

School Finance Fridays



Introduction to Student Data Collection

School Finance

November 2019



Agenda

- Contact & Website Information
- Systems
- Data Collection
- Instructional Calendars
- AzEDS Process & Reports
- Troubleshooting



Resources & Contact Us

School Finance

- (602) 542-5695
- SchoolFinance@azed.gov
- <http://www.azed.gov/finance/>

SF Account Analysts

- SFAlystTeam@azed.gov
- Student Data
- School District Employee Report
- Instructional Calendars
- Transportation Reporting
- 915s

SF Payments Team

- SFPaymentTeam@azed.gov
- APOR
- CHAR
- CSF
- IIF

SF Budget Team

- SFBudgetTeam@azed.gov
- Expenditure Budgets
- Annual Financial Reports
- BUDG25, BUDG75, BUDGAGD

ADEConnect

- AzEDS Portal: ADM20, SPED20, ELL20 and other AzEDS Reports
- SF Finance Systems: Classroom Site Fund; Instructional Improvement Fund
- <https://home.azed.gov/Portal/>



How to Access Information

www.azed.gov/finance

- Knowledge Center
 - Training Videos
 - Targeted Webinars
 - In-person Trainings
 - Instruction Guides
- School Finance Memos
- Hot Topics
- SFAnalystTeam@azed.gov



Hot Topics

www.azed.gov/finance



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[CONTACT US](#)

School Finance

About School Finance

School Finance processes state funded payments for Local Education Agencies (LEAs). We provide the highest level of customer service to ensure payments are dispersed timely and accurately by analyzing data, producing reports, managing budget capacity, interpreting education statutes, communicating procedural requirements, and managing deadlines for every LEA.



[2020 Data Deadlines](#)

[▶ Previous Hot Topics](#)

[▶ Frequent Links](#)

10 Most Recent Hot Topics

Hot Topics

[FY2020 Results-Based Funding Calculations](#) (November 5, 2019)

[FY2020 BUDG25 Verification Letters \(December Revision Alerts\) & November BUDG25 Reports Posted](#) (November 1, 2019)

[FY2020 November Payment Reports](#) (October 29, 2019)

[New School Finance Friday Webinar Model](#) (October 28, 2019)

[New Integrity Rules in Production](#) (October 24, 2019)

[FY2020 Early Literacy Payment](#) (October 3, 2019)

[October FY 2020 BUDG25 Report has been posted](#) (September 27, 2019)



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KNOWLEDGE

Published: January 2015

Transportation Routes

It's that time of year again for districts to submit their transportation routes data to ADE. In accordance with A.R.S. §15-922, transportation routes data must be submitted to ADE within 12 business days of the district's 100th day.

Transportation Routes data must be submitted via Common Logon on the ADE web site.

The School Finance Account Analyst can assist you with any questions that you may have and may be reached via email at SFAnalystTeam@azed.gov.

ADE

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EXTERNAL RESOURCES

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Categories

- Hot Topics (565)
 - Budget Hot Topics (137)
- Data Hot Topics (98)
 - School Finance Fridays (40)





Systems

Systems Used for Data Collection

- Student Information System – SIS
 - This is the software used by a school or district to collect and manage student information.
 - These systems are used to house, format, and submit data to ADE.
- AzEDS
 - Arizona Education Data Standards
 - AzEDS is Arizona's system used to collect, compile, maintain, and report student level data for all students attending public educational institutions.



Vendors

The following vendors/organizations offer student information systems capable of submitting data to ADE via the AzEDS system based on our certification process.

SIS Vendors (SIS name) Certified on AzEDS 5.0 for FY2020:

- Arizona Dept. of Juvenile Corrections (AZDJC)
- BocaVox (Maestro)
- Edupoint (Synergy)
- HANE Solutions (SchoolDex)
- Infinite Campus (Infinite Campus)
- JupiterEd (JupiterEd)
- Mesa Distance Learning Program (MDLP)
- Pearson (Connexus)
- PowerSchool (PowerSchool)
- Strongmind (Strongmind)
- Tyler Technologies (Schoolmaster)
- Tyler Technologies (Tyler SIS v10)
- MediaNet Solutions (e-IEP PRO)





Data Collection

What Data is Collected?

