ADM and Student Data

AASBO Summer Conference

2021

Presented by

Irene Garcia-Hobbs

Monica Paz

Agenda

ADM and Student Data

AASBO Summer Conference

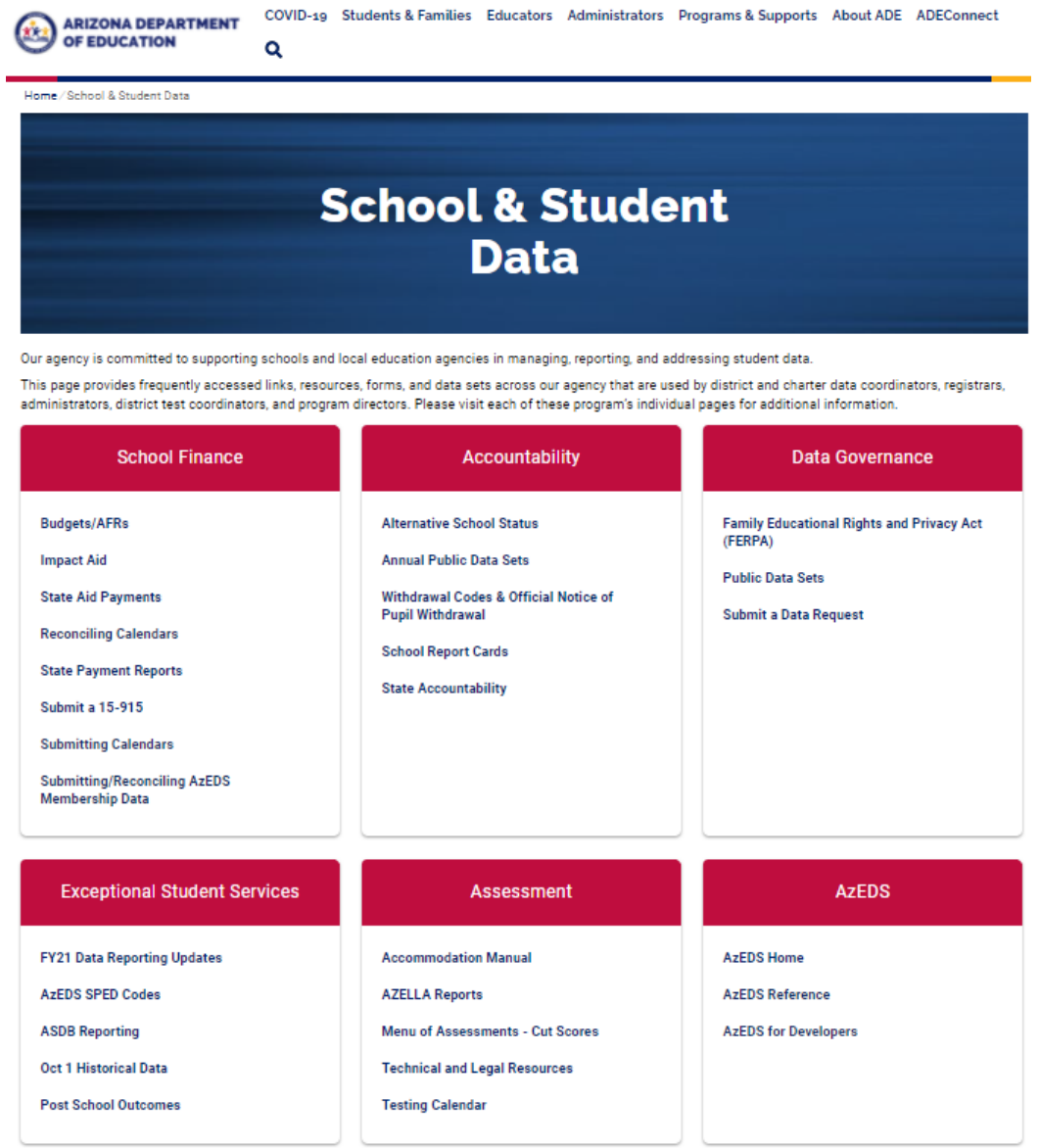
2021

- 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



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:

☑	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)
☑	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

Arizona Department of Education

What is AzEDS?

