

ADM and Student Data

AASBO Summer Conference
2021

Presented by
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Agenda

ADM and Student Data
AASBO Summer Conference
2021

- Housekeeping
- Review of the AzEDS Process
- Integrity Rules
- ADM Reports
- ADM Payments Reports
- Tips for Reconciling Data

Resources

- ADEConnect is the system that is used to manage the applications for the data sent to ADE.
- Some of the data types sent to ADE include:
 - LEA Directory Information
 - LEA Contact Information
 - Student Data
 - Grants Management
 - Staff/Teacher Certification
 - Health and Nutrition

The screenshot shows the Arizona Department of Education website. At the top, there is a navigation bar with the department logo, a search icon, and links for COVID-19, Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect. Below the navigation bar is a breadcrumb trail: Home / School & Student Data. The main heading is "School & Student Data". A paragraph below the heading states: "Our agency is committed to supporting schools and local education agencies in managing, reporting, and addressing student data. This page provides frequently accessed links, resources, forms, and data sets across our agency that are used by district and charter data coordinators, registrars, administrators, district test coordinators, and program directors. Please visit each of these program's individual pages for additional information." Below this text are six red-bordered boxes, each representing a category of resources:

- School Finance**
 - Budgets/AFRs
 - Impact Aid
 - State Aid Payments
 - Reconciling Calendars
 - State Payment Reports
 - Submit a 15-915
 - Submitting Calendars
 - Submitting/Reconciling AzEDS Membership Data
- Accountability**
 - Alternative School Status
 - Annual Public Data Sets
 - Withdrawal Codes & Official Notice of Pupil Withdrawal
 - School Report Cards
 - State Accountability
- Data Governance**
 - Family Educational Rights and Privacy Act (FERPA)
 - Public Data Sets
 - Submit a Data Request
- Exceptional Student Services**
 - FY21 Data Reporting Updates
 - AzEDS SPED Codes
 - ASDB Reporting
 - Oct 1 Historical Data
 - Post School Outcomes
- Assessment**
 - Accommodation Manual
 - AZELLA Reports
 - Menu of Assessments - Cut Scores
 - Technical and Legal Resources
 - Testing Calendar
- AzEDS**
 - AzEDS Home
 - AzEDS Reference
 - AzEDS for Developers

ADEConnect Roles

- The assigned Entity Administrator (EA) will add and assign ADE Connect roles which give access to applications.
- The EA must assign the following roles/permissions to staff within your charter or district to access ADM data:

<input checked="" type="checkbox"/>	AzEDS Data Coordinator - ADM Reports	ADEConnect	No	Access to: AzEDS Portal Status Page AzEDS Identity Search - can search for an AzEDS Student Identity AzEDS ADM Reports (ADM15)
<input checked="" type="checkbox"/>	AzEDS Data Coordinator - Base Reports	ADEConnect	No	Provides access to the following reports:• Transmission Detail Report (TRANS10)• Student Data Verification report (STUD10)• Staff Data Verification report (STAFF10)• Course Data Verification report (CRS10)• Integrity Report (INTEG15)• Access to the AzEDS Identity application (for searching student state ID numbers)Users already assigned the AzEDS Data Coordinator role will automatically transition to this role

