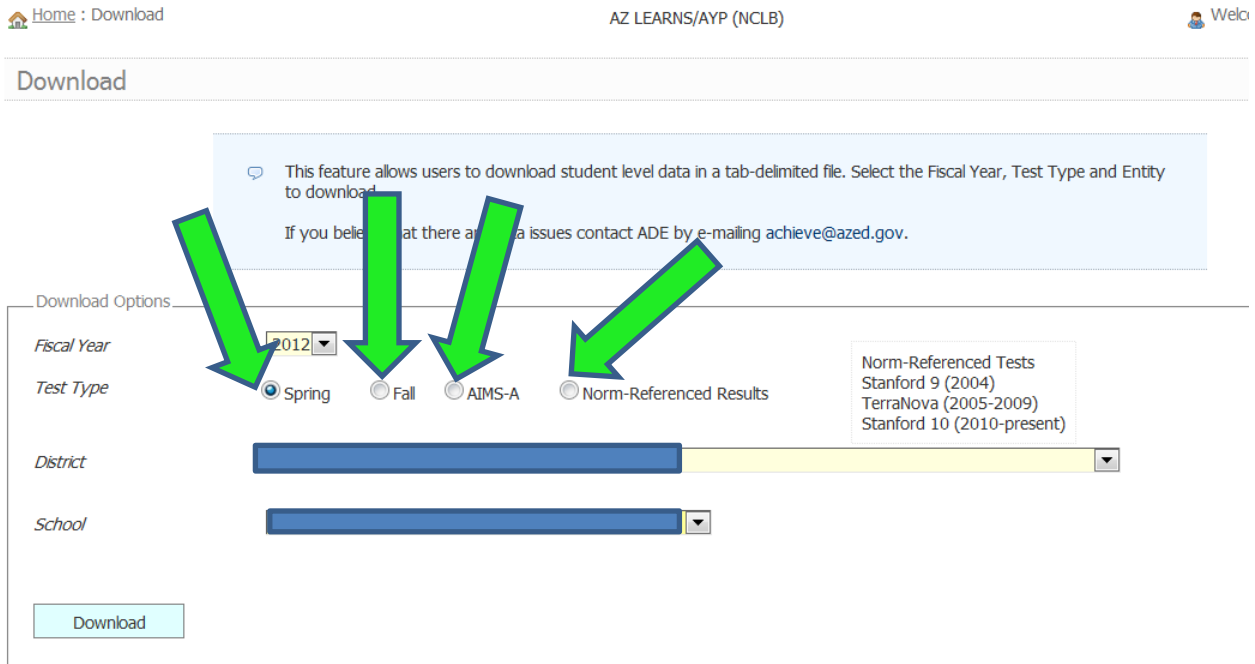
Test Type: Spring Fall AIMS-A Norm-Referenced Results

District: [Dropdown]

School: [Dropdown]

Download

Norm-Referenced Tests
Stanford 9 (2004)
TerraNova (2005-2009)
Stanford 10 (2010-present)



NOTE: The Fall data is tied to Fiscal Year. For example: pulling Fiscal Year 2012 Fall AIMS data will result in test results from October 2011.

Then click Download.

Home : Download AZ LEARNS/AYP (NCLB) Welc

Download

This feature allows users to download student level data in a tab-delimited file. Select the Fiscal Year, Test Type and Entity to download.
If you believe that there are data issues contact ADE by e-mailing achieve@azed.gov.

Download Options

Fiscal Year: 2012

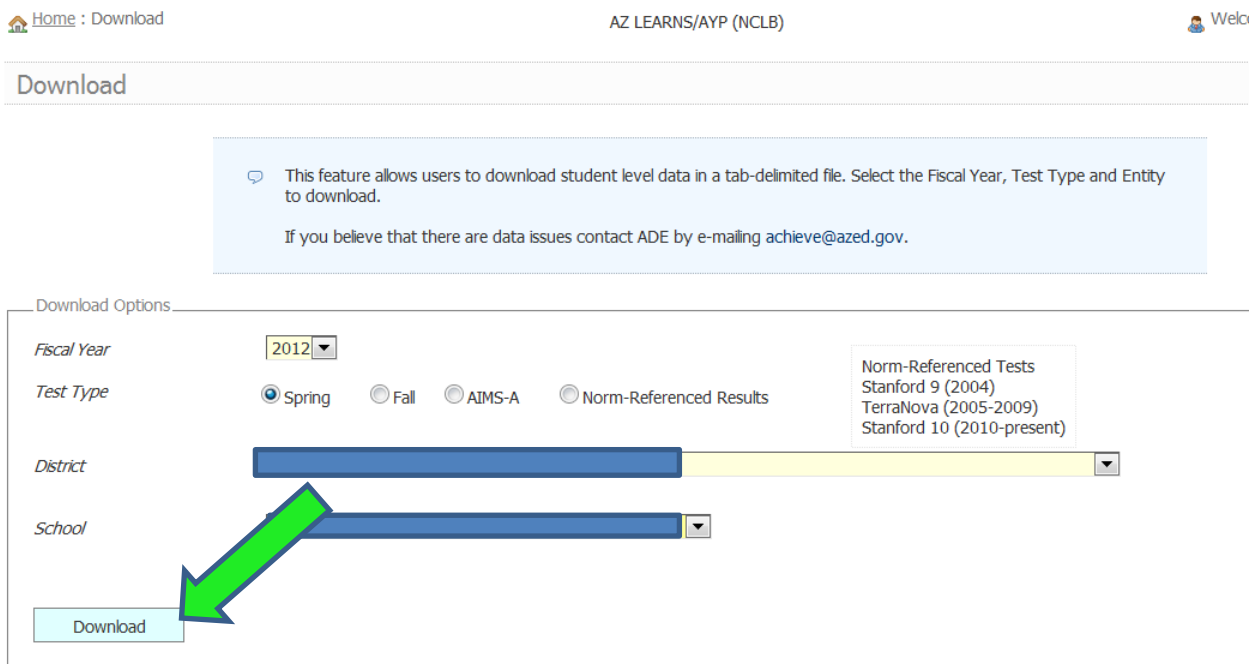
Test Type: Spring Fall AIMS-A Norm-Referenced Results

District: [Dropdown]

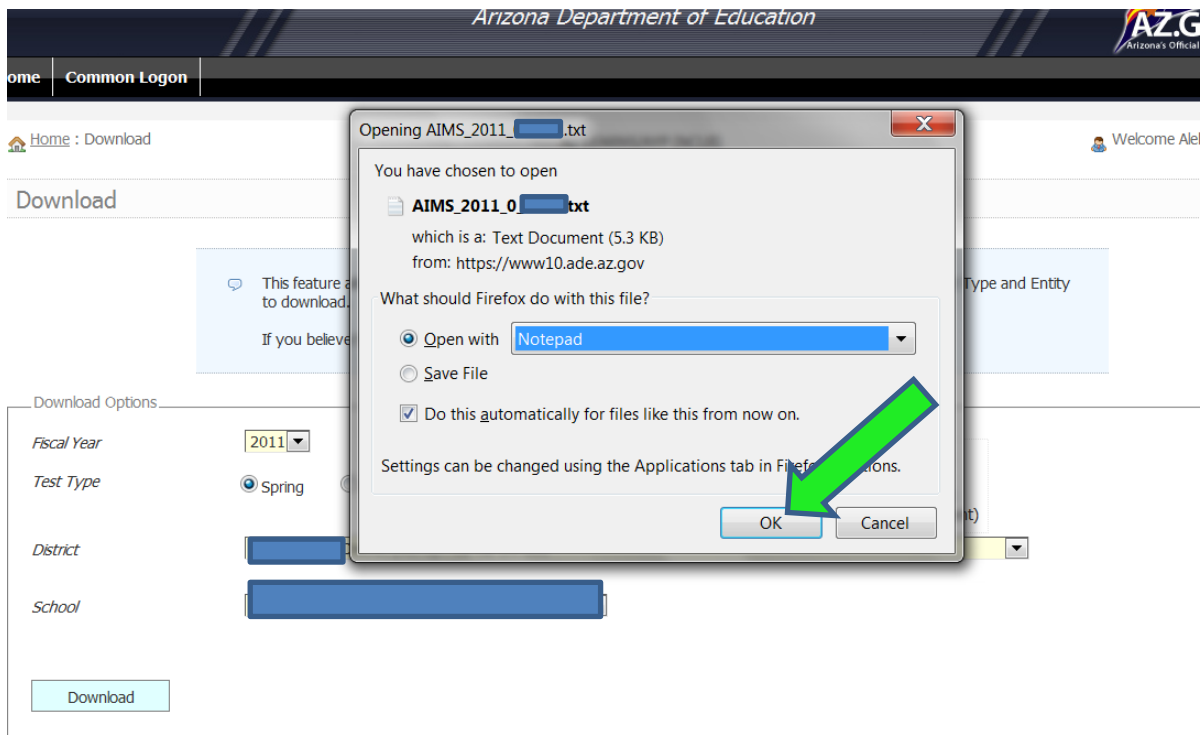
School: [Dropdown]

