



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

Last Updated April 11, 2022

Contents

- Introduction 3
- Getting Started 3
 - Opening ADEConnect..... 3
 - Opening “A-F Self Reporting Data” 3
- CCRI (Traditional & Alternative Schools) 4
 - Access 4
 - Submitting Data 5
- Alternative Schools Credits Earned 6
 - Access 6
 - Submitting Data 7
- Alternative Schools On-Track to Graduate 7
 - Access 8
 - Submitting Data 8
- Submitting Data: 2021-2022 Special Narrative 9
- Helpful Hints 9
 - Finding Your Entity Administrator 9
 - ADEConnect is Not Responding 11
 - Static Versus Live Reports..... 11
 - Data Corrections 11

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.

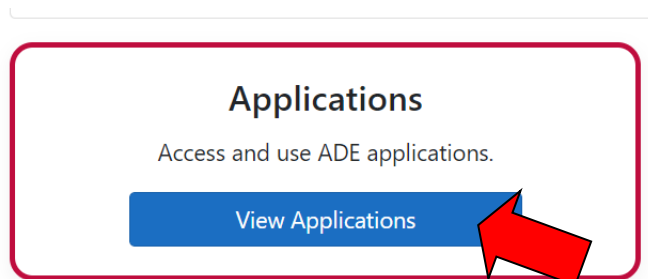
Getting Started

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.


Applications

[Hide All] [-]

Arizona Department of Education (79275)	
Accountability	☆ ↗
A-F Self-Reporting Data	☆ ↗
Assessments	☆ ↗
Assessments Portal	☆ ↗
AZDash	☆ ↗
AZDash UAT	☆ ↗

Navigation 🔍

- Arizona Department of Education (79275)
- Independent 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”:

A-F Self-Reporting Data Collection

[Home](#)
[ADEConnect](#)

- CCRI (Traditional & Alternative Schools)
- Alternative Schools Credits Earned
- Alternative Schools On-Track to Graduate

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:

[Home](#)
[Overview](#)
[Disclaimer](#)

District Name: Arizona Department Of Education

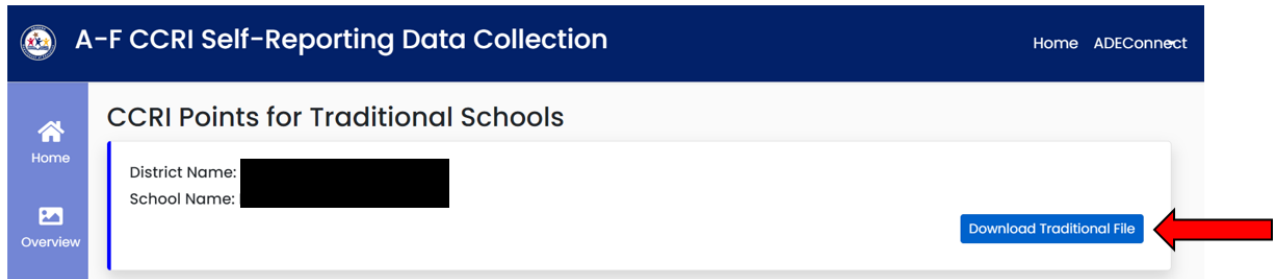
Show 10 entries Search:

Action	School Name	District/School Indicator	Updated By	Date	Points
	[Redacted]	D	[Redacted]	[Redacted]	[Redacted]
	[Redacted]	D	[Redacted]	[Redacted]	[Redacted]



*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:

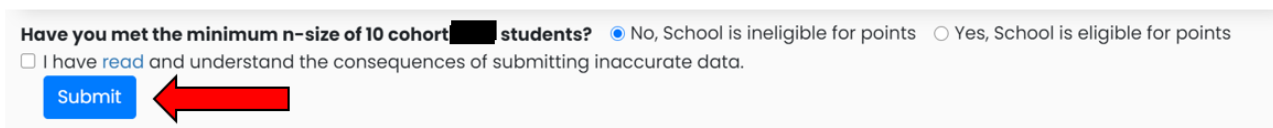


Submitting Data

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.