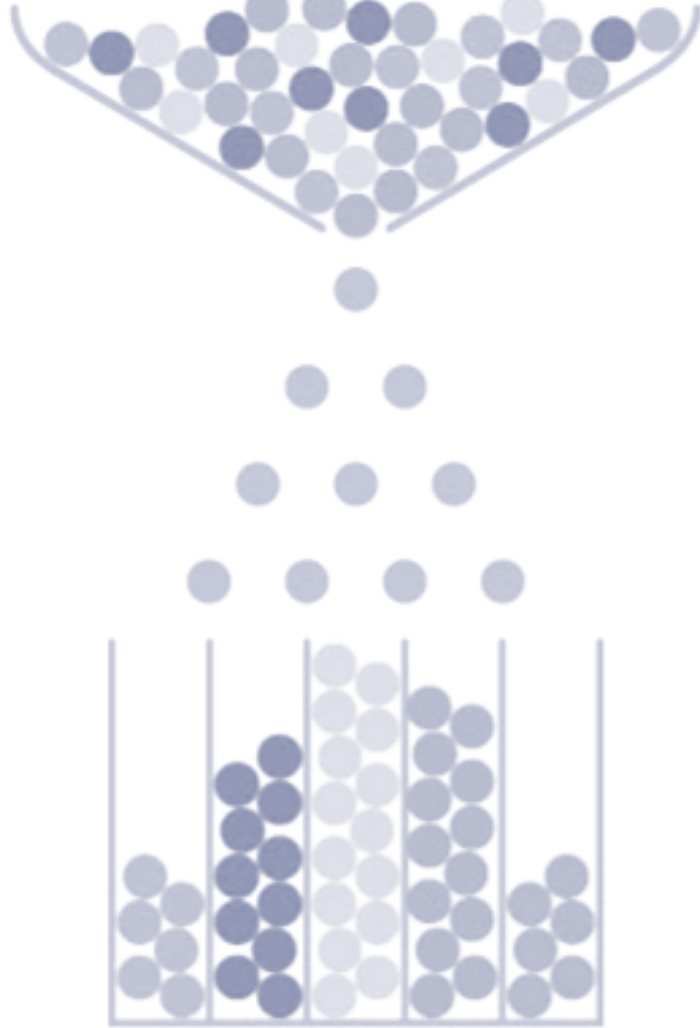
Key Terms

- **Average Daily Membership (ADM)** - Membership days during the first 100 instructional days. This value is divided by days in the reporting period. (40th day and 100th day)
- **Arizona Online Instruction (AOI) ADM** - Average daily reported minutes divided by annual required instructional minutes by grade as defined in A.R.S. § 15-808.
- **Student Counts** – The ADM value for current year and the amount that is to be used for consideration of monthly payment.

AzEDs Process

Student Data to AzEDS Reports

What is AzEDS?



Arizona Education Data Standards (AzEDS)