Download

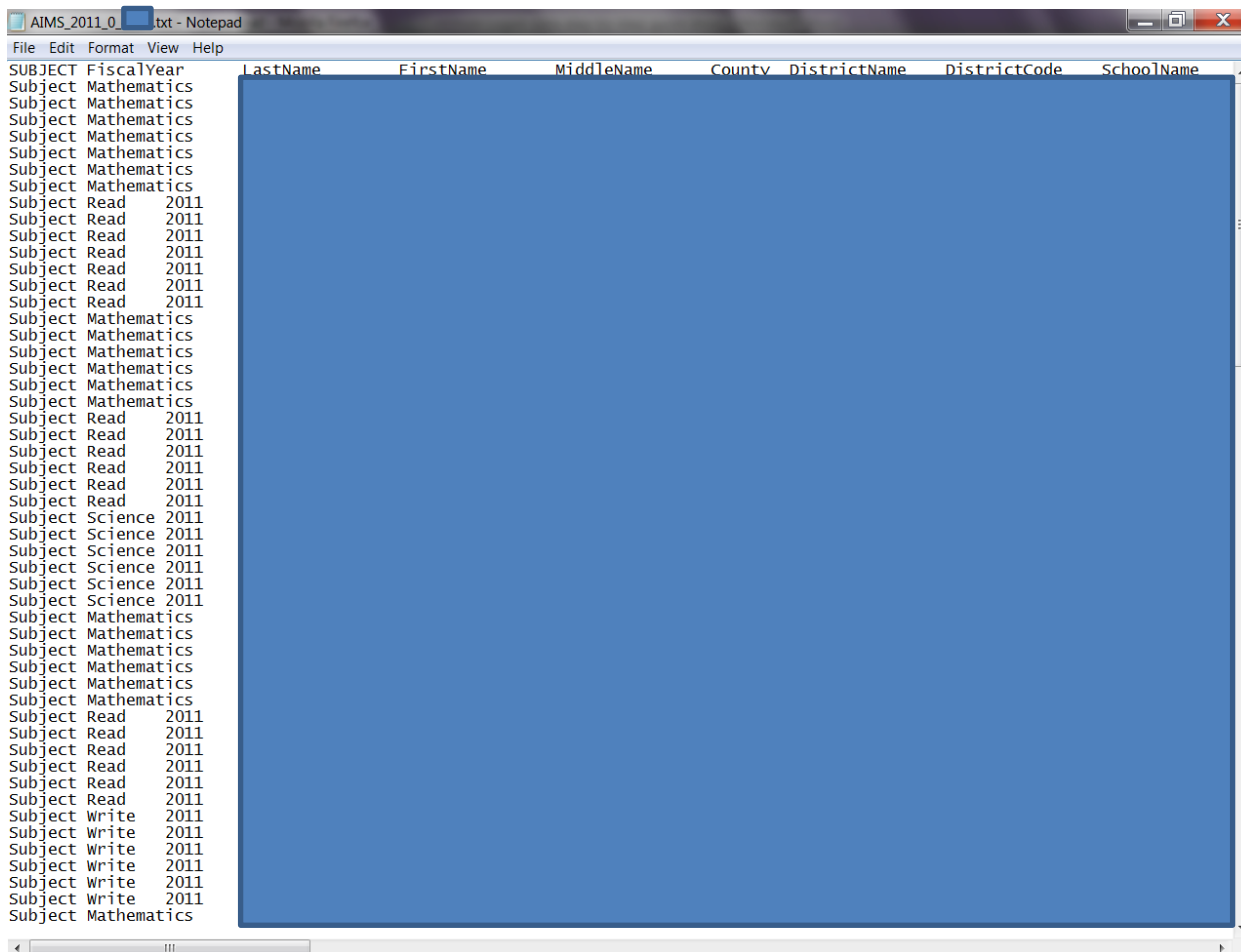
Norm-Referenced Tests
Stanford 9 (2004)
TerraNova (2005-2009)
Stanford 10 (2010-present)



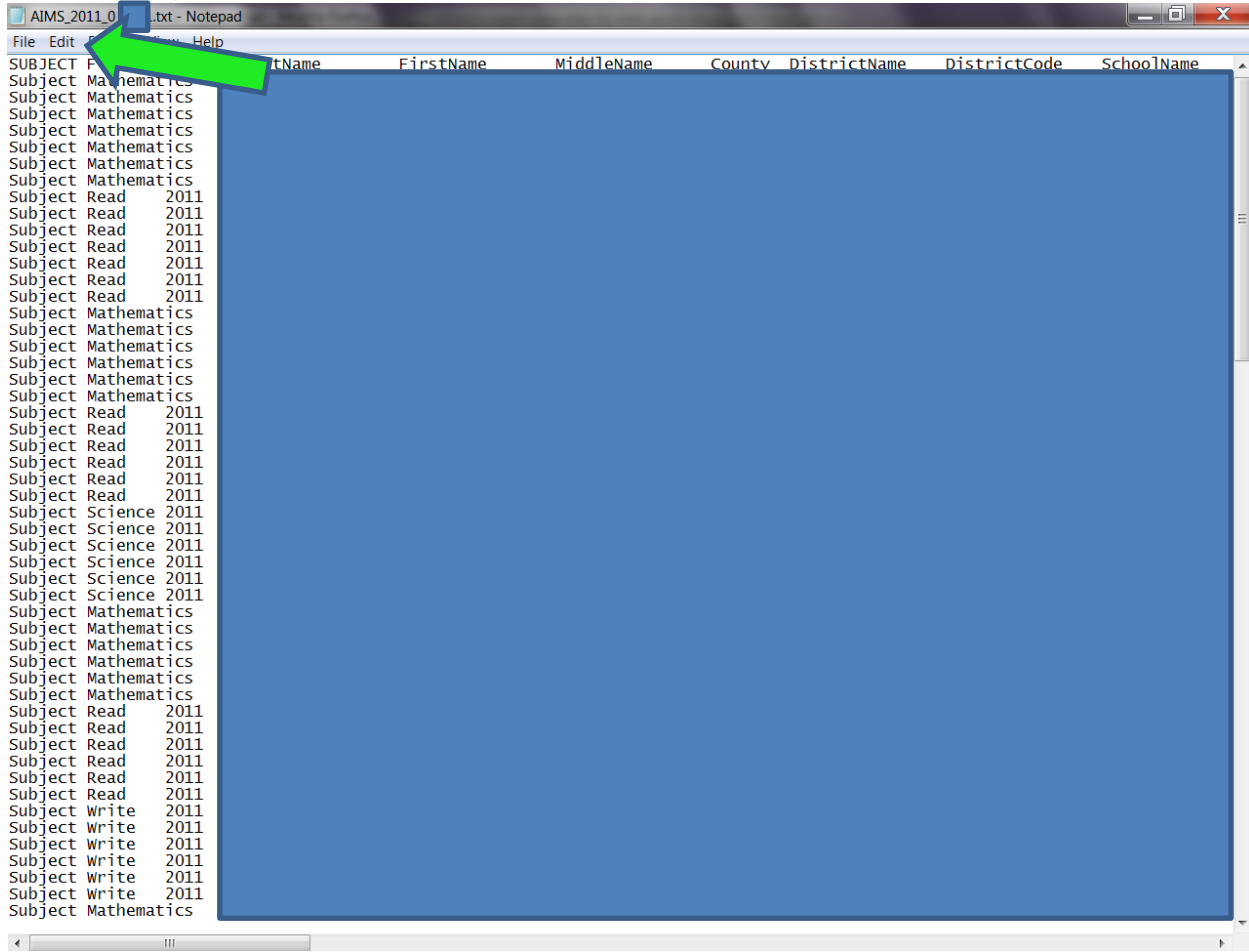
In the dialogue box that opens (similar to this one), click OK.



