Guide to the “A-F Self-Reporting Data” Application in ADEConnect

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Introduction

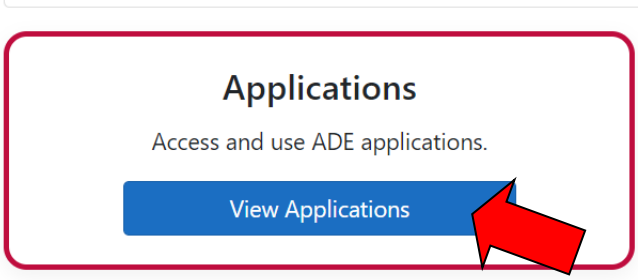
This step-by-step guide to the "A-F Self-Reporting Data" application in ADEConnect is intended to assist first-time users in accessing this application and submitting their data for A-F calculations. Please contact Achieve@azed.gov with any additional questions or concerns.

Getting Started

Opening ADEConnect

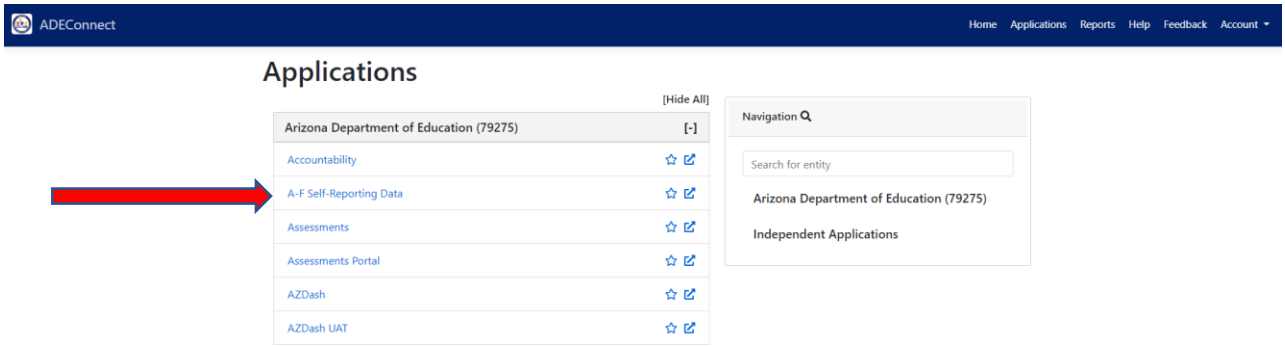
Start by accessing the ADE home page (https://www.azed.gov). From the home page, click the link titled "ADEConnect".

To enter ADEConnect, a secure server, you will need an account issued by ADE. If you do not have an ADEConnect account, contact your entity administrator. Once you have opened ADEConnect and log in (if applicable), your ADEConnect home page will open. You will then need to select "View Applications":