AzEDS is a data collection system using data standardization

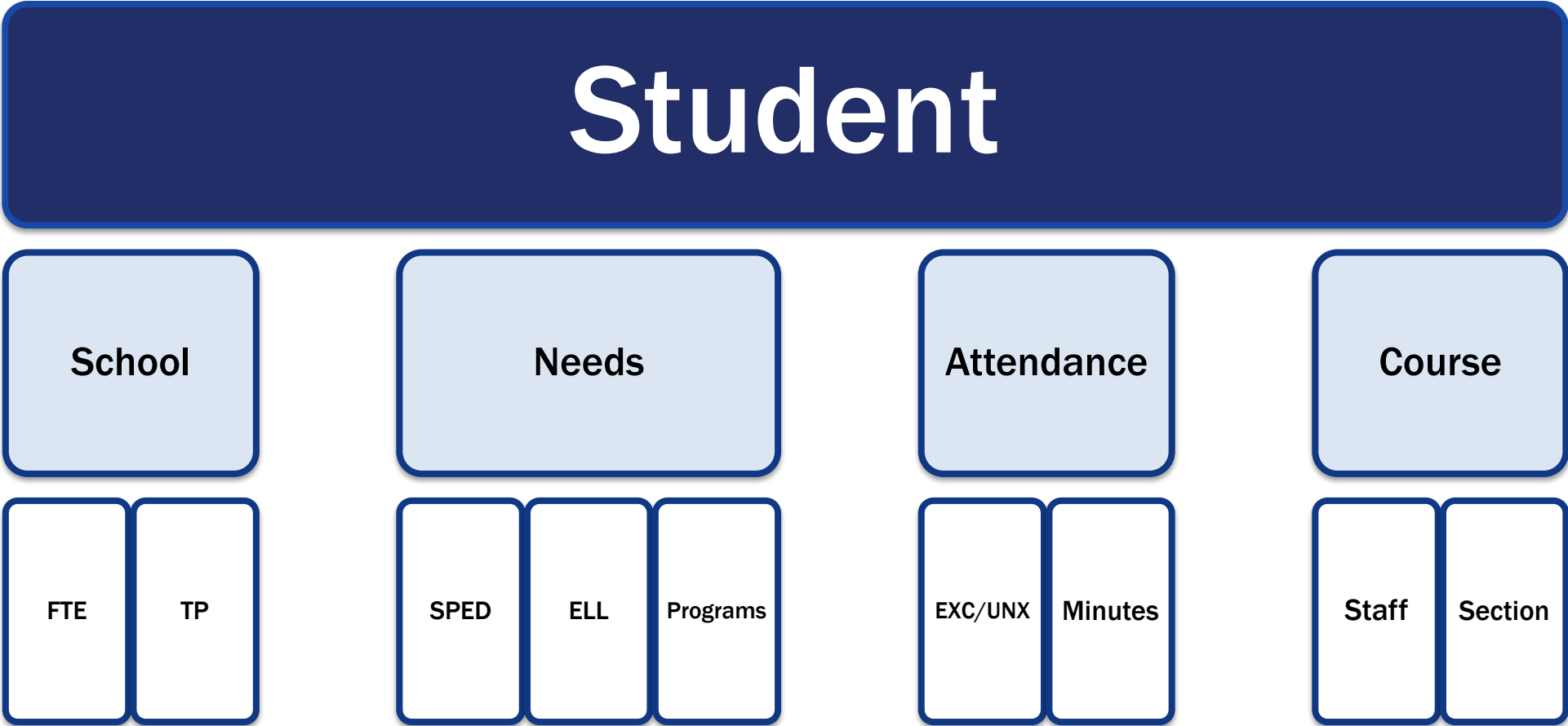
- **What is a data standard?**

A data standard defines rules for how data should be formatted and exchanged between systems.

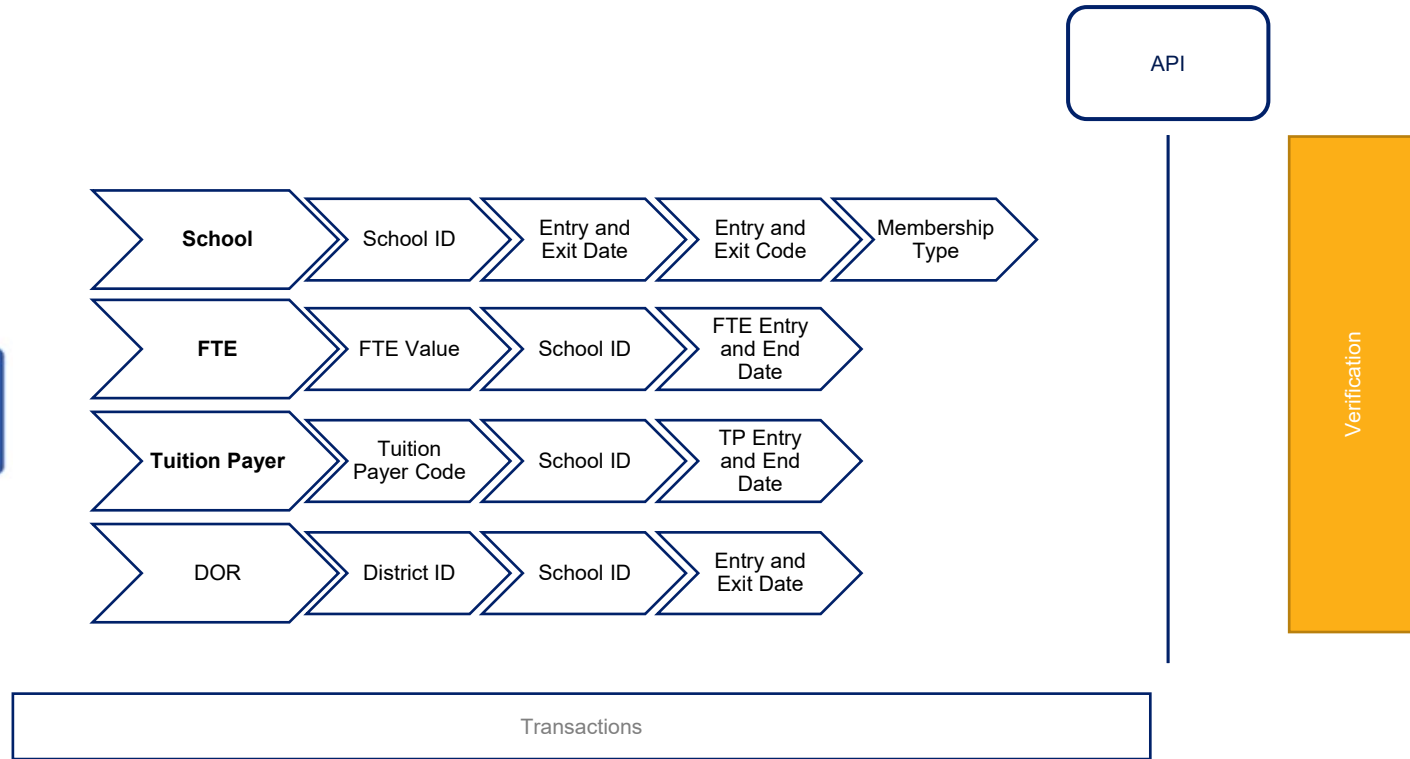
- **The Ed-Fi Standard**

The Ed-Fi Data Standard is the set of rules for the collection, management, and organization of educational data that allows multiple systems to share their information in a seamless, actionable way.