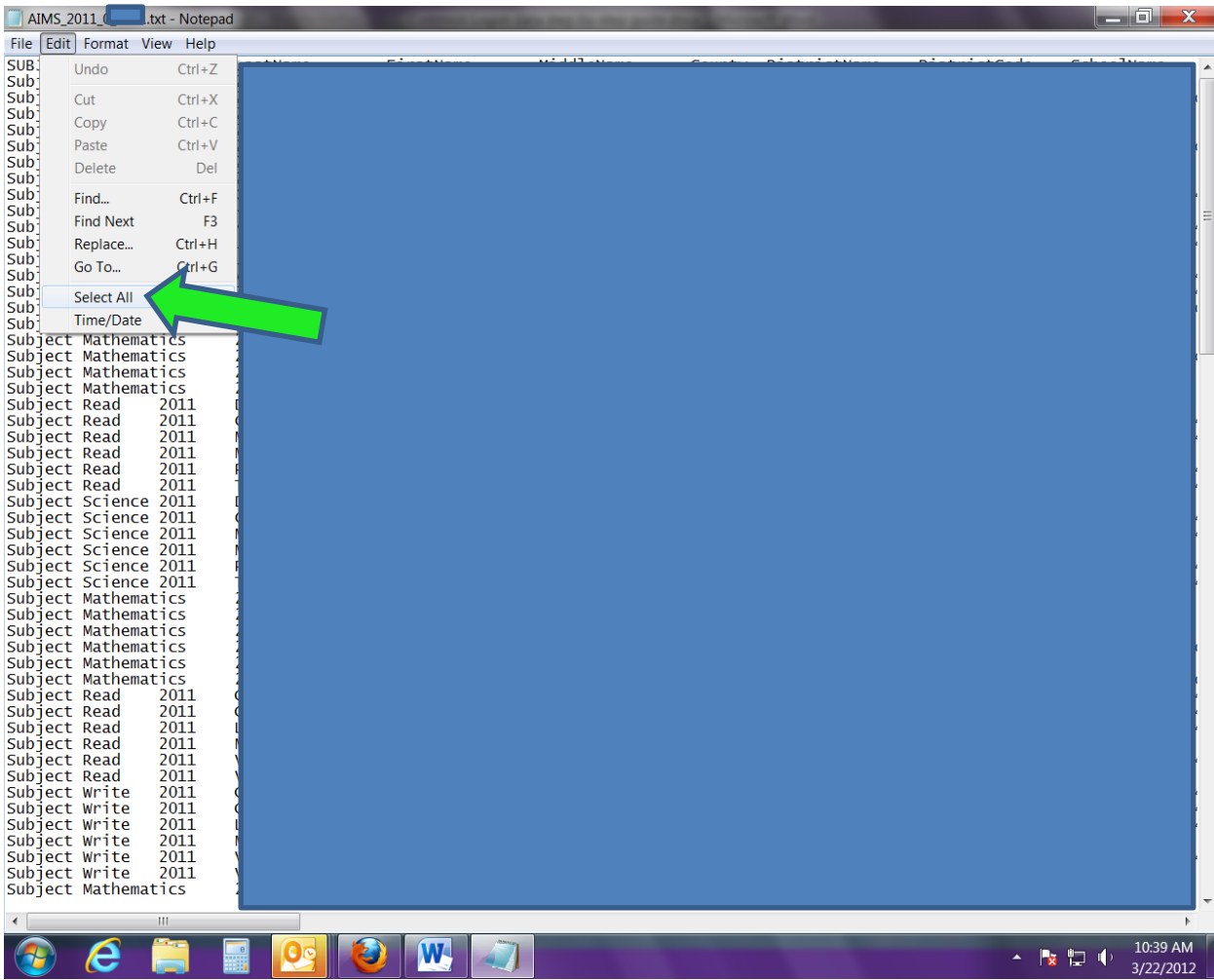
The file will initially open in a tab-delimited text (txt) document.



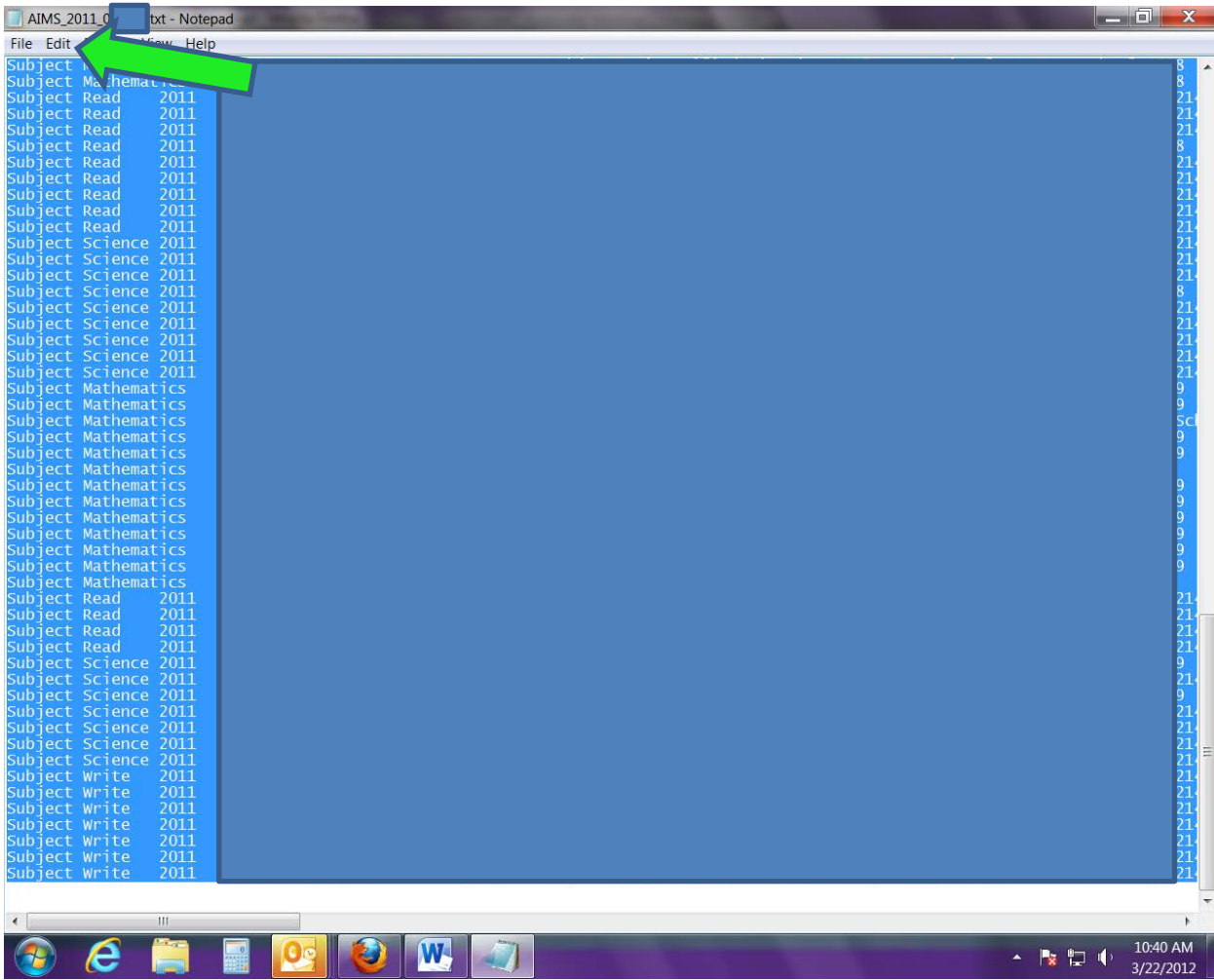
In the text file, click on Edit.