Arizona Education Data Standards (AzEDS)

AzEDS is a data collection system using data standardization

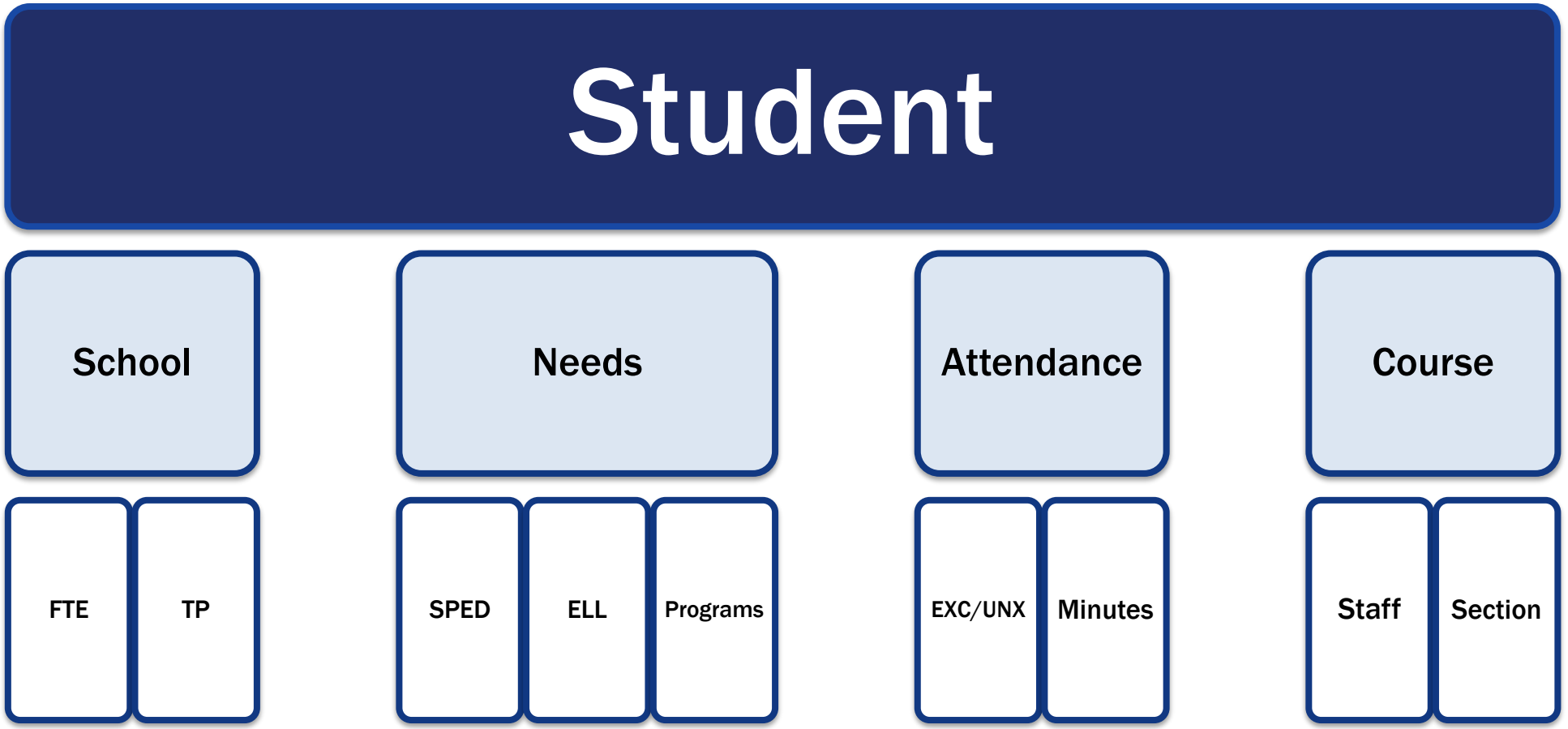
- **What is a data standard?**