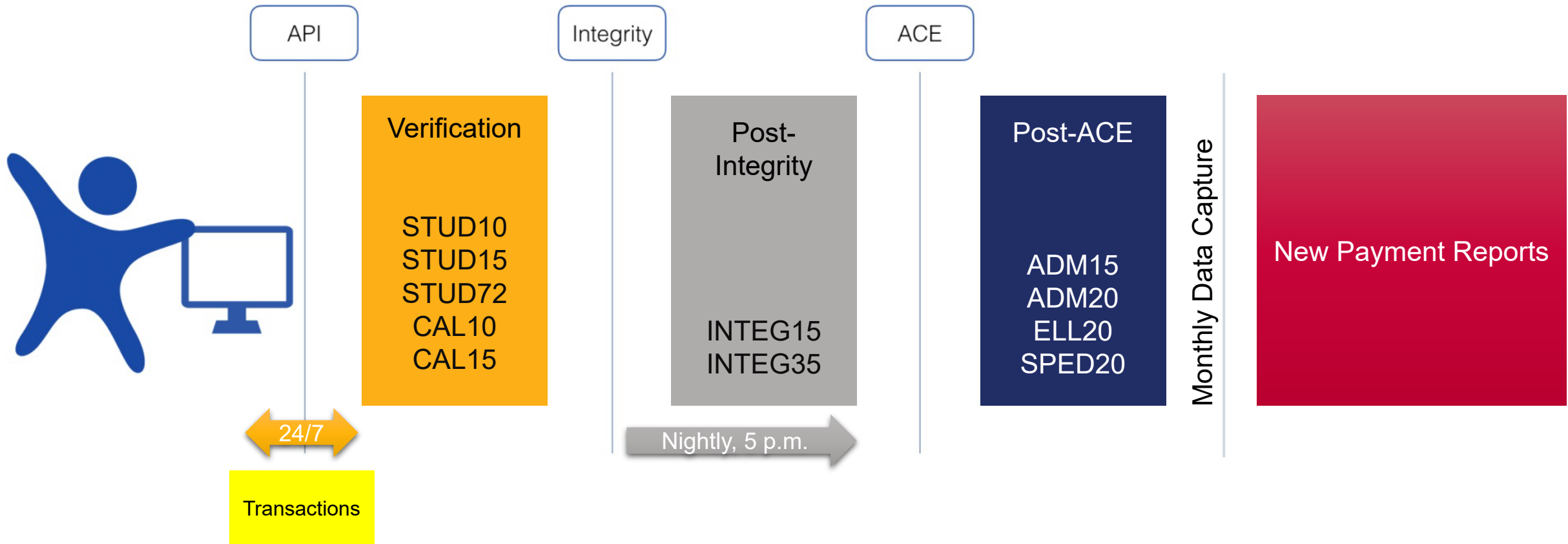
AzEDS Tables



Transactions to AzEDS



AzEDS Data Processing Map



Integrity Rules

Top Errors and New Rules

Integrity Rules

Rule App	Title	ADM Eligibility
10000	Membership	YES
20000	Accountability	YES
21000	Accountability	
30000	ELL	YES
40000	SPED	YES
50000	Support Programs	
60000	STC	
80000	DRP	YES
90000	Calendar	YES

Integrity Rule Reference: <https://www.azed.gov/information-technology/azeds/reference>

Rule -10134

- **Description: If a student reported with ASDB enrollment does not have a SPED program, then report the discrepancy as an error.**
- Message: Students attending ASDB must be reported with a SPED Least Restrictive Environment (LRE).
- This rule was promoted to production on 4/27.

Rule -10135

- **Description: If the student from grade PS - 8 is submitted with a grad code, then report the discrepancy as an error.**
- Message: An elementary school student may not be graduated. Please review the exit code for the membership and submit a grade appropriate exit code.
- This rule was pushed to production in May.
- <https://www.azed.gov/accountability-research/resources>

Rule -10136

- **Description: If a student has overlapping enrollments submitted at the same school within a given year, then report the discrepancy as an error.**
- Message: An individual student may not have overlapping enrollments submitted at the same school within a given year.
- This rule was pushed to production in May.