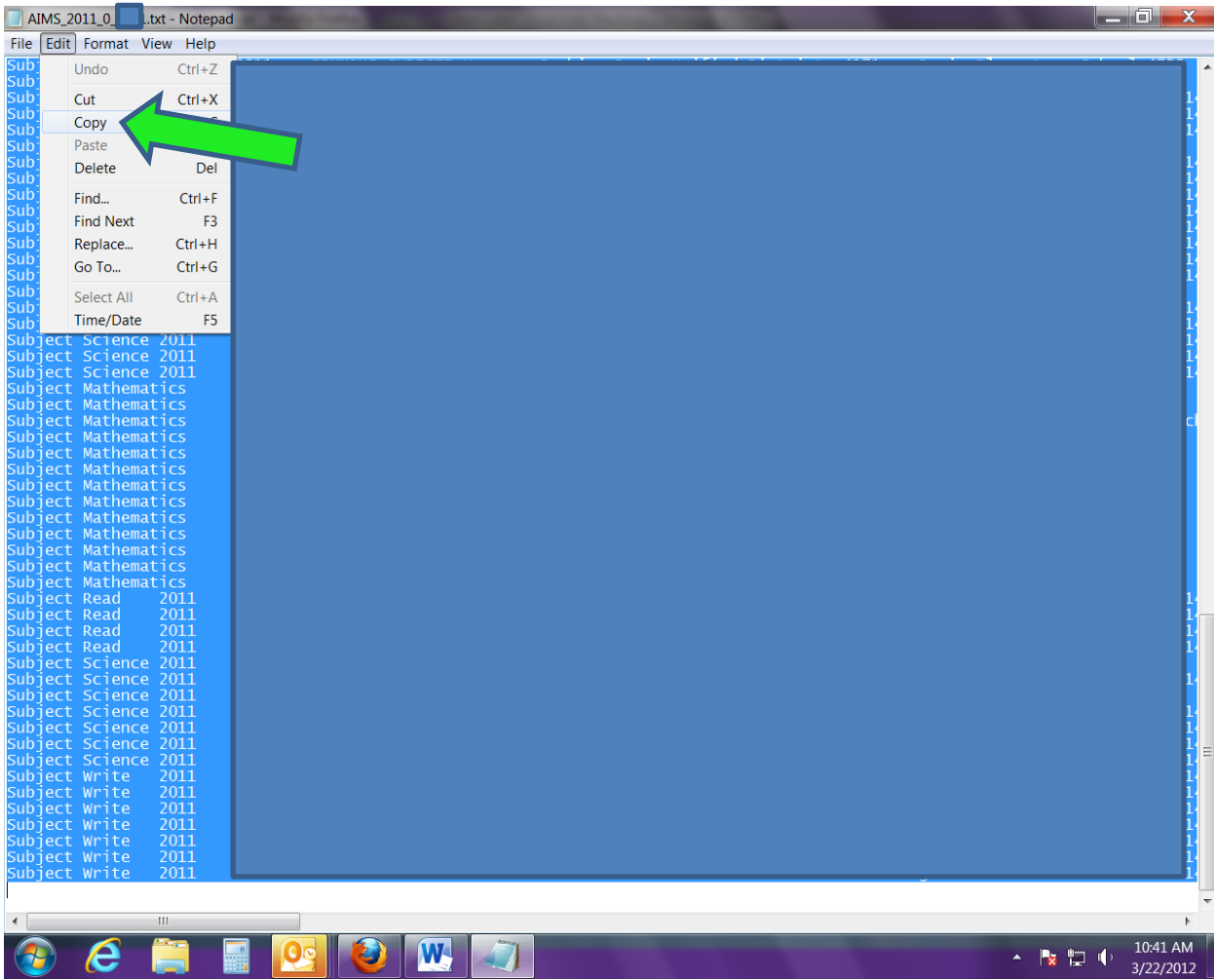
Then click on Select All in the dropdown menu.



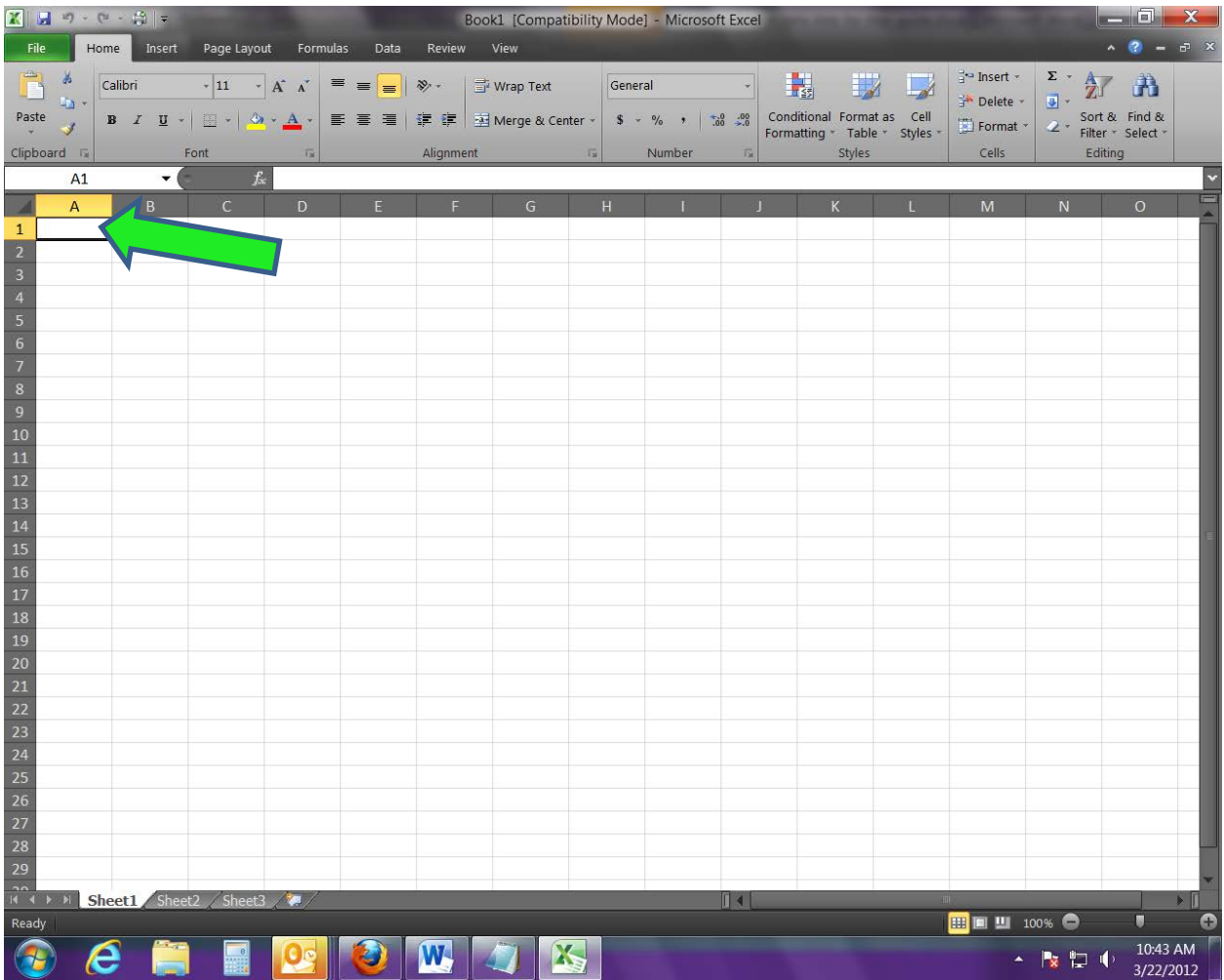
When everything in the document is highlighted, click on Edit again.