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

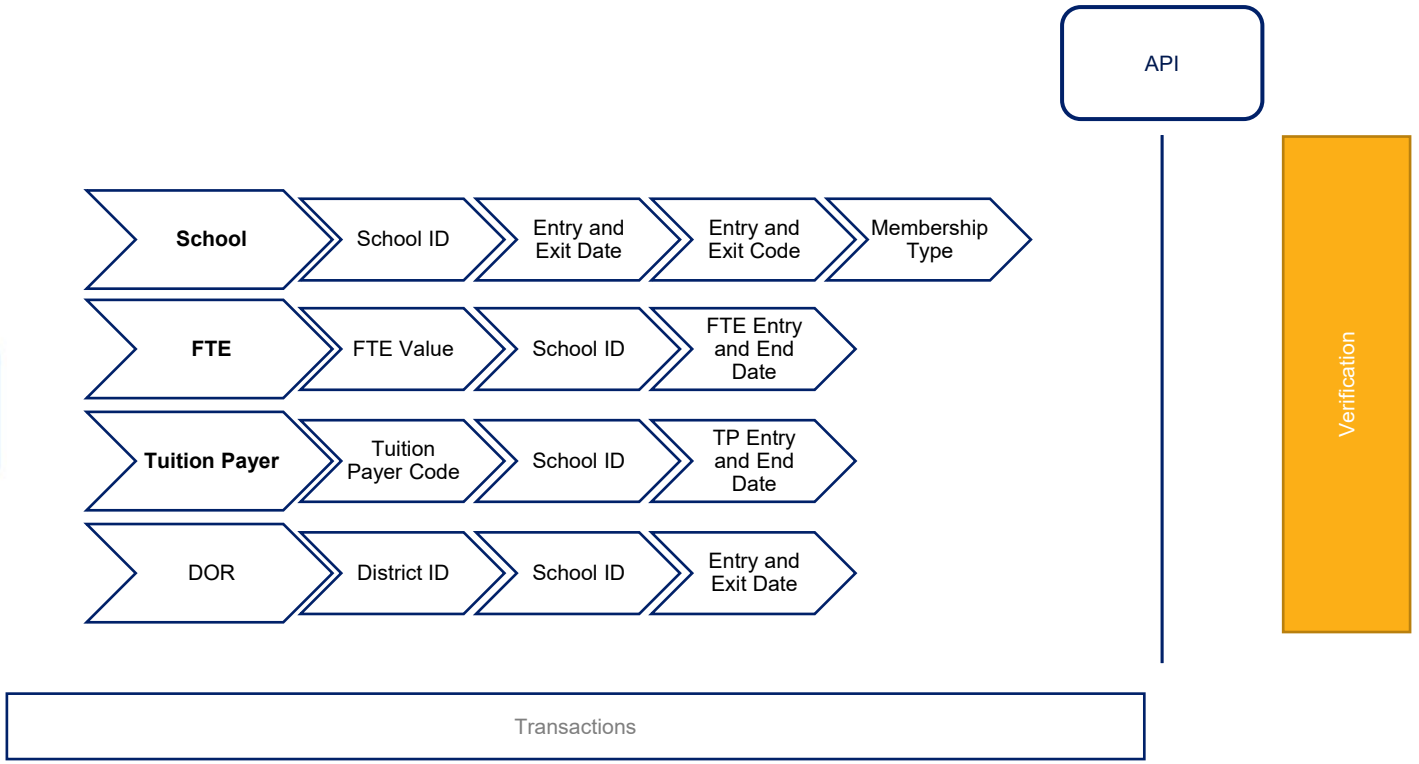
- **The Ed-Fi Standard**

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.