Average Daily Membership

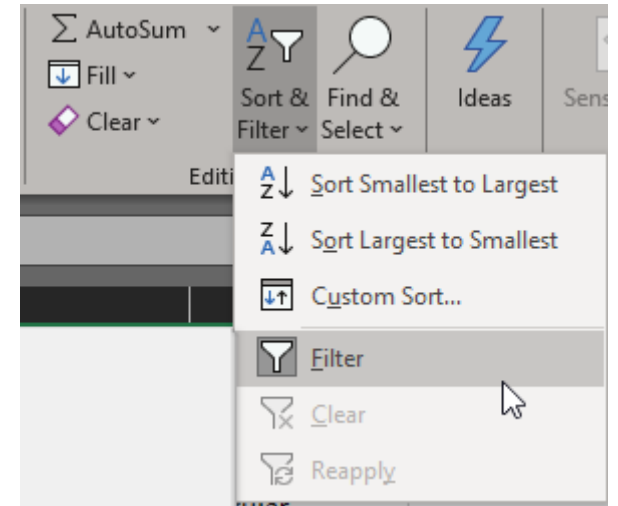
ADM and Payments Reports

Removing 40th Day

- Legacy system has reporting periods 40th day (1-40) and 100th day (41-100) – funding was the sum of these periods.
- New payment system has 40th day (1-40) and 100th day (1-100) – funding is strictly based on 100th day (1-100).
- Removing 40th day to limit days 1-100 improves the accuracy of the ADM.
- 200th day limiting continues to be for days 101-200. A 200-day LEA will need to sum for days 1-100 and 101-200.
- Reconciling ADM between 200 day and traditional calendars (first 100 days) is on School Finance's IT roadmap.

ADM15

- Use Filter on Excel Spreadsheet to select
 - ADMType for “Regular” (Column B)
 - FundableInterval Type to “Fundable” (Column W)
- ReportingPeriodName (Column U)
 - 40th Day
 - 1-100 day
- LimitedMembershipDays (Column AD)
 - Sum of LimitedMembershipDays divided by 100



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Execution	ADMType	Fisc	Dist	Dist	Dist	Dist	Sch	Sch	ADM	Stat	La	Fi	Birt	Mei	Spe	Gra	Mei	Mei	ReportingPeriodName	Homebou	FundableInterval	FundingTy	Members	Members	DaysEnrol	Members	Members	LimitedMembershipDays	
25457	Regular	###	07/	###	Aca	###	Aca	###	Aca	B&M	###	Ag	Isa	###	Main	KG	###	###	40th day	FALSE	Fundable	Regular	8/6/2020	#####	40	1	20	20	
25457	Regular	###	07/	###	Aca	###	Aca	###	Aca	B&M	###	Ag	Isa	###	Main	KG	###	###	1-100 day	FALSE	Fundable	Regular	8/6/2020	#####	100	1	50	50	
25457	Regular	###	07/	###	Aca	###	Aca	###	Aca	B&M	###	Ba	Je	###	Main	KG	###	###	40th day	FALSE	Fundable	Regular	8/6/2020	#####	40	1	20	20	
25457	Regular	###	07/	###	Aca	###	Aca	###	Aca	B&M	###	Ba	Je	###	Main	KG	###	###	1-100 day	FALSE	Fundable	Regular	8/6/2020	#####	100	1	50	50	
25457	Regular	###	07/	###	Aca	###	Aca	###	Aca	B&M	###	Ba	Du	###	Main	KG	###	###	40th day	FALSE	Fundable	Regular	8/6/2020	#####	40	1	20	20	

Pivot Chart on ADM15

ADMTYPE	Regular
ReportingPeriodName	1-100 day
FundableInterval	Fundable
1	2758
2	3339
3	3941.009901
4	2951.828283
5	4305
6	5563
7	7440.630252
8	6971.339114
9	6197.33717
10	4188.238095
11	4080.889254
12	1909.525873
KG	1542
Grand Total	55187.79794
Grand Total / 100	551.8779794

PivotTable Fields

Choose fields to add to report:

Search

- FirstName
- BirthDate
- MembershipType
- SpecialEnrollment
- GradeLevel
- MembershipEntryDate
- MembershipExitDate
- ReportingPeriodName
- HomeboundStudent
- FundableInterval
- FundingType
- MembershipIntervalStartDate
- MembershipIntervalEndDate
- DaysEnrolledInPeriod

Drag fields between areas below:

Filters

- ADMTYPE
- ReportingPeriodName
- FundableInterval

Columns

Rows

- GradeLevel

Values

- Sum of LimitedMemb...