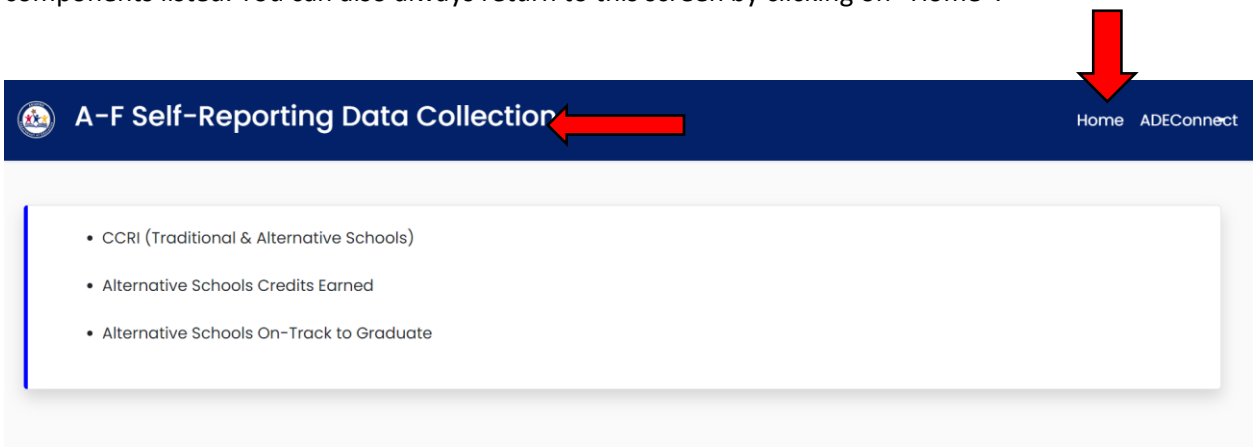


Opening "A-F Self Reporting Data"

Once you click ADEConnect and log in (if applicable) your ADEConnect home page will open. From there, click the "A-F Self-Reporting Data" link to access the accountability tools and applications.



From the A-F Self-Reporting Data Collection home page, you will see the three Self-Reported Data components listed. You can also always return to this screen by clicking on "Home":

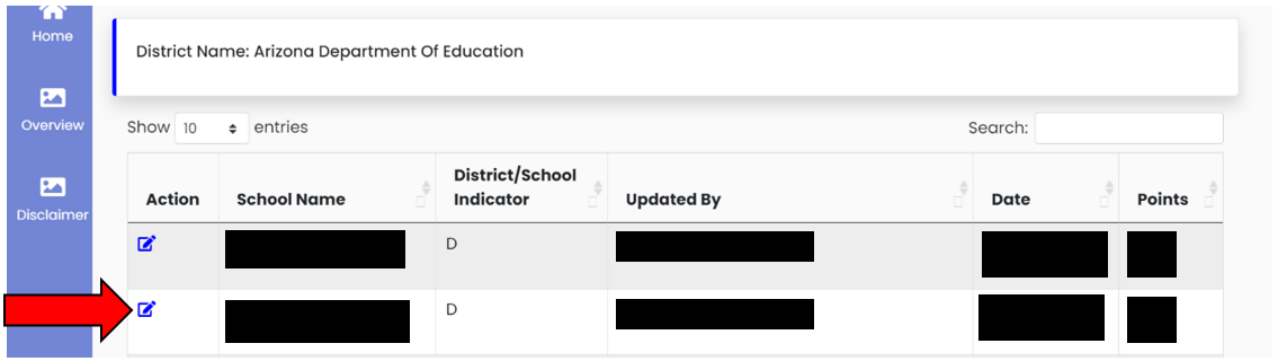


CCRI (Traditional & Alternative Schools)

Access

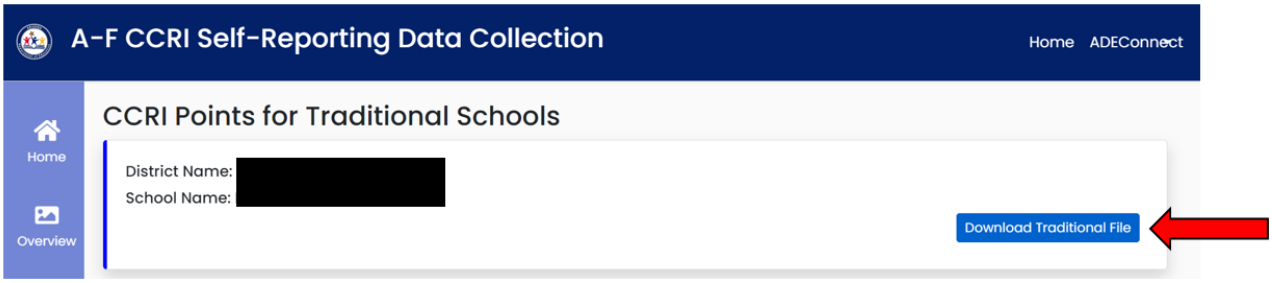
To access CCRI, click on the CCRI (Traditional & Alternative Schools) link, which is shown in the image above. Note that CCRI is the only Self-Reported component Traditional Schools are required to compete.