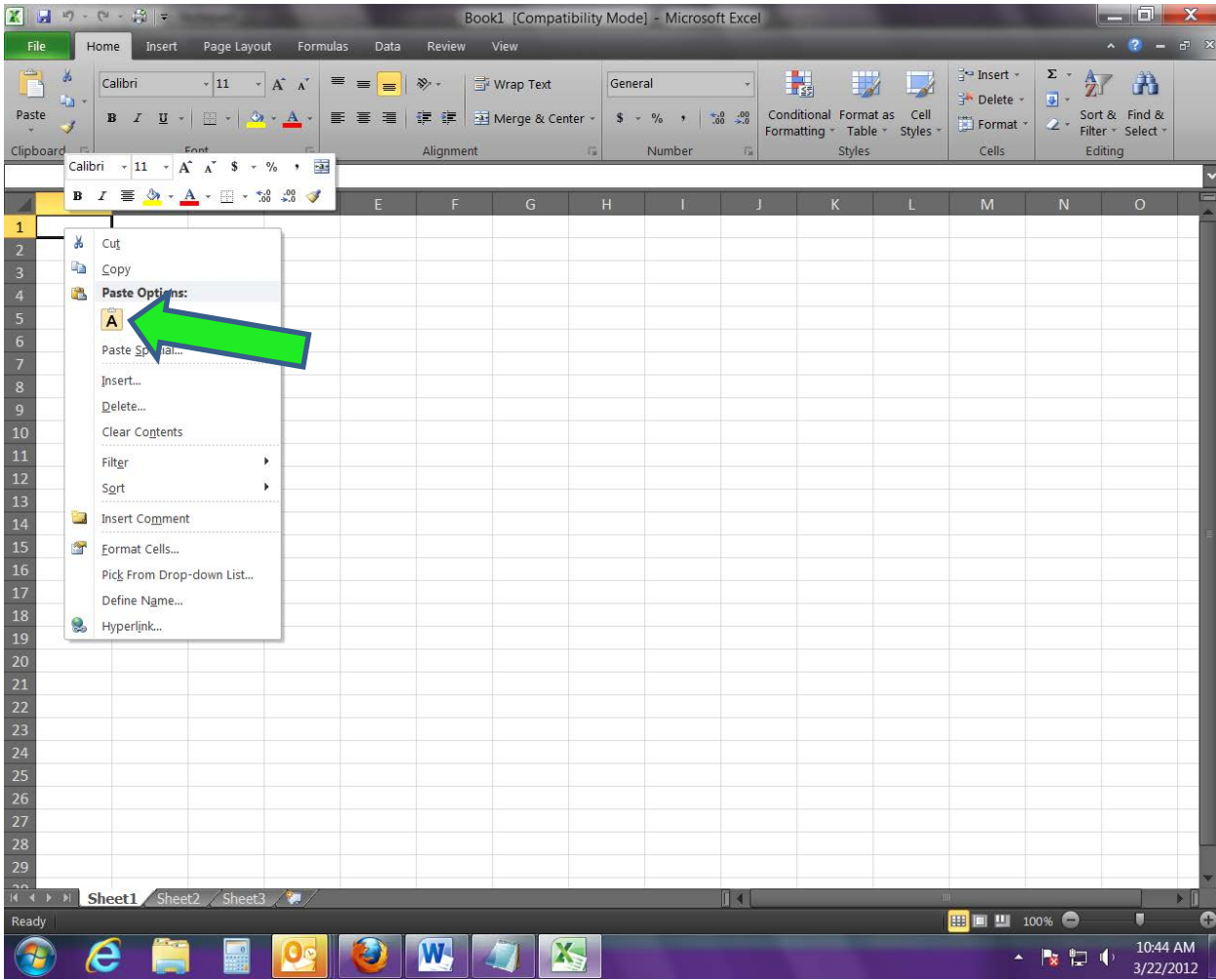
Then, click on Copy.



Open a blank Excel document, right-click on the first cell (A1).



Click on Paste in the dropdown menu.



The Excel document will then show all the data in the text file.

The screenshot shows the Microsoft Excel interface in Compatibility Mode. The title bar reads "Book1 [Compatibility Mode] - Microsoft Excel". The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, and View. The Home ribbon is active, showing options for Font (Calibri, size 11), Paragraph (B, I, U, text color, background color, bullet points, numbering, Merge & Center), Alignment (left, center, right, justify, wrap text), Number (currency, percentage, decimal places, thousands separator), Styles (Conditional Formatting, Format as Table, Cell Styles), Cells (Insert, Delete, Format), and Editing (Sort & Filter, Find & Select). The spreadsheet has a formula bar containing "SUBJECT". The column headers are: A (SUBJECT), B (FiscalYear), C (LastName), D (FirstName), E (MiddleNar), F (County), G (DistrictNar), H (DistrictCoc), I (SchoolNar), J (SchoolCod), K (SchoolCTC), L (StudentGr), M (TestLevel), N (Ethnicity), O (Gender), and P (BirthDate). The rows from 5 to 32 contain data for "Subject M" and "Subject Re" for the year 2011. A large blue rectangular area covers the majority of the spreadsheet content, likely representing a redacted or filtered view of the data.



Downloading Student-Level Data Used to Calculate A-F Letter Grades (available in 2013)

To pull the student-level data used to calculate A-F Letter Grades for your LEA or school, click on the tab

Download Testing Data

This feature allows users to download student level data in a tab-delimited file. Select the Fiscal Year, Test Type and Entity to download.
If you believe that there are data issues contact ADE by e-mail: ade@azed.gov.

Download Current Student Test Results(Live data- updated continuously) Download Student Test Data Used to Calculate A-F How to open downloaded files

Then click Download

Download Current Student Test Results(Live data- updated continuously) Download Student Test Data Used to Calculate A-F How to open downloaded files