A-F CCRI Self-Reporting Data Collection Home ADEConnect

Have you met the minimum n-size of 10 cohort 2020 students? No, School is ineligible for points Yes, School is eligible for points

Points Earned: Bonus Points: Student Count:

Points Earned in 0.0 format: Bonus Points should be 0 or 1: Student Count should be greater than 9:

Enter the count of students who earned CCRI points under each indicator listed in the spreadsheet. The total counts are shown on row 9 of the spreadsheet for each indicator.

Meets 16 Arizona Board of Regents Program of Study Requirements	Earns a Grand Canyon or International Baccalaureate Diploma	Passing Score on AEMERIT Algebra 2 or ELA II	Meets Cut Score ACT English ≥ 18, Reading ≥ 21, Math ≥ 22, Science ≥ 20
Meets Cut Score SAT Prior to 3/1/2016 Math ≥ 500, Reading ≥ 500, Writing ≥ 500 On or After 3/1/2016 Math ≥ 530, Writing/Reading ≥ 480	Meets Cut Score ≥ 3 on AP Exam	Meets Cut Score ≥ 50 on CLEP	Meets Cut Score on Cambridge A or AS (passing letter grade)
Meets Cut Score ≥ 5 on IB exam	Meets Cut Score on ACCUPLACER English ≥ 96, Reading ≥ 79, Arithmetic ≥ 66, Algebra ≥ 61, College Math ≥ 32, WritePlacer ≥ 5	Meets Cut Score on ALEKS Math ≥ 45	Meets Cut Score on COMPASS English ≥ 88, Math ≥ 81 (or any nationally recognized placement exam)
Meets Cut Score on Cambridge IGCSE Exams (any passing letter grade A, B, or C)	Passes a College Level English, Math, Science, Social Studies or Foreign Language Course		
Submits the FAFSA			

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:

Home

District Name: Arizona Department Of Education

Disclaimer

Show 10 entries Search:

Action	School Name	District/School Indicator	Updated By	Date	Points
	[REDACTED]	S	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	D	[REDACTED]	[REDACTED]	[REDACTED]

*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:

A-F Self-Reporting Data Collection Home ADEConnect

Credits Earned Points for Alternative Schools

District Name: [Redacted] ↓ ↓

School Name: [Redacted]

Download Credits Earned Template
Download Credits Earned Business Rules

Home Disclaimer

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.

Is your school eligible for points in the Credits Earned Component? No, School is ineligible for points Yes, School is eligible for points

I have read and understand the consequences of submitting inaccurate data.

Submit ←

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:

A-F Self-Reporting Data Collection Home ADEConnect

Is your school eligible for points in the Credits Earned Component? No, School is ineligible for points Yes, School is eligible for points

<p>Total Students Credits Earned</p> <input type="text" value="Total Students should be grex"/>	<p>Total Students Earning >= 4.5 Credits or Remaining Graduation Credits</p> <input type="text" value="Total Students should be greater than 0"/>	<p>Points Earned</p> <input type="text" value="Points Earned in 0.0 format"/>
---	--	---

Upload Completed Template

Choose File... Browse

Note: If the submission fails, the file will need to be reselected.