- Student Membership/Program Data
- Instructional Calendars
- Teacher/Course Data
- Staff Data
- Transportation Data



Data Used for Payment

- Student membership/program data submitted to AzEDS
 - The first 100 membership days of their school's instructional calendar divided by 100 (most students)
- Payments system data submitted to Common Logon
 - Staff data (SDER)
 - Transportation data (districts only)





Instructional Calendars

Instructional Calendar

- Every school district and charter district is required to establish and submit an instructional calendar to AzEDS for each school in each school year.
- The instructional calendar must be certified and pass Integrity before any student detail information can be processed through the Integrity and ADM Calculation Engine (ACE) in AzEDS.



Instructional Calendar

View Calendar



Fiscal Year	2020	Local Education Agency	Chandler Unified District #80 (070280000 - 4242)
Calendar Code	4242-5127-5DayAllGrades-3417	School	Chandler High School (070280202 - 5127)
Calendar Type	5-Day calendar for all grades		

Calendar View [Pre-Integrity vs Post-Integrity Comparison](#)

- ☒ Show Pre-Integrity Calendar data
- ☐ Show Post-Integrity Calendar data

Declared Begin Date	07/23/2019	Declared Instructional Days	180
Declared End Date	05/28/2020	Submitted Instructional Days	180
		Submitted Non-Instructional Days	131

July 2019	August 2019	September 2019	October 2019	November 2019	December 2019
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
January 2020	February 2020	March 2020	April 2020	May 2020	June 2020
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

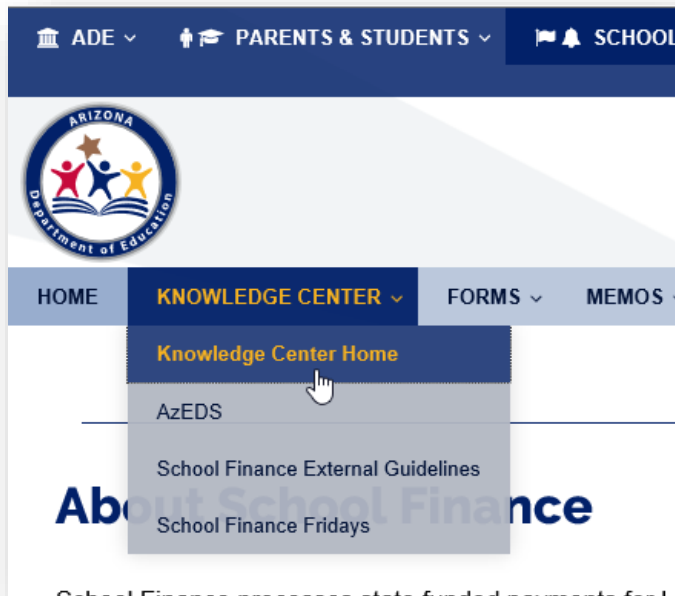
Legend

First Day of School Declared	10	First Day of School Declared + Instructional day Submitted	10	Instructional Day	10	Non Instructional Day	10	Submitted Weekend	10	Submission Missing	10	Sub. Invalid	10
Last Day of School Declared	10	Last Day of School Declared + Instructional day Submitted	10	Holiday	10	Winter break	10	Fall break	10	Spring break	10	Multiple Events	10



Calendar Integrity Reference Guide

<http://www.azed.gov/finance/knowledge-center/>



Knowledge Center

References

[School Finance External Guidelines](#)

[Due Dates](#)

Instruction Guides

[Guidelines for Requesting Prior Year Corrections to State Aid or Budget Capacity \(ARS § 15-915\)](#)

[LEA Calendar Application User Manual – FY17 & FY18](#)

[SAIS Online Users Guide](#)

System Documentation

[AzEDS](#)

[AzEDS Calendar Integrity Reference Guide](#)



Integrity Reference Guide

Calendar Integrity Reference Guide

This guide is designed to assist Data Coordinators in successfully submitting calendar data to the Arizona Education Data Standards (AzEDS) system.