Fiscal Year 2013

District

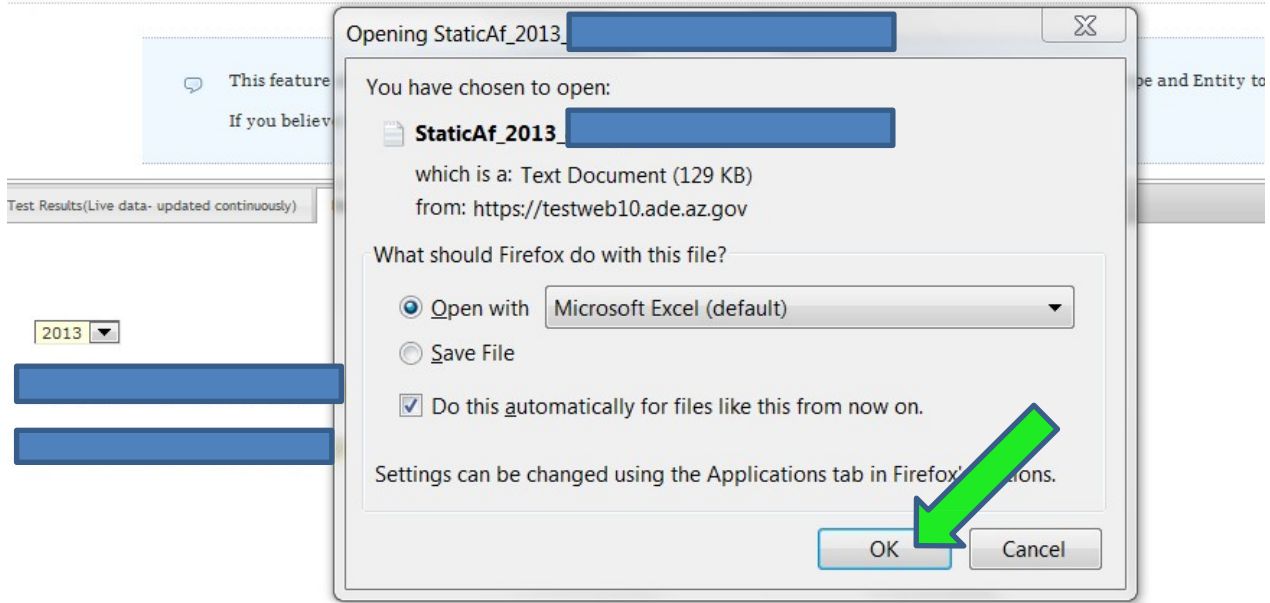
School

Download

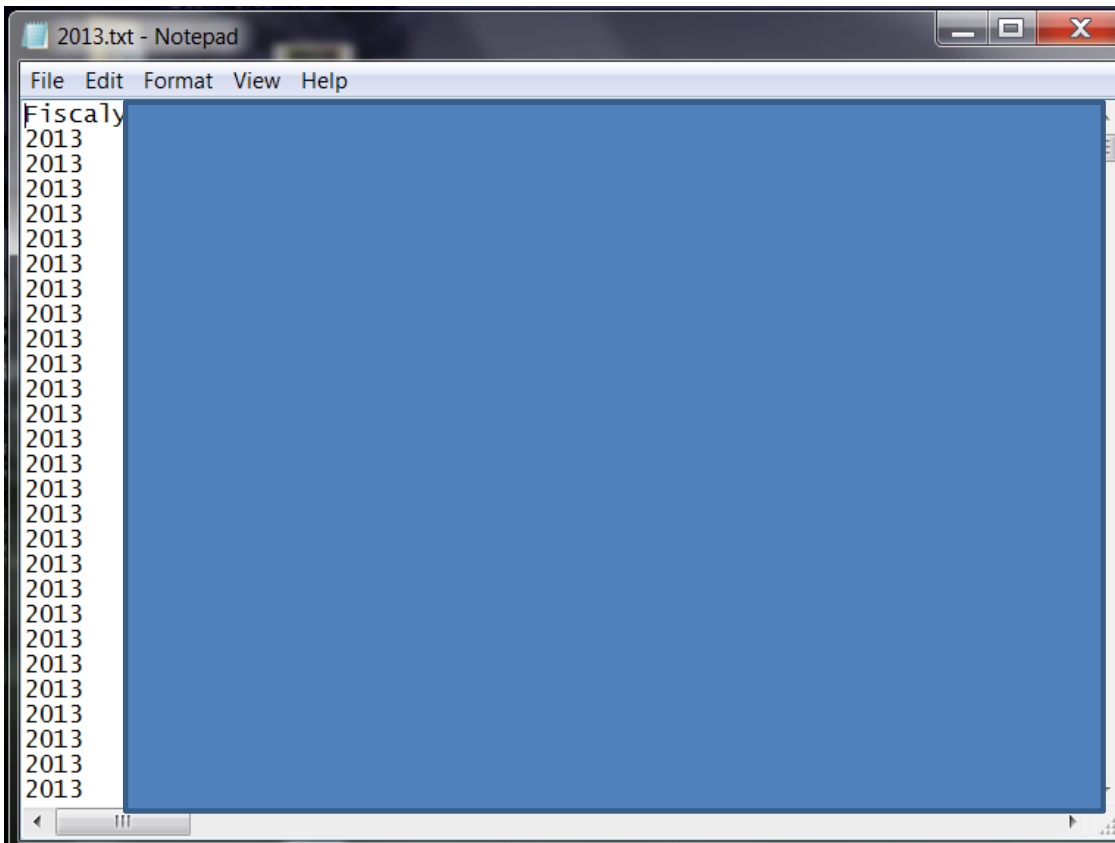


In the dialogue box that opens (similar to this one), click OK.

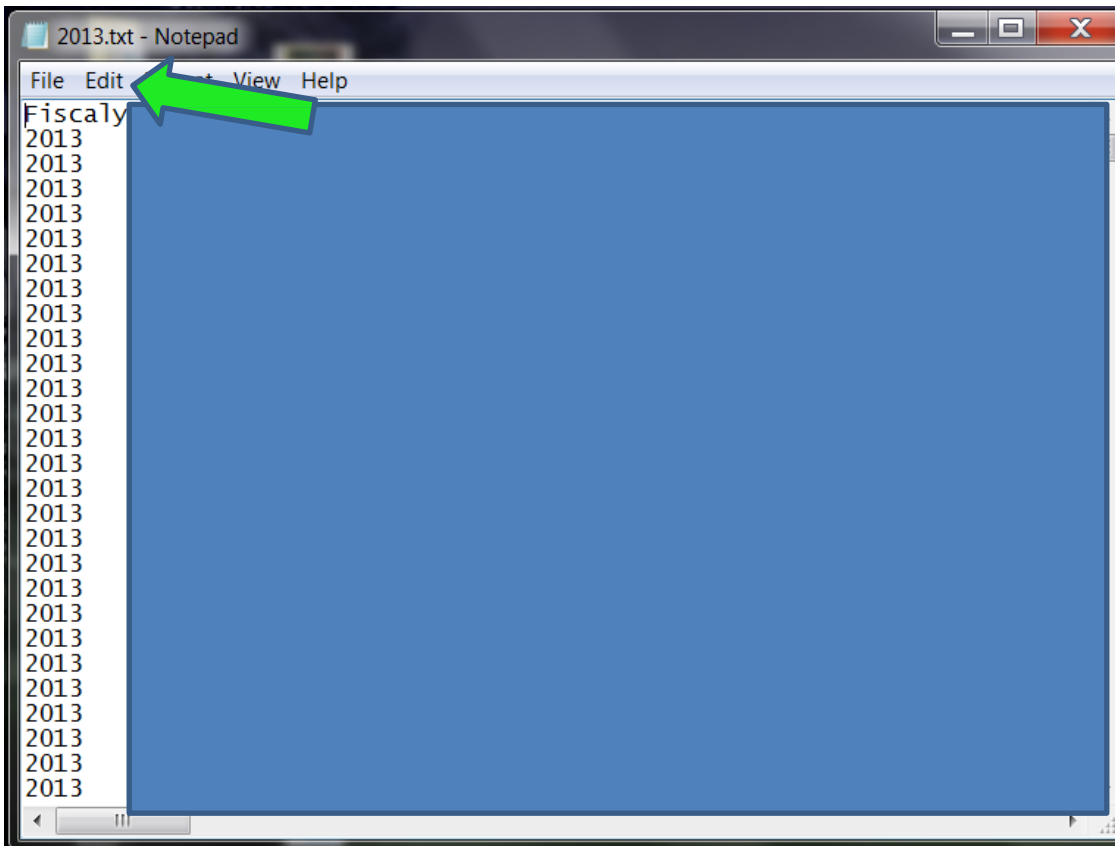
osting Data



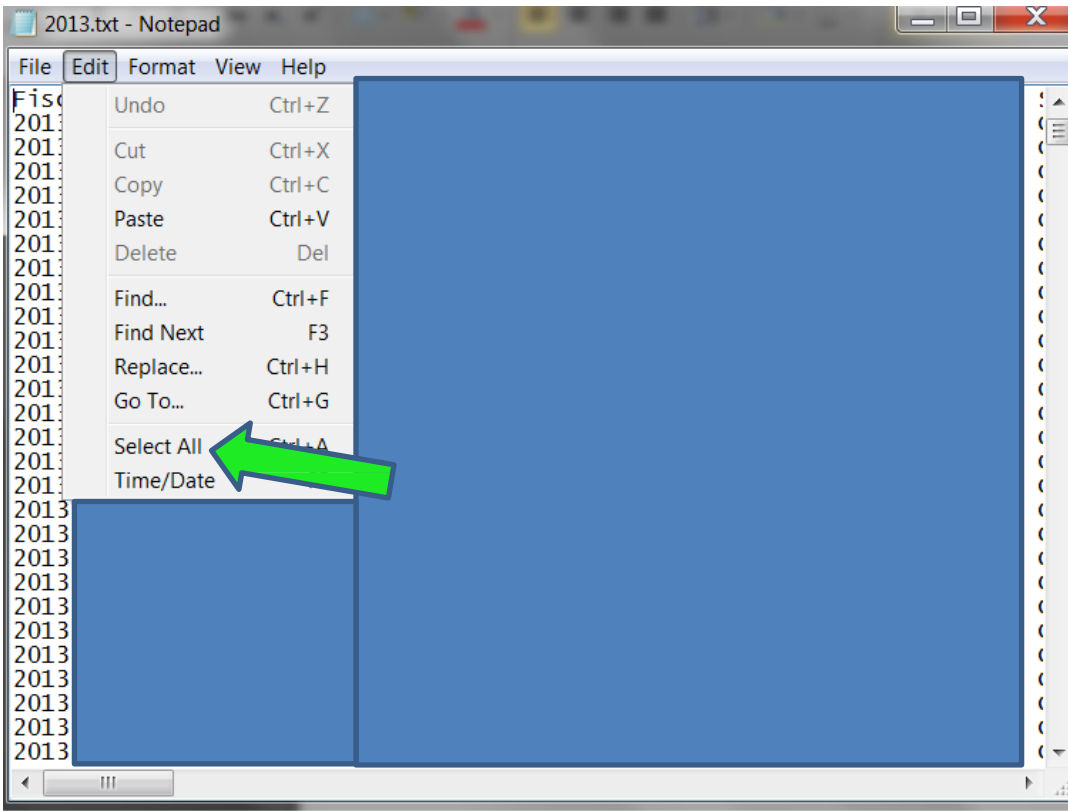
The file will initially open in a tab-delimited text (txt) document.