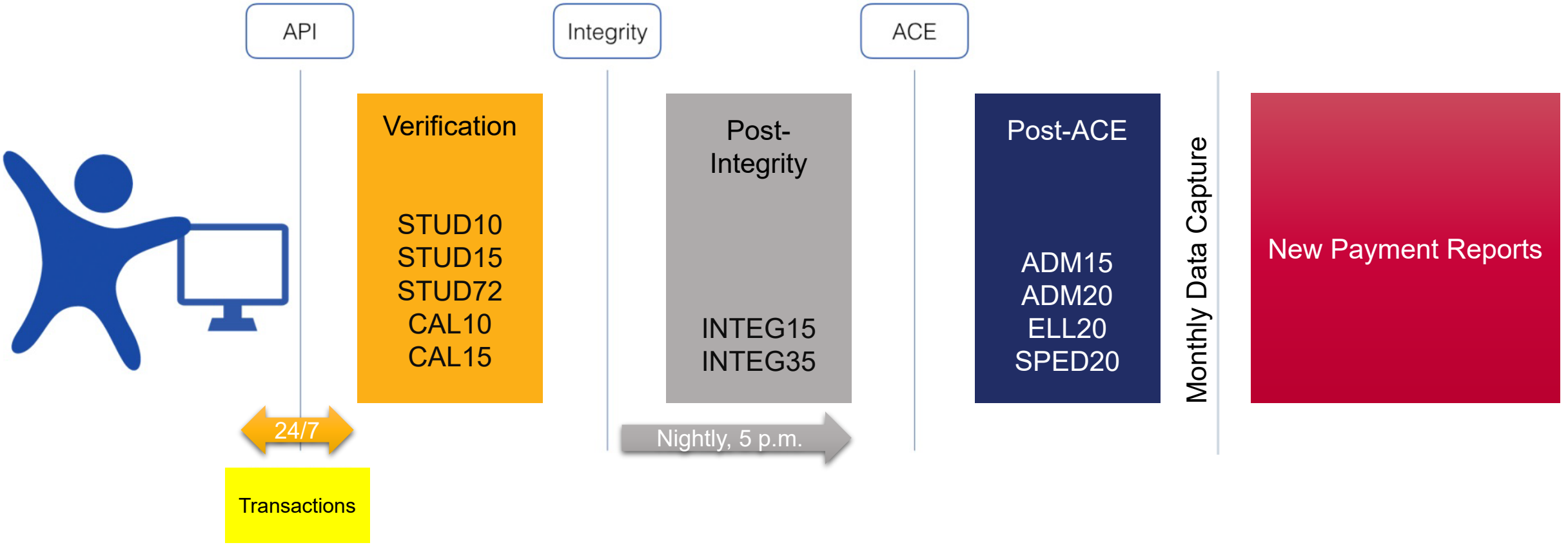
AzEDS Tables



Transactions to AzEDS



AzEDS Data Processing Map



Integrity Rules

Top Errors and New Rules

Arizona Department of Education

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

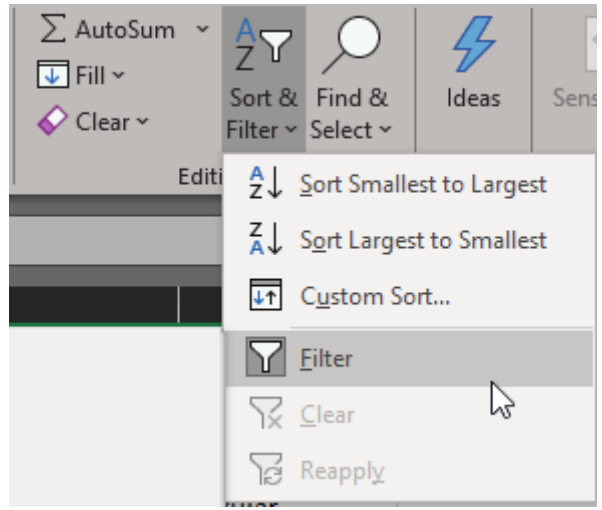
Arizona Department of Education

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.