The CCRI Points page will display the school(s) either on a district or school level. Only schools that are applicable to the user will be displayed in the list. To modify information for a school, click the small blue pencil icon under the Action tab:



*The D under District/School Indicator stands for District and is not valuable information. Please disregard this column.

From this page, you can then download the Excel spreadsheet that aids in calculating CCRI points for either the Traditional or Alternative model, depending on the school:

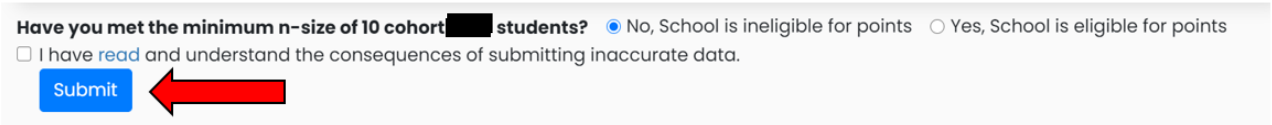


Submitting Data

For Traditional Schools, if there were less than ten Cohort 2021 students, the user should select "No, School is ineligible for points."

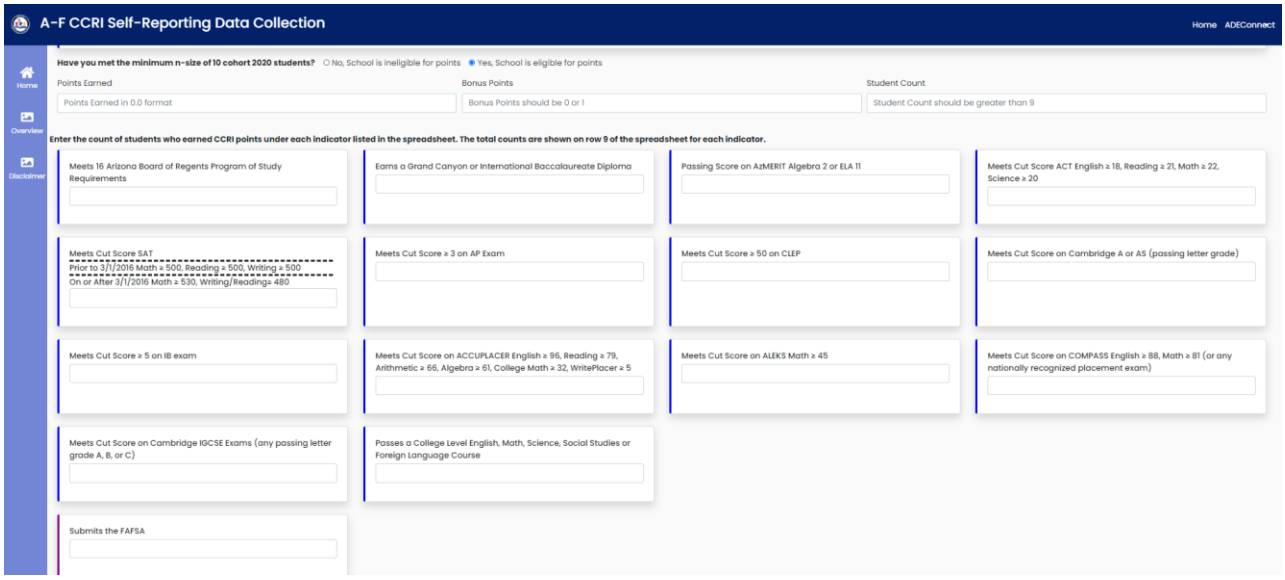
For Alternative schools, if the school had less than ten On-Track to Graduate students and/or graduates for the prior school year, the user should select "No, School is ineligible for points."

For all schools that are not eligible for points, once submitted, this concludes the CCRI Self-Reported Data submission for these applicable schools:



If a school is eligible for points, the user should select "Yes, School is eligible for points."