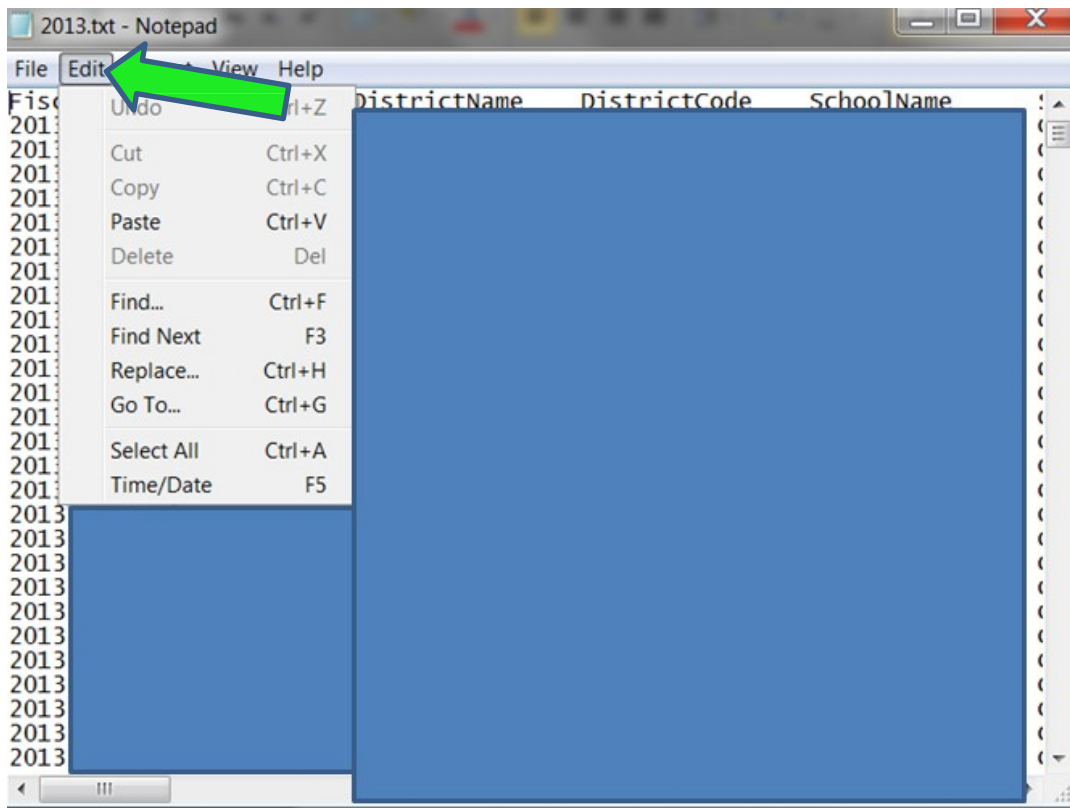
In the text file, click on Edit.



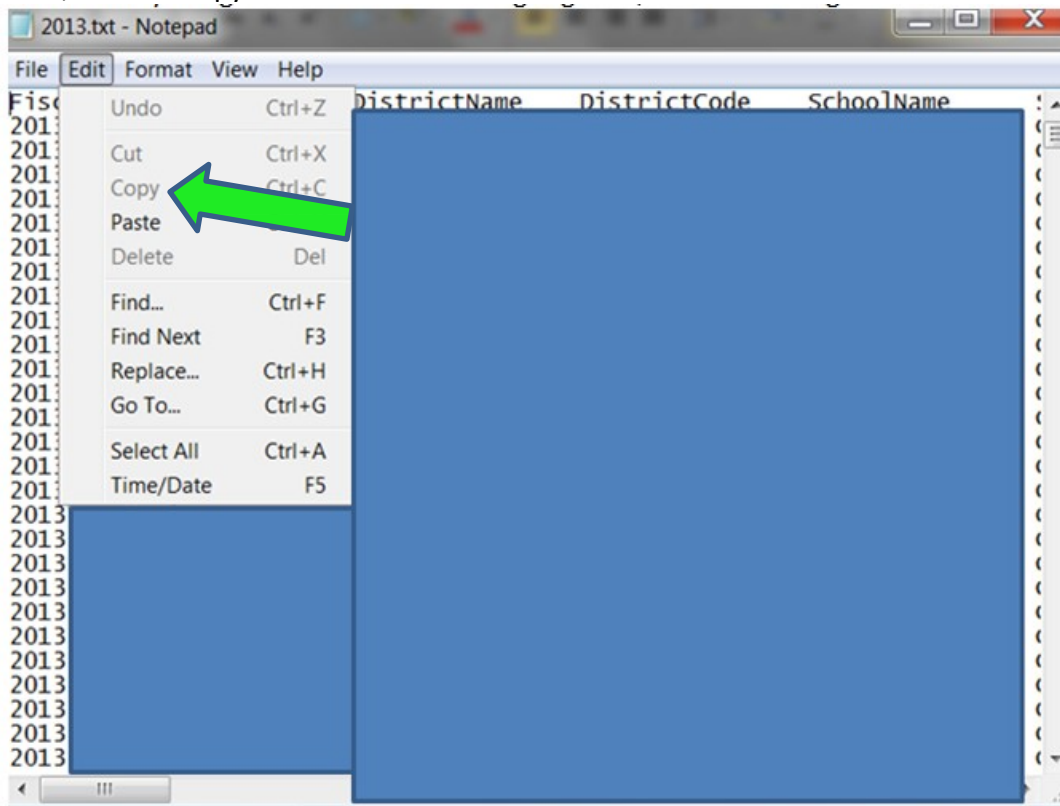
Then click on Select All in the dropdown menu.



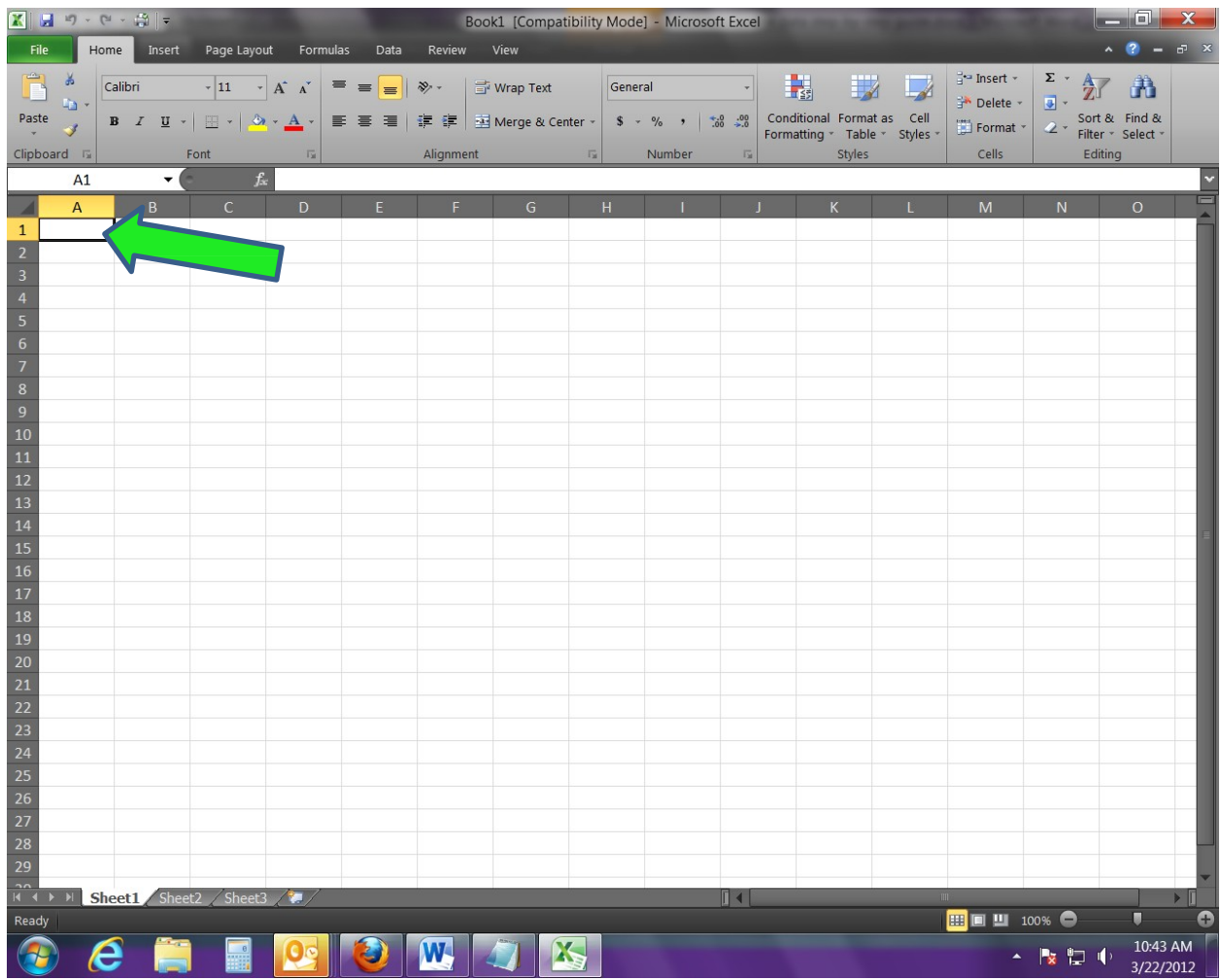
When everything in the document is highlighted, click on Edit again.