Calendar Modification

Before 8/31:

- AzEDS Portal

After 8/31: <http://www.azed.gov/finance/azeds/>



ARIZONA DEPARTMENT OF EDUCATION AzEDS Calendar Access Request Form



All requests for calendar revisions after August 31 should be emailed to SFAlystTeam@azed.gov by an authorized individual. Once received, School Finance will review your request and will open a window for you to submit changes to the AzEDS Calendar Application Program Interface (API) via your Student Information System (SIS).

District or Charter District Name:

District Entity ID:

Choose Option A, B, or C below:

☐

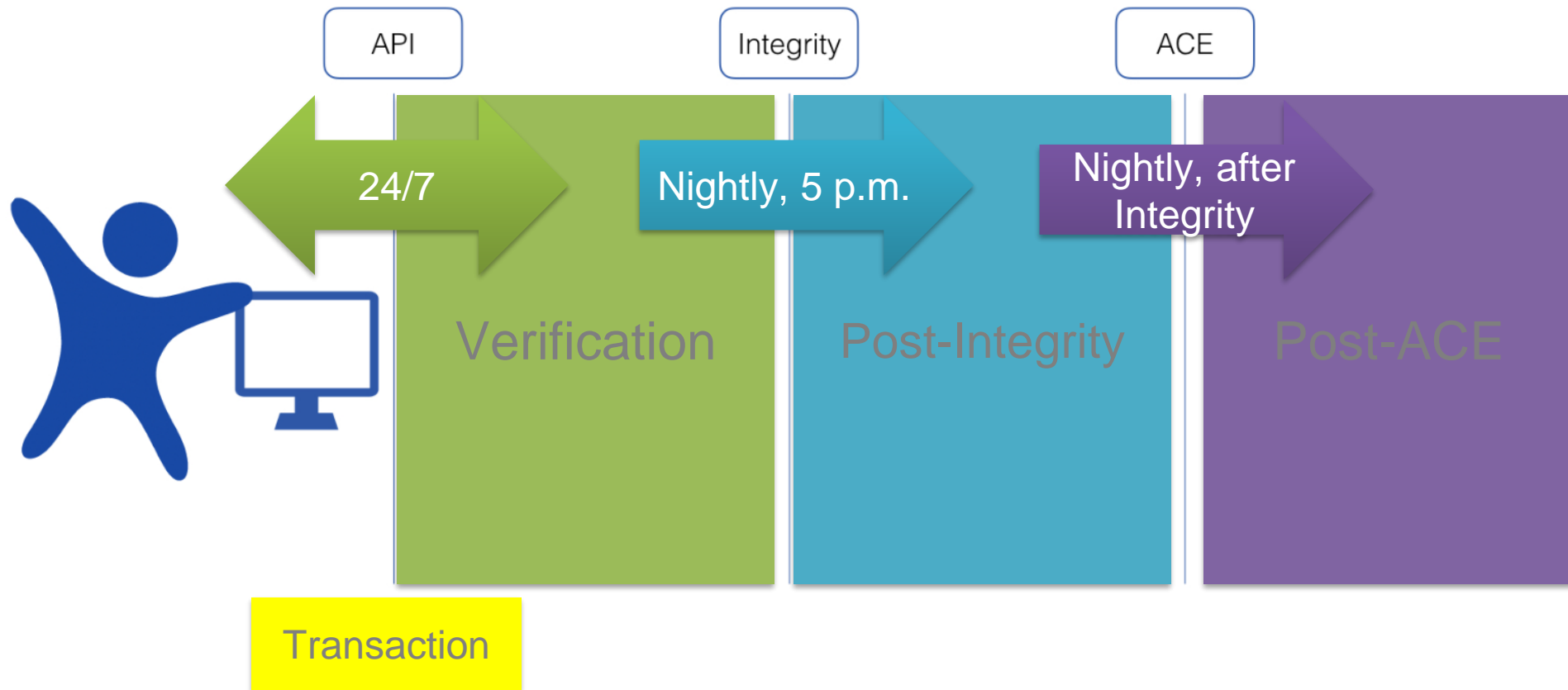
Option A: Request access to revise **ALL** calendars with the **SAME** date change. This option will allow your SIS to submit an event descriptor change for **ALL** calendars within your district.