Once on the data submission page, the completed CCRI spreadsheet should be used to fill in all the text boxes. For any additional questions involving the indicators or filling out this page, please contact Achieve@azed.gov.

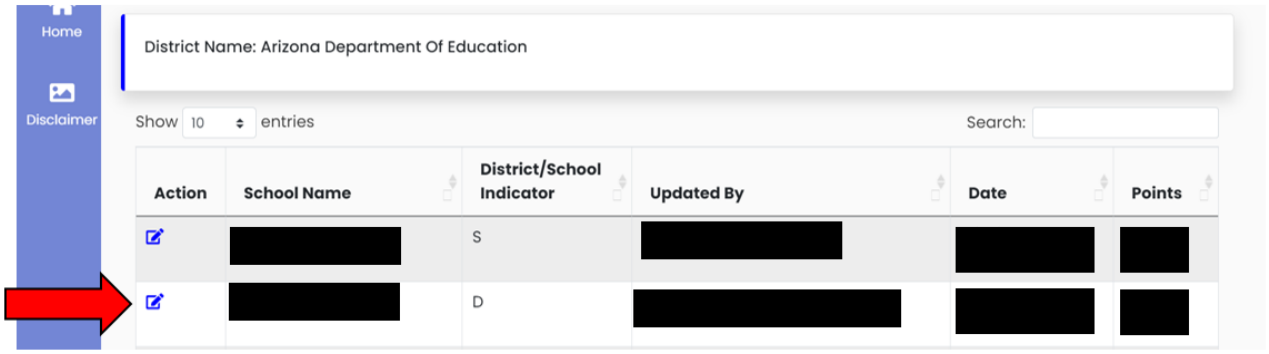


Alternative Schools Credits Earned

Access

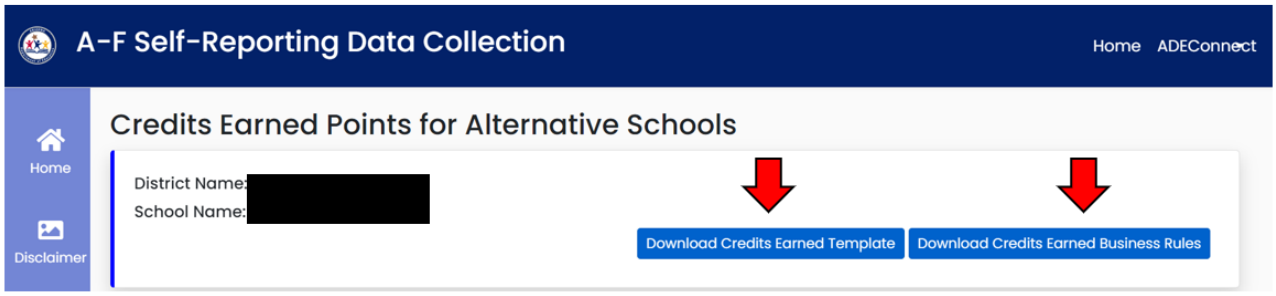
To access Credits Earned, click on the “Alternative Schools Credits Earned” link, which is listed on the A-F Self-Reporting Data Collection home page.

The Credits Earned page will display the school(s) either on a district or school level. Only schools that are applicable to the user will be displayed in the list. To modify information for a school, click the small blue pencil icon under the Action tab:



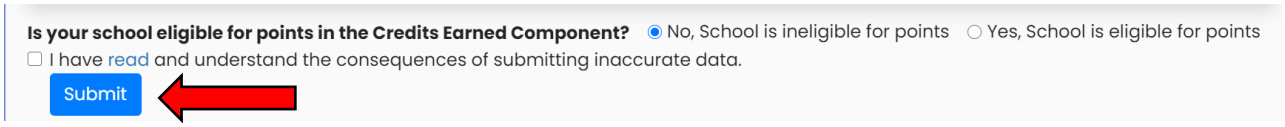
*The D under District/School Indicator stands for District and is not valuable information. Please disregard this column.