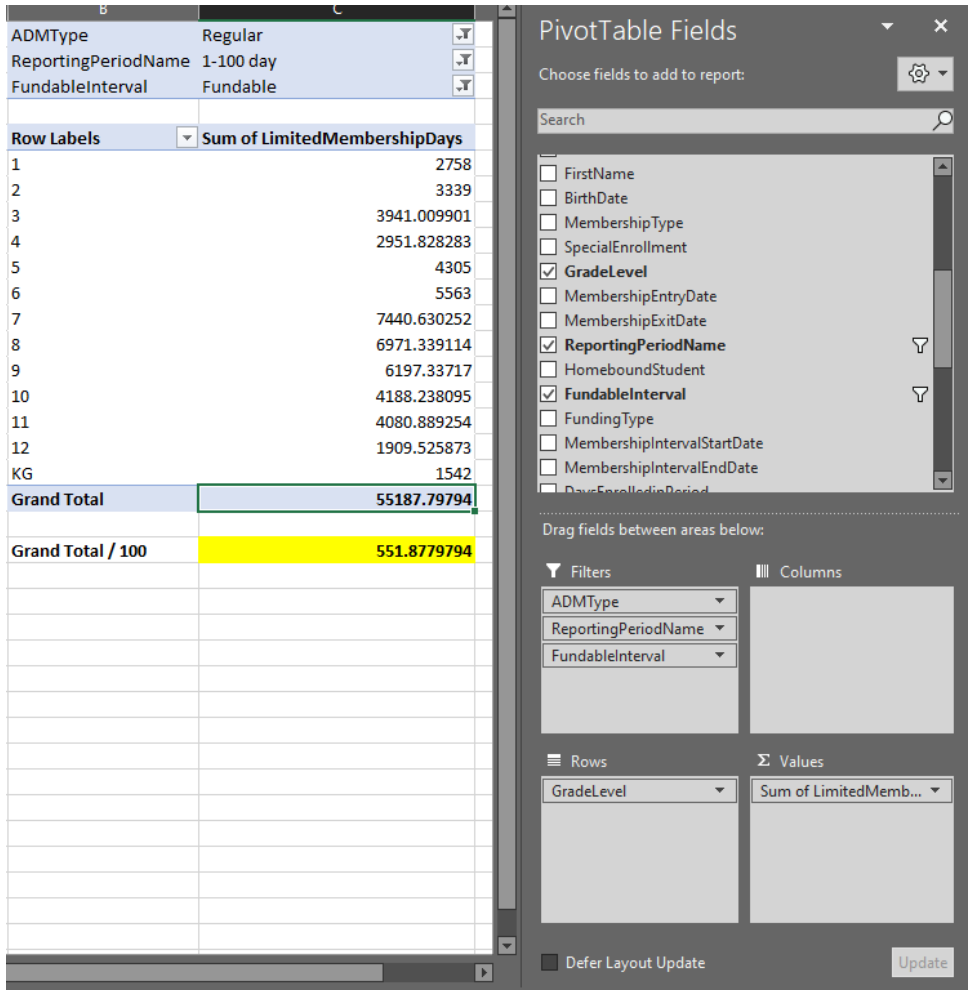
ADM15

- 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	Dat	Dist	Dist	Dist	Dist	Sch	Sch	ADI	Stat	La	Fi	Birt	Mei	Spe	Gra	Mei	Mei	ReportingPeriodName	Homebou	FundableInterval	FundingTy	Members	Members	DaysEnrol	Members	Members	LimitedMembershipDays
25457	Regular	###	07/1	###	Aca	###	Aca	###	Aca	B&M	###	Ag	Isa	###	Main		KG	###	###	40th day	FALSE	Fundable	Regular	8/6/2020	########	40	1	20	20
25457	Regular	###	07/1	###	Aca	###	Aca	###	Aca	B&M	###	Ag	Isa	###	Main		KG	###	###	1-100 day	FALSE	Fundable	Regular	8/6/2020	########	100	1	50	50
25457	Regular	###	07/1	###	Aca	###	Aca	###	Aca	B&M	###	Ba	Je	###	Main		KG	###	###	40th day	FALSE	Fundable	Regular	8/6/2020	########	40	1	20	20
25457	Regular	###	07/1	###	Aca	###	Aca	###	Aca	B&M	###	Ba	Je	###	Main		KG	###	###	1-100 day	FALSE	Fundable	Regular	8/6/2020	########	100	1	50	50
25457	Regular	###	07/1	###	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

Row Labels	Sum of LimitedMembershipDays
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**

ADM20 [redacted] CTDS: [redacted]

Fiscal Year: 2021 **Regular ADM Summary Report** 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

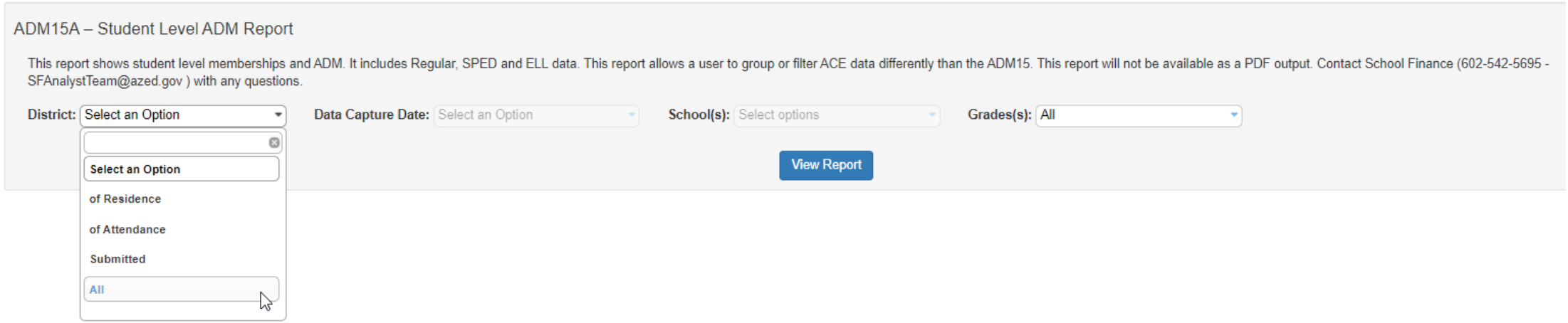
IntegrityExecutionID: 25456

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	Total 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**	

Arizona Department of Education

ADM15A



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.