Dates to change for ALL calendars:	Reason for Change: (select option or "Other" and type reason)
	▼
	▼
	▼

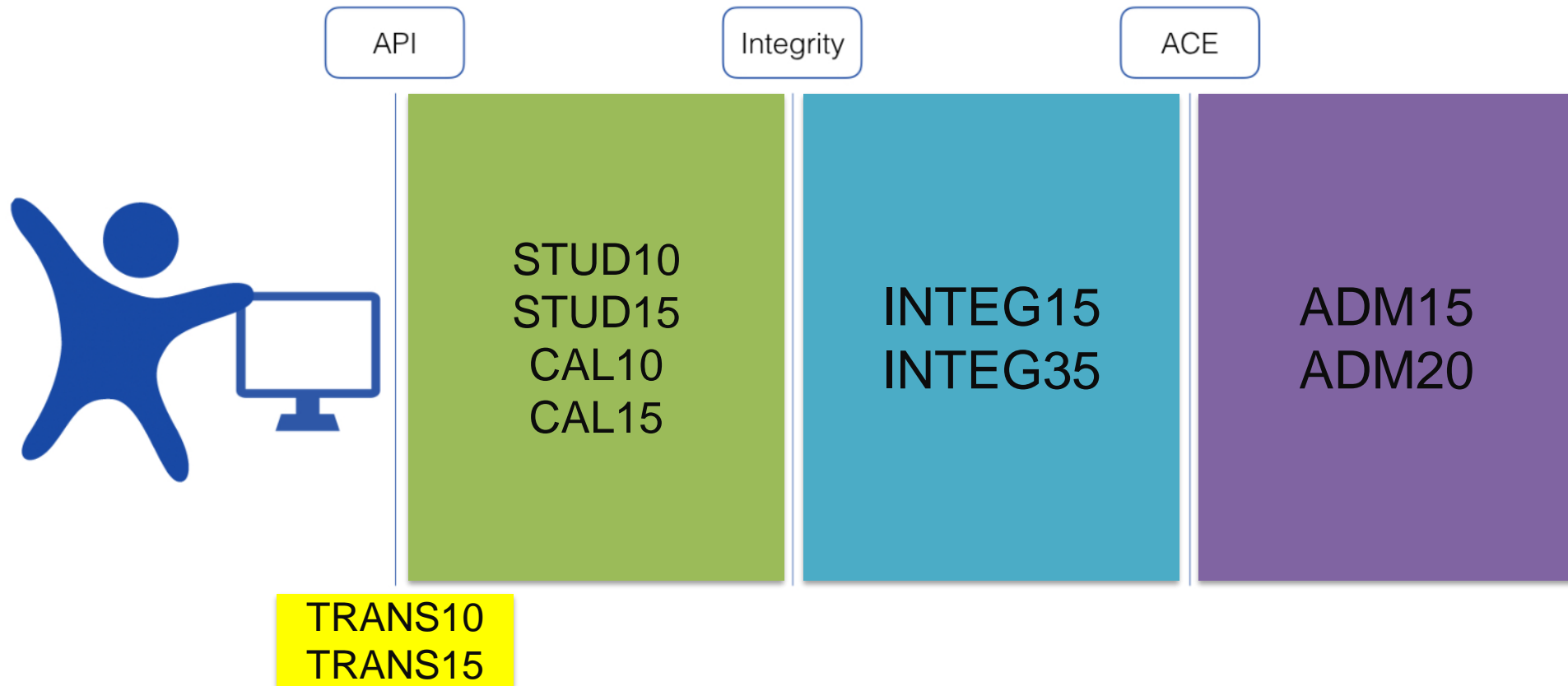


AzEDS Process & Reports


Processes in AzEDS



Know the Source



AzEDS Reports Location



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ADEConnect

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ESS Applications are now accessed in the ESS Portal