Defer Layout Update Update

ADM20 CTDS: ██████████

Fiscal Year: 2021 Page: 2 of 2

School Year: 2020 - 2021 Report Date: 07/15/2021 03:44 PM

Data Capture Date: 07/12/2021 7:09PM AggregationExecutionID: 25457

Regular ADM Summary Report IntegrityExecutionID: 25456

Actual 1-100th Day ADM							
Grade	NON AOI ADM	AOI Full-Time ADM	AOI Part-Time ADM	Dropout Recovery Program ADM	Grand Canyon Diploma Program ADM	Total	
						ADM	Cumulative
PS						0.0000	
KG	15.4200					15.4200	15.4200
1	27.5800					27.5800	43.0000
2	33.3900					33.3900	76.3900
3	39.4101					39.4101	115.8001
K-3	115.8001					115.8001	
4	29.5183					29.5183	145.3184
5	43.0500					43.0500	188.3684
6	55.6300					55.6300	243.9984
7	74.4063					74.4063	318.4047
8	69.7134					69.7134	388.1181
UE						0.0000	388.1181
K-8,UE	388.1181					388.1181	
9	61.9734					61.9734	450.0915
10	41.8824					41.8824	491.9739
11	40.8089					40.8089	532.7828
12	19.0953					19.0953	551.8781
9-12	163.7600					163.7600	
Grand Total	551.8781					551.8781	

ADM15A

ADM15A – Student Level ADM Report

This report shows student level memberships and ADM. It includes Regular, SPED and ELL data. This report allows a user to group or filter ACE data differently than the ADM15. This report will not be available as a PDF output. Contact School Finance (602-542-5695 - SFAnalystTeam@azed.gov) with any questions.

District: Data Capture Date: School(s): Grades(s):

of Residence
of Attendance
Submitted

District:

- **Of Residence:** students that reside with your district boundaries
- **Of Attendance:** students that reside within your district boundaries but attend a different district. Such as an elementary district sending students to the neighboring high school district
- **Submitted:** students that reside within the neighboring district but attend your district (student data is submitted by the neighboring district)
- **All:** shows all instances of enrollment

ADM20

- Summary of Limited Membership days for fundable students.
- Page 2 will show you 100th day values (Page 3 for 200-day calendar LEAs).
- This ADM value is locked after Data Capture day and is what is used for monthly payments.

Actual 1-100th Day ADM							
Grade	NON AOI ADM	AOI Full-Time ADM	AOI Part-Time ADM	Dropout Recovery Program ADM	Grand Canyon Diploma Program ADM	Total	
						ADM	Cumulative
PS	55.3100					55.3100	
KG	296.6428		37.8098			334.4526	334.4526
1	677.8369	4.1932	61.6310			743.6611	1,078.1137
2	706.0516	9.1533	64.1947			779.3996	1,857.5133
3	682.7456	4.3434	64.2156			751.3046	2,608.8179
K-3	2,363.2769	17.6899	227.8511			2,608.8179	
4	722.7161	3.1386	59.1762			785.0309	3,393.8488
5	819.0282	2.2172	65.0165			886.2619	4,280.1107
6	764.9751	1.9260	32.1489			799.0500	5,079.1607
7	815.5623	2.4257	36.7986			854.7866	5,933.9473
8	889.4972	4.6863	34.4328			928.6163	6,862.5636
UE						0.0000	6,862.5636
K-8,UE	6,375.0558	32.0837	455.4241			6,862.5636	
9	1,013.3826	0.4807	45.8444			1,059.7077	7,922.2713
10	861.7670	2.1146	54.5997			918.4813	8,840.7526
11	890.6271	0.8128	55.2862			946.7261	9,787.4787
12	890.1439	0.8648	50.7465			941.7552	10,729.2339
9-12	3,655.9206	4.2729	206.4768			3,866.6703	
Grand Total	10,086.2864	36.3566	661.9009			10,784.5439	

Payments Reports

FY2021 and Prior

- Student Counts – ADMS46-1 report will generate as a result of Data Push.
- Data Push is once a month, one day after posted Data Capture Day.

FY2022

- Data capture is once a month.
- ADM Lock Tool will allow for short timeframe for Ops Team to analyze ADM and work with the LEA to lock most appropriate ADM for monthly payment.

Payment Reports – FY20 and Prior

- ADMS46-1 report would generate as a result of Data Push.
- 46-1 will show 40th and 100th day Limited Membership ADM values.
- ADM grouped by NON-AOI, AOI FT and AOI PT.
- ADM grouped by grade.
- Add on ADM grouped.