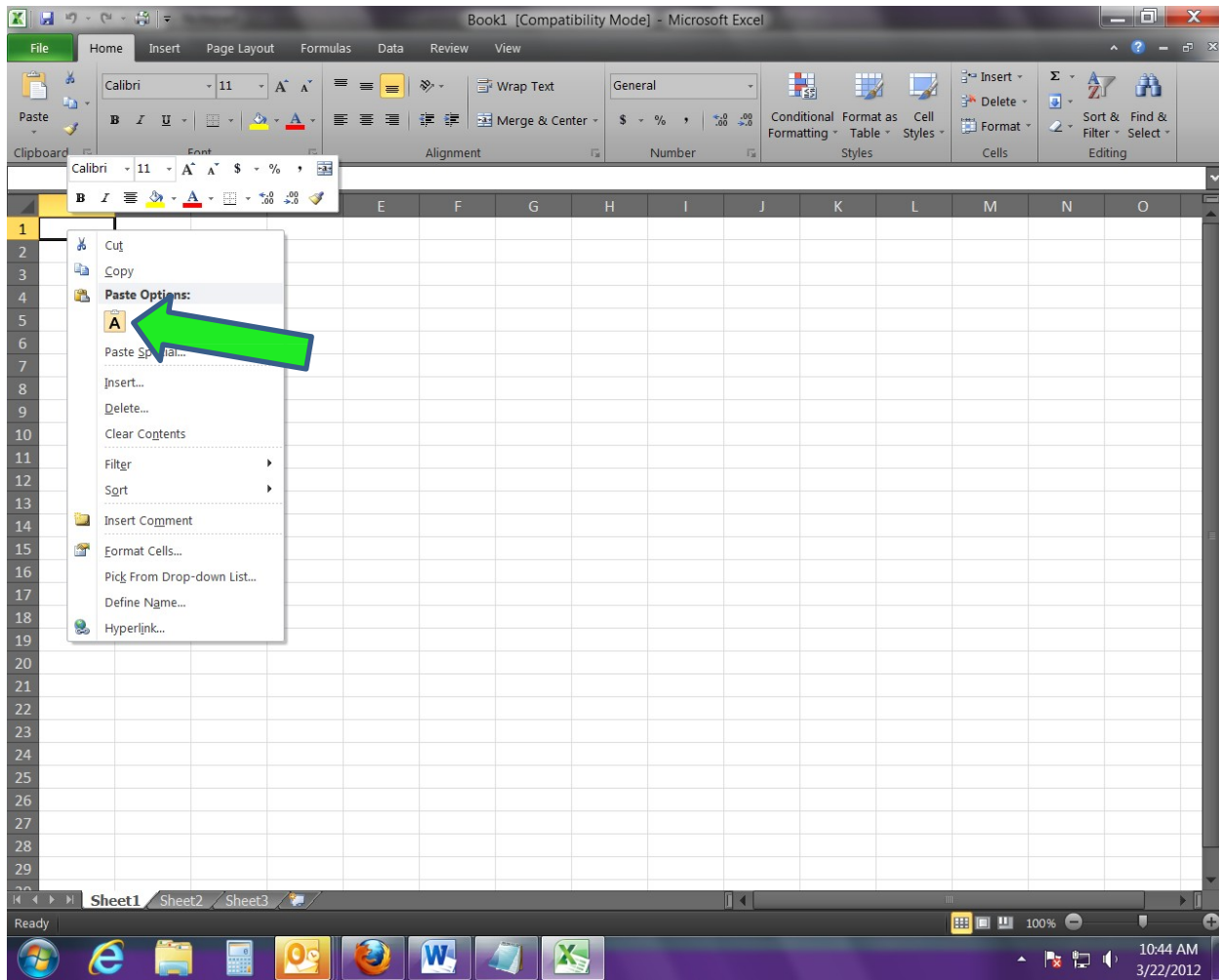
Then, click on Copy.



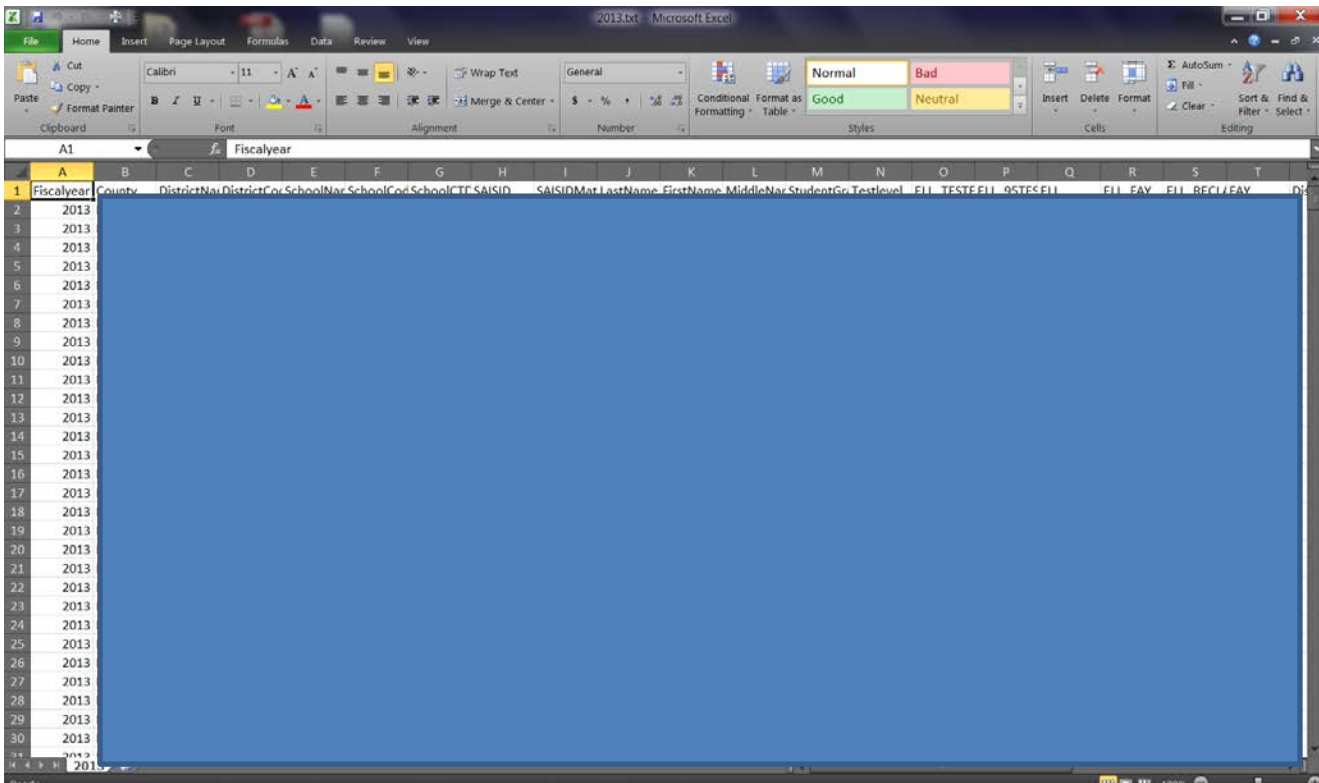
Open a blank Excel document, right-click on the first cell (A1).



Click on Paste in the dropdown menu.



The Excel document will then show all the data in the text file.



To exit the Download Testing Data application, click on the Common Logon button.

Arizona Department of Education

Home Common Logon

Home : Download AZ LEARNS/AYP (NCLB) Welcome Aleks Kadjevic

Download

This feature allows users to download student level data in a tab-delimited file. Select the Fiscal Year, Test Type and Entity to download.

If you believe that there are data issues contact ADE by e-mailing achieve@azed.gov.

Download Options

Fiscal Year

Test Type Spring Fall AIMS-A Norm-Referenced Results

District

School Please choose a District first

Download

Norm-Referenced Tests
Stanford 9 (2004)
TerraNova (2005-2009)
Stanford 10 (2010-present)

This will take you back to the Common Logon log in page.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOG

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

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If you have any questions or suggestions regarding this guide, or require additional assistance, please feel free to contact Accountability at 602-542-5151 or via email: Achieve@azed.gov.