[Hide All]

[-] Arizona Department of Education - 79275 

-  **ADE Motor Pool Reservation System**
-  **AZDash ?**
 - AzEDS Identity ?**
 - AzEDS Identity UAT**
 - AzEDS Portal**
 - AzEDS Portal UAT**
 - Charter Estimated Counts**
 - Cutoff Maintenance**
 - EOS Portal**
-  **Event Management System (EMS)**
-  **HR Administration**

New Applications [Hide]

- [+] AZDash**
- [+] HR Administration**
- [+] Certification Portal**
- [+] ADE Motor Pool Reservation System**
- [+] Event Management System (EMS)**
- [+] LEA Calendar**
- [+] SaisOnline**
- [+] Student Detail Data Interchange**
- [+] Student Detail Reports**
- [+] Student Detail Transaction History**
- [+] Student Details Split and Merge**
- [+] ESA Expense Report Portal**

<https://home.azed.gov/PublicSite/>

AzEDS Portal

<https://azeds.azed.gov/AzEDSPortal/SystemStatus>



System Status Dashboard Reports Student Analysis Split Merge 915 Admin Calendar

System Status

Fiscal Year:

2019

Local Education Agency:

4 Success Schools, LLC (81176)

REST API Status Available

Calendar Submission Unavailable

Integrity Status

Integrity Process	Start Date Time	End Date Time	Status
Accountability, Other	09/09/2018 9:50 PM	09/09/2018 10:17 PM	Completed
ADM	09/09/2018 7:31 PM	09/09/2018 9:22 PM	Completed
Calendar	09/09/2018 7:03 PM	09/09/2018 7:04 PM	Completed
ELL	09/09/2018 7:31 PM	09/09/2018 9:22 PM	Completed
Fed SPED	09/09/2018 9:40 PM	09/09/2018 9:43 PM	Completed
SPED	09/09/2018 7:31 PM	09/09/2018 9:22 PM	Completed
STC	09/09/2018 10:23 PM	09/09/2018 11:25 PM	Completed
Support Program	09/09/2018 9:45 PM	09/09/2018 9:47 PM	Completed

ACE Status

ACE Process	Start Date Time	End Date Time	Status
ADM	09/09/2018 9:29 PM	09/09/2018 9:36 PM	Completed
ELL	09/09/2018 9:29 PM	09/09/2018 9:36 PM	Completed
SPED	09/09/2018 9:29 PM	09/09/2018 9:36 PM	Completed



AzEDS Reports



System Status Dashboard Reports

Reports

Student Detail

TRANS10 - Data Transmission Summary Report
TRANS15 - Data Transmission Detail Report
STUD10 - Student Data Verification Report
INTEG15 - Student Data Integrity Report
STUD72 - Student Membership Information by DOA / DOR Report
STUD74 - Student Excessive Absence Report
STUD15 - Student Data Verification Detail Report
DRP10 - Dropout Recovery Program Data Verification Report
ABSATT10 - Absence / Attendance Minutes Verification Report

Accountability

English Language Learner

Special Education

Student-Teacher-Course Connection

Support Program

ADM

ADM15 - Student Adjusted ADM Report
ADM20 - Summary Adjusted ADM Report
ACE15 - ACE Errors
SPED20 - Special Education Program Summary ADM Report
ELL20 - English Language Learner Average Daily Membership
LMTADM25 - Limited ADM Membership Interval Report

Calendar

Reports used to reconcile Student Data and ADM:

TRANS10 – Data Transmission Summary Report

TRANS15 – Data Transmission Detail Report

STUD10 - Student Data Verification Report

STUD15 - Student Data Verification Detail Report

INTEG15 - Integrity Status Report

INTEG35 – School Calendar Integrity Report

ADM15 - Student Adjusted ADM Report

ADM20 – Summary Adjusted ADM Report



TRANS10

This report provides a summary count of successful and failed transaction data that has been submitted to ADE. This report may only be run in a maximum of 3 day increments.