40th ADM													
Grade	Non AOI		AOI FT		AOI PT		Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative		ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
*PS	191.650	191.650	0.000	0.000	0.000	0.000	9	3,307.893	3,307.893	0.000	0.000	0.528	0.528
KG	1,191.027	1,191.027	0.000	0.000	0.000	0.000	10	3,261.706	6,569.599	0.000	0.000	0.540	1.068
1	2,404.724	3,595.751	0.000	0.000	0.000	0.000	11	3,197.649	9,767.248	0.000	0.000	4.558	5.626
2	2,482.107	6,077.858	0.000	0.000	0.000	0.000	***12	3,103.033	12,870.281	0.395	0.395	21.254	26.880
**3	2,438.205	8,516.064	0.000	0.000	0.000	0.000	Name		Total	Non-AOI	AOI Full Time	AOI Part Time	
4	2,484.614	11,000.678	0.000	0.000	0.000	0.000	*Total PreSchool with Disabilities		191.650	191.650	0.000	0.000	
5	2,802.103	13,802.781	0.000	0.000	0.000	0.000	** Total K-3 Group B Add-On		8,516.064	8,516.064	0.000	0.000	
6	2,800.857	16,603.638	0.000	0.000	0.000	0.000	***Total K-UE		22,596.984	22,596.984	0.000	0.000	
7	3,045.885	19,649.523	0.000	0.000	0.000	0.000	****Total 9-12		12,897.556	12,870.281	0.395	26.880	
8	2,947.461	22,596.984	0.000	0.000	0.000	0.000	Total All Grades		35,686.190	35,658.915	0.395	26.880	
***UE	0.000	22,596.984	0.000	0.000	0.000	0.000							

100th ADM													
Grade	Non AOI		AOI FT		AOI PT		Grade	Non AOI		AOI FT		AOI PT	
	ADM	Cumulative	ADM	Cumulative	ADM	Cumulative		ADM	Cumulative	ADM	Cumulative	ADM	Cumulative
*PS	220.382	220.382	0.000	0.000	0.000	0.000	9	3,305.386	3,305.386	0.000	0.000	0.529	0.529
KG	1,195.054	1,195.054	0.000	0.000	0.000	0.000	10	3,247.166	6,552.552	0.000	0.000	0.557	1.086
1	2,415.558	3,610.612	0.000	0.000	0.000	0.000	11	3,178.374	9,730.926	0.000	0.000	4.552	5.638
2	2,493.881	6,104.493	0.000	0.000	0.000	0.000	***12	3,051.343	12,782.269	0.424	0.424	21.482	27.120
**3	2,443.530	8,548.023	0.000	0.000	0.000	0.000	Name		Total	Non-AOI	AOI Full Time	AOI Part Time	
4	2,494.618	11,042.641	0.000	0.000	0.000	0.000	*Total PreSchool with Disabilities		220.382	220.382	0.000	0.000	
5	2,807.482	13,850.123	0.000	0.000	0.000	0.000	** Total K-3 Group B Add-On		8,548.023	8,548.023	0.000	0.000	
6	2,810.991	16,661.114	0.000	0.000	0.000	0.000	***Total K-UE		22,653.001	22,653.001	0.000	0.000	
7	3,046.117	19,707.231	0.000	0.000	0.000	0.000	****Total 9-12		12,809.812	12,782.269	0.424	27.120	
8	2,945.770	22,653.001	0.000	0.000	0.000	0.000	Total All Grades		35,683.195	35,655.651	0.424	27.120	
***UE	0.000	22,653.001	0.000	0.000	0.000	0.000							

New Payment Reports

- New Payment Report/Student Count Reports to be revealed in AASBO Session at 2:30 today.

BSA 55-1
Fiscal Year: 2021

Aguila Elementary District (4249)
Basic Calculations For Equalization Assistance

CTDS: 07-03-63-000
Page 1 of 5

[AzEDS Execution Date: 04/05/2021 10:26PM](#)

ADM value used: FY 2021 100th Day Membership

Is Small Isolated School District: Not Isolated

Apportionment Date: 05/03/2021

Grade Levels	Non-AOI ADM	AOI-FT ADM	AOI-PT ADM	Support Level Weight	Non-AOI Weighted ADM	AOI-FT Weighted ADM	AOI-PT Weighted ADM
PSD	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
K-8,UE	131.3169	0.0000	0.0000	1.3886	182.3466	0.0000	0.0000
9-12	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Regular Education Unweighted ADM	131.3169	0.0000	0.0000				
Total of Unweighted ADM			131.3169				
Regular Education Weighted ADM					182.3466	0.0000	0.0000
Total of Weighted ADM							182.3466