ADM20 | [redacted] Unified District ([redacted]) | CTDS: [redacted]000

Fiscal Year: 2021 | Regular ADM Summary Report | Page: 2 of 2

School Year: 2020 - 2021 | Report Date: 07/14/2021 12:53 PM

Data Capture Date: 07/13/2021 8:47PM | AggregationExecutionID: 25608

IntegrityExecutionID: 25607

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	Total 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**	

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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.

SAIS ADMS46-1

ARIZONA DEPARTMENT OF EDUCATION
STATE AID AVERAGE DAILY MEMBERSHIP (ADM)
Fiscal Year 2019 (School Year 2018 - 2019)

Page: 1 of 1
Report Date: 3/10/2021

District of Residence: [redacted]

40th ADM

Grade	Non AOI ADM	Non AOI Cumulative	AOI FT ADM	AOI FT Cumulative	AOI PT ADM	AOI PT Cumulative
*PS	191.650	191.650	0.000	0.000	0.000	0.000
KG	1,191.027	1,191.027	0.000	0.000	0.000	0.000
1	2,404.724	3,595.751	0.000	0.000	0.000	0.000
2	2,482.107	6,077.858	0.000	0.000	0.000	0.000
**3	2,438.205	8,516.064	0.000	0.000	0.000	0.000
4	2,484.614	11,000.678	0.000	0.000	0.000	0.000
5	2,802.103	13,802.781	0.000	0.000	0.000	0.000
6	2,800.857	16,603.638	0.000	0.000	0.000	0.000
7	3,045.885	19,649.523	0.000	0.000	0.000	0.000
8	2,947.461	22,596.984	0.000	0.000	0.000	0.000
***UE	0.000	22,596.984	0.000	0.000	0.000	0.000
9	3,307.893	3,307.893	0.000	0.000	0.528	0.528
10	3,261.706	6,569.599	0.000	0.000	0.540	1.068
11	3,197.649	9,767.248	0.000	0.000	4.558	5.626
****12	3,103.033	12,870.281	0.395	0.395	21.254	26.880

Name	Total	Non-AOI	AOI Full Time	AOI Part Time
*Total PreSchool with Disabilities	191.650	191.650	0.000	0.000
** Total K-3 Group B Add-On	8,516.064	8,516.064	0.000	0.000
***Total K-UE	22,596.984	22,596.984	0.000	0.000
****Total 9-12	12,897.556	12,870.281	0.395	26.880
Total All Grades	35,686.190	35,658.915	0.395	26.880

100th ADM

Grade	Non AOI ADM	Non AOI Cumulative	AOI FT ADM	AOI FT Cumulative	AOI PT ADM	AOI PT Cumulative
*PS	220.382	220.382	0.000	0.000	0.000	0.000
KG	1,195.054	1,195.054	0.000	0.000	0.000	0.000
1	2,415.558	3,610.612	0.000	0.000	0.000	0.000
2	2,493.881	6,104.493	0.000	0.000	0.000	0.000
**3	2,443.530	8,548.023	0.000	0.000	0.000	0.000
4	2,494.618	11,042.641	0.000	0.000	0.000	0.000
5	2,807.482	13,850.123	0.000	0.000	0.000	0.000
6	2,810.991	16,661.114	0.000	0.000	0.000	0.000
7	3,046.117	19,707.231	0.000	0.000	0.000	0.000
8	2,945.770	22,653.001	0.000	0.000	0.000	0.000
***UE	0.000	22,653.001	0.000	0.000	0.000	0.000
9	3,305.386	3,305.386	0.000	0.000	0.529	0.529
10	3,247.166	6,552.552	0.000	0.000	0.557	1.086
11	3,178.374	9,730.926	0.000	0.000	4.552	5.638
****12	3,051.343	12,782.269	0.424	0.424	21.482	27.120