TRANS10 - Data Transmission Summary Report ⓘ

This report provides a summary count of successful and failed transaction data that has been submitted to ADE. Limit the date range and number of schools so that the report will return in a timely manner.

School(s):

Start Date:

Days To Run:

Page Breaks between Schools: ☒

[View Report](#)

TRANS10	Mesa Unified District (4235)	CTDS: 07-02-04-000		
Fiscal Year: 2020	Data Transmission Summary Report	Page: 1 of 1		
School Year: 2019 - 2020	Date Range: 10/31/2019 - 11/2/2019	Report Date: 10/31/2019 02:33 PM		
School Name	School CTDS	Transmission Date	Successful Transmission	Failed Transmission
LEA Name	LEA CTDS	Transmission Date	Successful Transmission	Failed Transmission
Mesa Unified District (4235)	07-02-04-000	10/31/2019	13	5
Transmission Date			Successful Transmission	Failed Transmission
10/31/2019			13	5
Total Records			13	5



TRANS10 QRG

<https://www.azed.gov/aelas/azeds/reference/>

TRANS10 – Data Transmission Summary Report



The TRANS10 report provides a pre-integrity summary of items sent to ADE and whether those items successfully or unsuccessfully landed in the database. Detail inspection of those transmissions has been moved into the [TRANS15](#) Data Transmission Detail report.

Both reports are intended for Data Coordinators, Data Analysts, IT staff, or anyone who performs troubleshooting.

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

The screenshot shows the TRANS10 - Data Transmission Summary Report interface. At the top right, there are two dropdown menus: 'Fiscal Year' (set to 2017) and 'Local Education Agency' (set to 'Select an Option'). A yellow arrow labeled '1' points to these menus. Below the note, the report title 'TRANS10 - Data Transmission Summary Report' is displayed. A description states: 'This report provides a summary count of successful and failed transaction data that has been submitted to ADE. Limit the date range and number of schools so that the report will return in a timely manner.' Below this, there are three input fields: 'School(s):' with a dropdown menu (labeled '1'), 'Start Date:' with a text box, and 'Days To Run:' with a dropdown menu (set to 3). A checkbox labeled 'Page Breaks between Schools:' is checked. At the bottom right, there is a blue 'View Report' button (labeled '2'). A yellow arrow labeled '3' points to the right side of the report area.

(1) Reporting Parameters: Users must choose a **School** from the drop-down menu.

- **Start** and **End** dates can be selected from the calendar that becomes visible by clicking in the date fields. It is highly recommended to run the report for smaller time frames to improve performance.

TRANS15

TRANS15 - Data Transmission Detail Report

This report provides the details of successful and failed transaction data that has been submitted to ADE. Limit the date range, number of schools, and number of resource types so that the report will return in a timely manner.

School(s):
Start Date:
Days To Run:
Resource Type:

Transaction Status:

[View Report](#)