Add Ons	Non-AOI ADM	AOI-FT ADM	AOI-PT ADM	Support Level Weight	Non-AOI Weighted ADM	AOI-FT Weighted ADM	AOI-PT Weighted ADM
ELL	33.9350	0.0000	0.0000	0.1150	3.9025	0.0000	0.0000
K-3	49.8969	0.0000	0.0000	0.0600	2.9938	0.0000	0.0000
K-3 (Reading)	49.8969	0.0000	0.0000	0.0400	1.9959	0.0000	0.0000
HI	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
MD-R,A-R,SID-R	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
MD-SC,A-SC,SID-SC	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
MD-SSI	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OI-R	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
OI-SC	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
P-SD	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
DD,ED,MIID,SLD,SLI,OHI	16.0000	0.0000	0.0000	0.0030	0.0480	0.0000	0.0000
ED-P	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
MOID	2.0000	0.0000	0.0000	4.4210	8.8420	0.0000	0.0000
VI	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Group B - Add On Unweighted ADM	151.7288	0.0000	0.0000				
Total Unweighted Group B Add On			151.7288				
Group B - Add On Weighted ADM					17.7822	0.0000	0.0000
Total Weighted Group B Add On							17.7822

Data Reconciliation

Reconciliation Tips

- Talk to your SIS vendor about tools that you can use to compare AzEDS reports to internal reports.
- Know when your SIS syncs/publishes data to AzEDS.
- Develop a weekly/monthly process to review your INTEG15 report and ADM20 reports.
- Have a general idea of your LEAs Regular ADM, SPED ADM and ELL ADM values.

Top ADM Integrity Rule Failures

- 10084 - Membership's entry or withdrawal date falls outside this LEA's session calendar.
- 10091 - Absence/Attendance date falls outside the enrollment.
- 10099 - FTE, Tuition Payer and DOR are required for an enrollment submitted with Membership Type M, A and T.

Top Calendar Integrity Rules

- -90003 - Public schools are expected to recognize the Veterans' Day holiday. Please include this required holiday in the school calendar on the required date. See A.R.S. 15-801 for more information.
- -90007 - Only one Winter Break is allowed.
- Use Calendar Integrity Reference Guide:
 - <https://www.azed.gov/sites/default/files/finance/files/2019/07/AzEDS-Calendar-Integrity-Troubleshooting-Guide-20190719.pdf>

Reconciliation Tips

- Start with your ADM20, SPED20 or ELL20:
 - If ADM is not what you expect, review your INTEG reports.
 - Check for failed ADM Integrity rules or Calendar Integrity rules.
- Review your student data reports:

Membership	ELL	SPED	Accountability
<ul style="list-style-type: none">• STUD10• STUD72	<ul style="list-style-type: none">• EL10• EL72	<ul style="list-style-type: none">• SPED10• SPED72	<ul style="list-style-type: none">• STUD72

- Review your Transaction reports to validate that the data is landing in AzEDS.

Knowledge Center

- Knowledge Center
 - AzEDS Resources
 - Instruction Guides
 - SF External Guidelines
 - SF Webinars
 - Previous SF Presentations
- Training Videos
<https://www.azed.gov/finance/training-videos>
- Subscribe to Emails
- Submit a HelpDesk Ticket

The screenshot shows the Arizona Department of Education website's Knowledge Center for Training Videos. The header includes the department logo, navigation links for COVID-19, Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect, along with a search icon. The breadcrumb trail reads 'Home / School Finance / Training Videos'. The main heading is 'Training Videos', followed by a note that live training sessions are on the 'Wednesday Workshops' page. A paragraph states that some videos have accompanying resources and can be watched multiple times, with a link to a 'Help Desk' ticket. A list of ten video topics is provided, each with a right-pointing arrow icon: Charter Estimated Counts Application, New Charter Training FY22 - 1st Session, Introduction to Student Data Collection, Introduction to Data Verification Reports, Introduction to Data Verification Reports 2, AzEDS Calendar, Introduction to Integrity, Introduction to ADM Reports, ADM to Payment System for Charters, and End of Year Checklist and 915 Guidance. Below this is a 'Coming Soon:' section with two items: FTE Calculation and ADM to Payments System for Districts. On the right side, there is a vertical navigation menu with links to School Finance Home, Local Education Agencies, Forms, Knowledge Center, LEA Budget, Memos, School Finance Reports, and External Resources. At the bottom right, a 'Contact' section provides the School Finance Main Line phone number (602) 542-5695, the email SchoolFinance@azed.gov, and buttons for HelpDesk Ticket, HelpDesk Quick Guide, and Subscribe to Our Emails.

Questions

School Finance

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

SF Account Analysts
Phone Option 3

- <http://helpdeskexternal.azed.gov>
 - Student Data
 - School District Employee Report
 - Instructional Calendars
 - Transportation Reporting
 - 915s

SF Payments Team
Phone Option 1

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

SF Budget Team
Phone Option 2

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