From this page, you can then download the Excel spreadsheet template for Credits Earned, as well as the Credits Earned portion of the Business Rules:



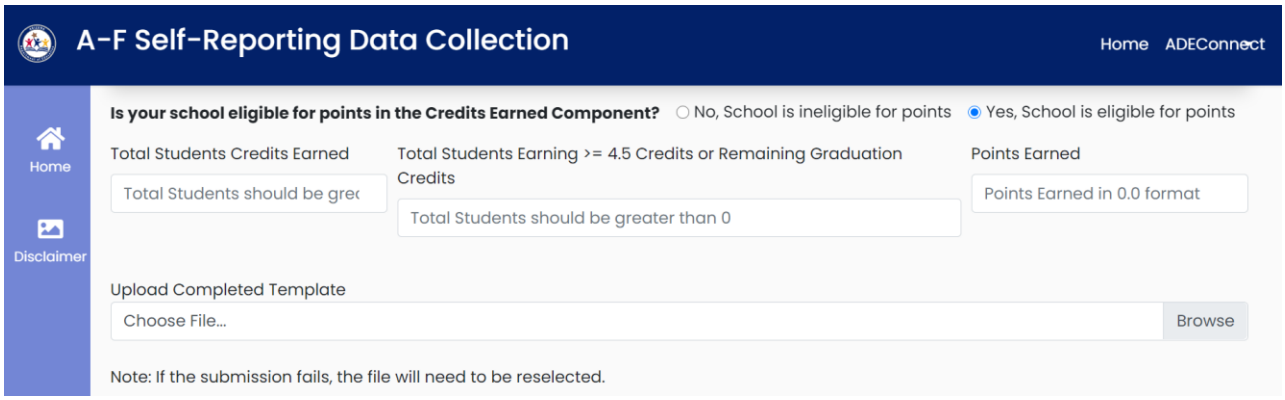
Submitting Data

If a school is not eligible for points in the Credits Earned component, the user should select "No, School is ineligible for points." Once submitted, this concludes the Credits Earned submission for these applicable schools.



If a school is eligible for points in the Credits Earned component, the user should select "Yes, School is eligible for points."

Once on the data submission page, the user should use the completed Excel template to fill out all text boxes, as well as upload the completed template:

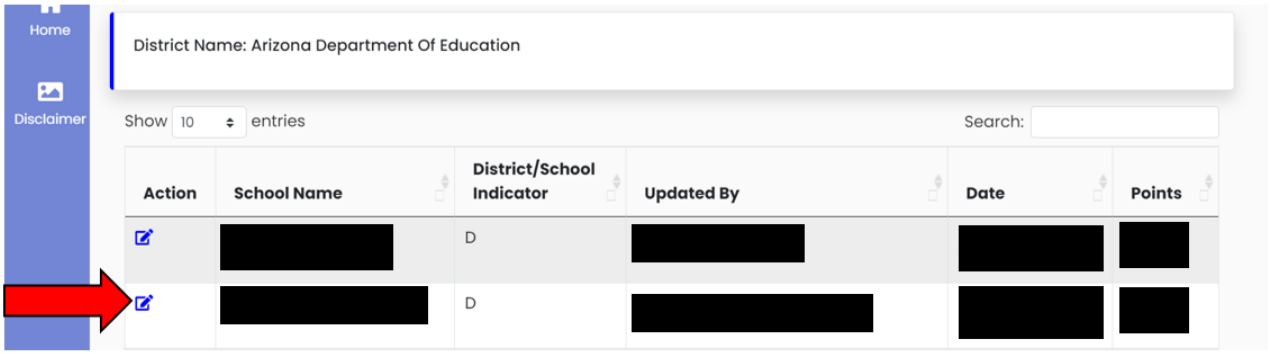


Alternative Schools On-Track to Graduate

Access

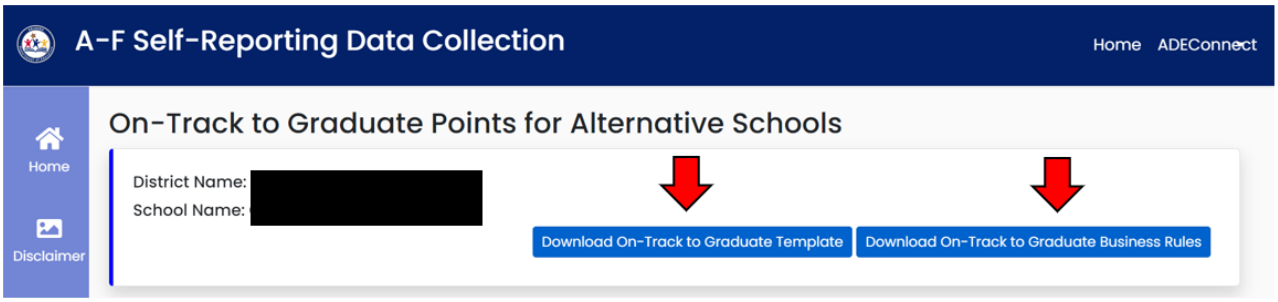
To access On-Track to Graduate, click on the "Alternative Schools On-Track to Graduate" link, which is listed on the A-F Self-Reporting Data Collection home page.

The On-Track to Graduate page will display the school(s) either on a district or school level. Only schools that are applicable to the user will be displayed in the list. To modify information for a school, click the small blue pencil icon under the Action tab:



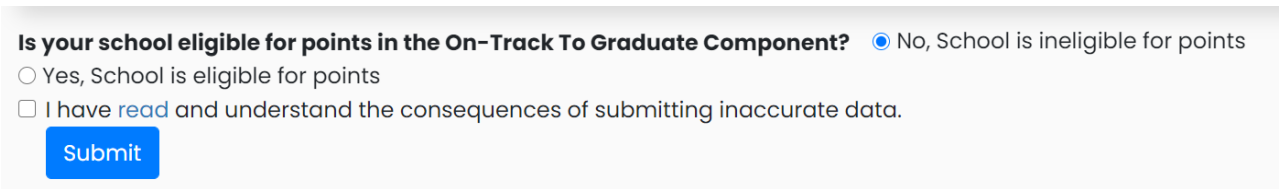
*The D under District/School Indicator stands for District and is not valuable information. Please disregard this column.

From this page, you can then download the Excel spreadsheet template for On-Track to Graduate, as well as the On-Track to Graduate portion of the Business Rules:



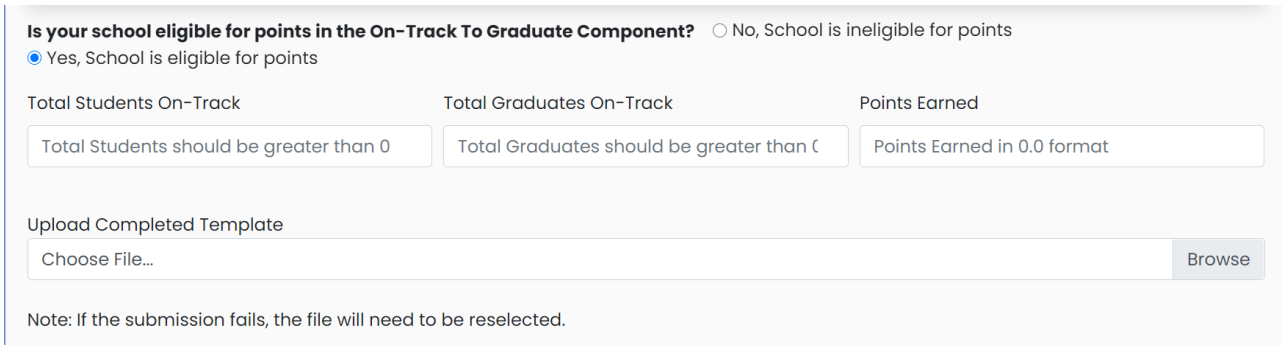
Submitting Data

If a school is not eligible for points in the On-Track to Graduate component, the user should select "No, School is ineligible for points." Once submitted, this concludes the On-Track to Graduate submission for these applicable schools.