TRANS15

Fiscal Year: 2015

School Year: 2014 - 2015

Unified District

Data Transmission Detail Report

Date Range: 7/1/2015 - 11/30/2015

CTDS: 00-00-00-000

Page: 19 of 24

Report Date: 11/25/2015 10:49 AM

8

LEA / School Name	LEA / School CTDS	Submission Date	Request Method	Resource Type	ID	Data Submitted
Unified District	00-00-00-000	05/17/2015	Add/Change	students	200	{ "studentUniqueId": "00000000", "personalTitlePrefix": "Mrs", "firstName": "Bree", "lastName": "Thuman19", "sexType": "female", "birthDate": "1999-08-21", "cityofBirth": "Phoenix", "birthCountryCodeType": "UNITED STATES", "birthStateAbbreviationType": "AZ", "hispanicLatinoEthnicity": "False", "EconomicDisadvantaged": "False", "schoolFoodServicesEligibilityDescriptor": "01", "LimitedEnglishProficiencyDescriptor": "01", "primaryNightTimeResidenceDescriptor": "1", "TribalName": "Tester", "identificationCodes": [{ "studentIdentificationSystemType": "District", "assigningOrganizationIdentificationCode": "4242", "identificationCode": "00000000" }], "languages": [{ "languageDescriptor": "01" }], "OtherNames": [{ "OtherNameType": "Nickname", "FirstName": "BreeFontain", "lastName": "Thuman" }], "races": [{ "raceType": "American Indian - Alaskan Native" }] }
Unified District	00-00-00-000	05/01/2015	Add/Change	parents	201	{ "parentUniqueId": "00000000", "personalTitlePrefix": "Mr", "firstName": "Gerald", "lastName": "Dean", "sexType": "male", "ResponsibleParty": "True" }
Unified District	00-00-00-000	05/12/2015	Add/Change	classPeriods	403	{ "id": null, "schoolReference": { "schoolId": 00000, "link": { "rel": "School", "href": "/schools?schoolId=00000" } }, "name": "CastleRock001", "_etag": null }
Unified District	00-00-00-000	05/12/2015	Delete	students	409	Please Contact your SIS vendor for details. Reference GUID: 43E16299-9855-40A7-8BEB-5374DABE8396
Unified District	00-00-00-000	05/14/2015	Add/Change	studentNeeds	201	{ "reportingEducationOrganizationReference": { "educationOrganizationId": 0000 }, "studentReference": { "studentUniqueId": "00000000", "descriptor": "SID", "entryDate": "08-11-2014", "exitDate": null, "primaryStudentNeedIndicator": "True" }
Unified District	00-00-00-000	05/12/2015	Add/Change	locations	201	{ "id": null, "schoolReference": { "schoolId": 0000, "link": { "rel": "School", "href": "/schools?schoolId=0000" } }, "classroomIdentificationCode": "CIC101", "maximumNumberOfSeats": "56", "optimalNumberOfSeats": "56", "_etag": null }



TRANS15 QRG

<https://www.azed.gov/aelas/azeds/reference/>

ADE Quick Reference Guides AzEDS Reports



TRANS15 — Data Transmission Detail Report

The TRANS15 enables filtering, printing and exporting. This report is intended for Data Coordinators, Data Analysts, IT staff, or anyone who performs AzEDS data submission troubleshooting.

Note: The TRANS15 only displays data collected by ADE, unlike the TRANS10, which displays all transactions. This may cause a discrepancy between numbers on the two reports.

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

The screenshot shows the 'TRANS15 - Data Transmission Detail Report' form. At the top right, there are two dropdown menus: 'Fiscal Year' (set to 2017) and 'Local Education Agency' (set to 'Select an Option'). A yellow arrow with the number '1' points to these fields. Below the note, the form title 'TRANS15 - Data Transmission Detail Report' is followed by a brief description: 'This report provides the details of successful and failed transaction data that has been submitted to ADE. Limit the date range, number of schools, and number of resource types so that the report will return in a timely manner.' A yellow arrow with the number '3' points to the right side of the form. On the left side, a yellow arrow with the number '1' points to the 'School(s):' dropdown menu. Below it are 'Start Date:', 'Days To Run: 3', 'Resource Type: All', and 'Transaction Status: All'. A yellow arrow with the number '2' points to the 'View Report' button at the bottom center.

(1) Reporting Parameters: In order to generate the report enter the following parameters, which correspond to the fields in the image above:

Troubleshooting

- Failed Transactions
 - TRANS10
 - Vendor
- Review Individual Transactions
 - TRANS15
 - 4XX or 5XX
 - Vendor
- Contact SFAnalystTeam@azed.gov



Thank You

Please email questions regarding the topics reviewed in this video to
SFAlystTeam@azed.gov.