Name	Total	Non-AOI	AOI Full Time	AOI Part Time
*Total PreSchool with Disabilities	220.382	220.382	0.000	0.000
** Total K-3 Group B Add-On	8,548.023	8,548.023	0.000	0.000
***Total K-UE	22,653.001	22,653.001	0.000	0.000
****Total 9-12	12,809.812	12,782.269	0.424	27.120
Total All Grades	35,683.195	35,655.651	0.424	27.120

Arizona Department of Education

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

ADM value used: FY 2021 100th Day Membership

Is Small Isolated School District: Not Isolated

AzEDS Execution Date: 04/05/2021 10:26PM

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

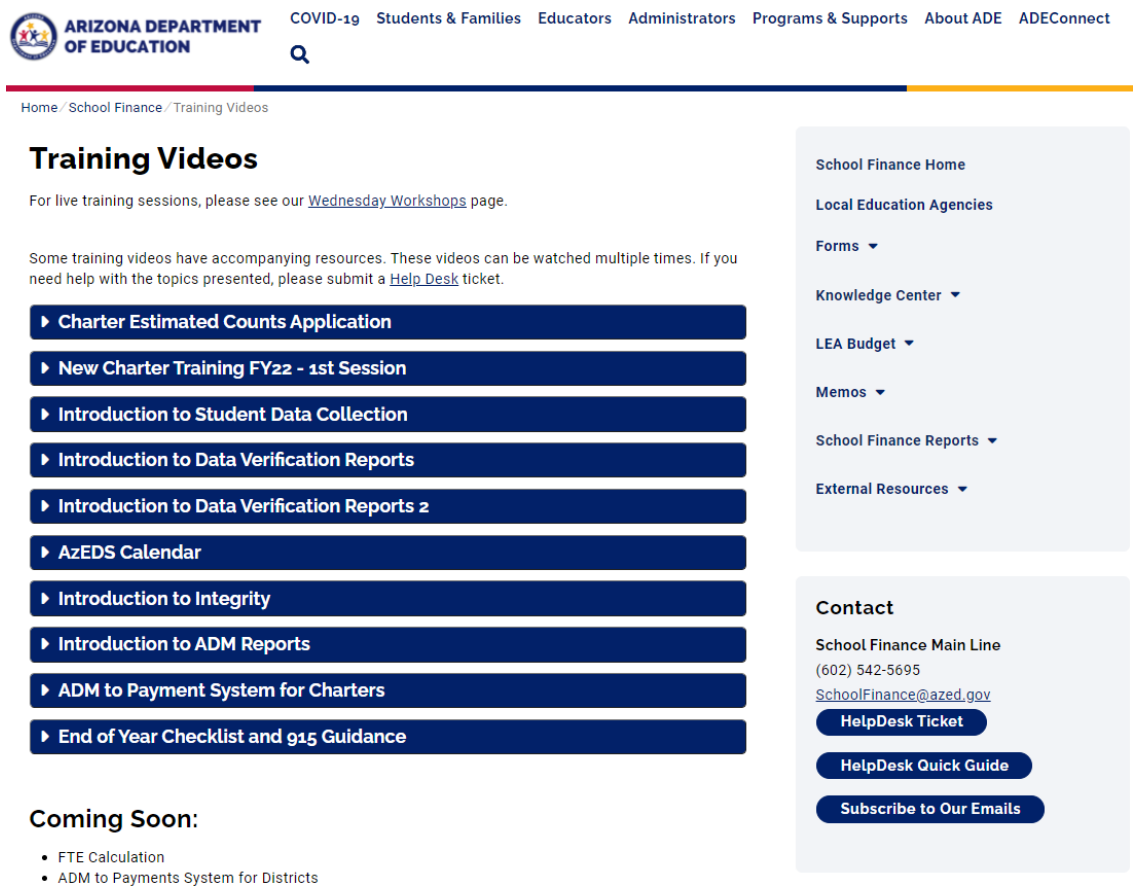
- Start with your ADM20, SPED20 or ELL20:
  - If ADM is not what you expect, review your INTEG reports.
  - Check for failed ADM Integrity rules or Calendar Integrity rules.
- Review your student data reports:

Membership	ELL	SPED	Accountability
• STUD10 • STUD72	• EL10 • EL72	• SPED10 • SPED72	• 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



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