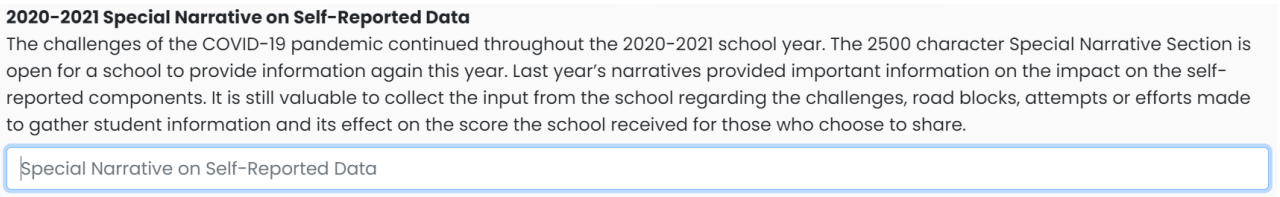
If a school is eligible for points in the On-Track to Graduate component, the user should select “Yes, School is eligible for points.”

Once on the data submission page, the user should use the completed Excel template to fill out all text boxes, as well as upload the completed template:



Submitting Data: 2021-2022 Special Narrative

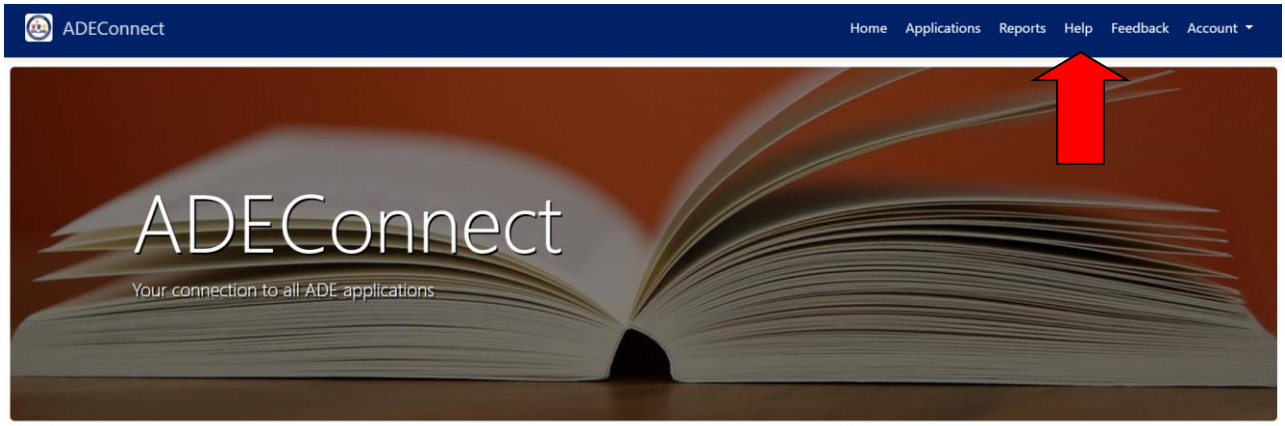
For the 2021-2022 school year, Accountability has provided an area in every Self-Reported Data component to provide comments on how each school was impacted by the COVID-19 pandemic. Although it is optional, we strongly encourage schools to complete this section:



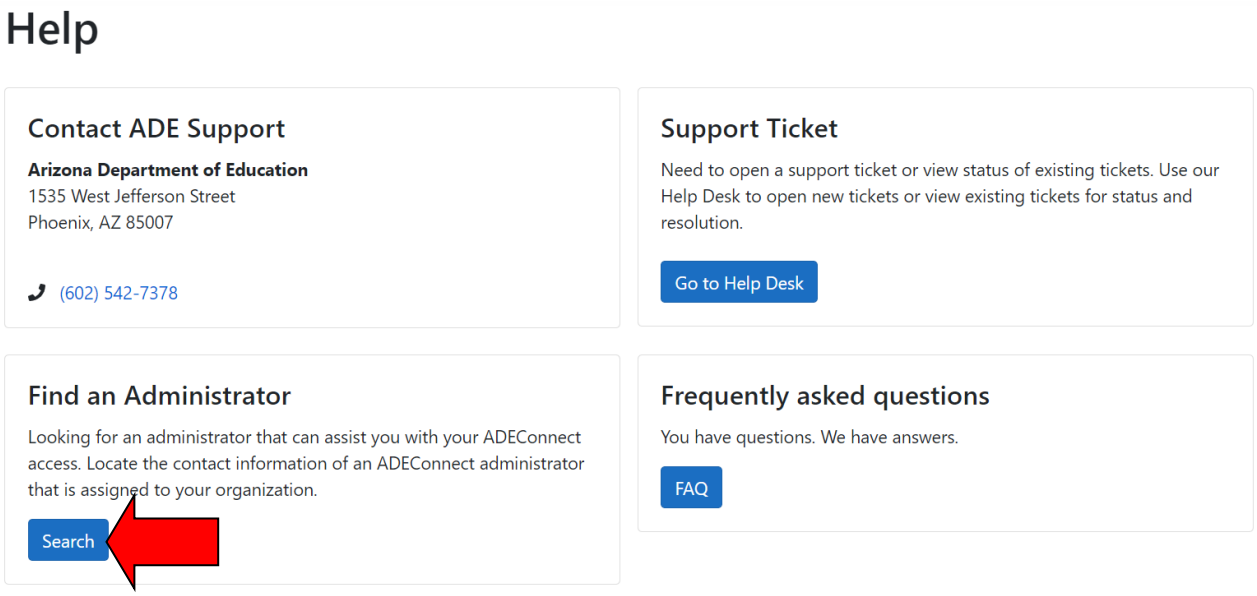
Helpful Hints

Finding Your Entity Administrator

If you need assistance setting up an ADEConnect account or having a new role/application made available on your account, you must contact your entity administrator. ADE staff cannot correct these issues for you, you must work directly with your entity administrator to address these types of situations. If you do not know who your entity administrator is, you can look them up. In the upper right-hand corner of your ADEConnect home page there is a link called “Help” (image on next page).



When you click that link it will open the below page. Click “Search” to find your entity administrator.



From there, you can search by your entity’s ID number, CTDS number, or name.

ADEConnect is Not Responding

If you are having issues using the ADEConnect system, the below tips may help.

1. Try logging out and logging back in
2. Try changing from one internet browser to another (i.e. Internet Explorer to Google Chrome or vice versa).
3. Try clearing your browser history or cache
4. Submit a HelpDesk Ticket (http://helpdeskexternal.azed.gov/)

Static Versus Live Reports

A static report is a report that is updated or uploaded and reflects data from a particular point in time. A static report is not updated on a regular basis. An example of a static report is the Static File used for A-F Letter Grades. Live reports are reports that are updated on a regular schedule and display current information. Examples of live reports include the graduation rate report, dropout rate report, and persistence rate report which are updated weekly in the weekend refresh of data.

Data Corrections

If there is any data reported through the tools and reports under “Accountability” in ADEConnect that you believe is incorrect, you will need to make the appropriate changes through your Student Information System (SIS) for changes in the current fiscal year or via the 15-915 process through School Finance if the changes are in a previous fiscal year. Please note that data may only be changed through the 15-915 process for up to 3 previous fiscal years. Questions about the 15-915 process should be directed to the ADE’s School Finance team.