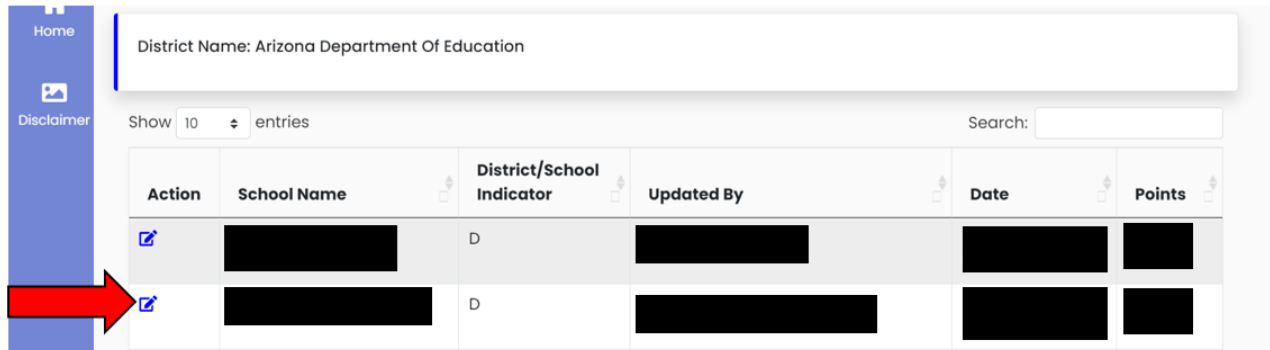
Home Disclaimer

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:



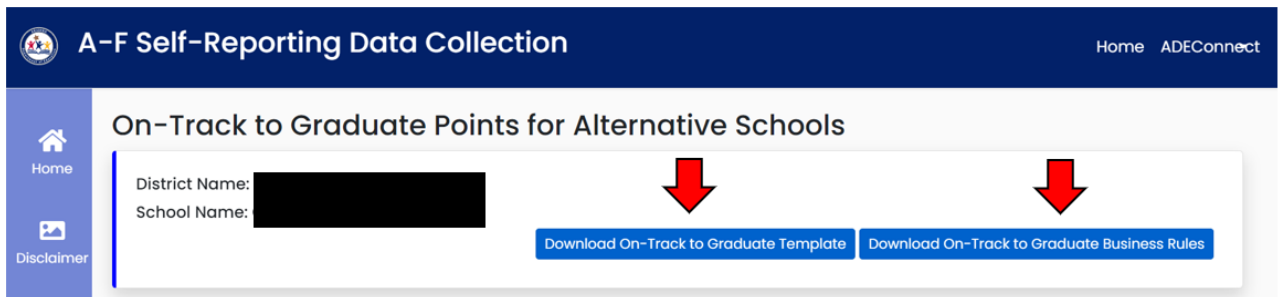
District Name: Arizona Department Of Education

Show 10 entries Search:

Action	School Name	District/School Indicator	Updated By	Date	Points
	[REDACTED]	D	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	D	[REDACTED]	[REDACTED]	[REDACTED]

*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:



A-F Self-Reporting Data Collection Home ADEConnect

On-Track to Graduate Points for Alternative Schools

District Name: [REDACTED]
School Name: [REDACTED]

[Download On-Track to Graduate Template](#) [Download On-Track to Graduate 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.

Is your school eligible for points in the On-Track To Graduate Component? No, School is ineligible for points
 Yes, School is eligible for points
 I have read and understand the consequences of submitting inaccurate data.

[Submit](#)

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:

The screenshot shows a form titled "Is your school eligible for points in the On-Track To Graduate Component?". It has two radio buttons: "Yes, School is eligible for points" (selected) and "No, School is ineligible for points". Below this are three input fields: "Total Students On-Track" with a placeholder "Total Students should be greater than 0", "Total Graduates On-Track" with a placeholder "Total Graduates should be greater than 0", and "Points Earned" with a placeholder "Points Earned in 0.0 format". There is an "Upload Completed Template" section with a "Choose File..." button and a "Browse" button. A note at the bottom states: "Note: If the submission fails, the file will need to be reselected."

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:

2020-2021 Special Narrative on Self-Reported Data

The challenges of the COVID-19 pandemic continued throughout the 2020-2021 school year. The 2500 character Special Narrative Section is open for a school to provide information again this year. Last year's narratives provided important information on the impact on the self-reported components. It is still valuable to collect the input from the school regarding the challenges, road blocks, attempts or efforts made to gather student information and its effect on the score the school received for those who choose to share.

Special Narrative on Self-Reported Data

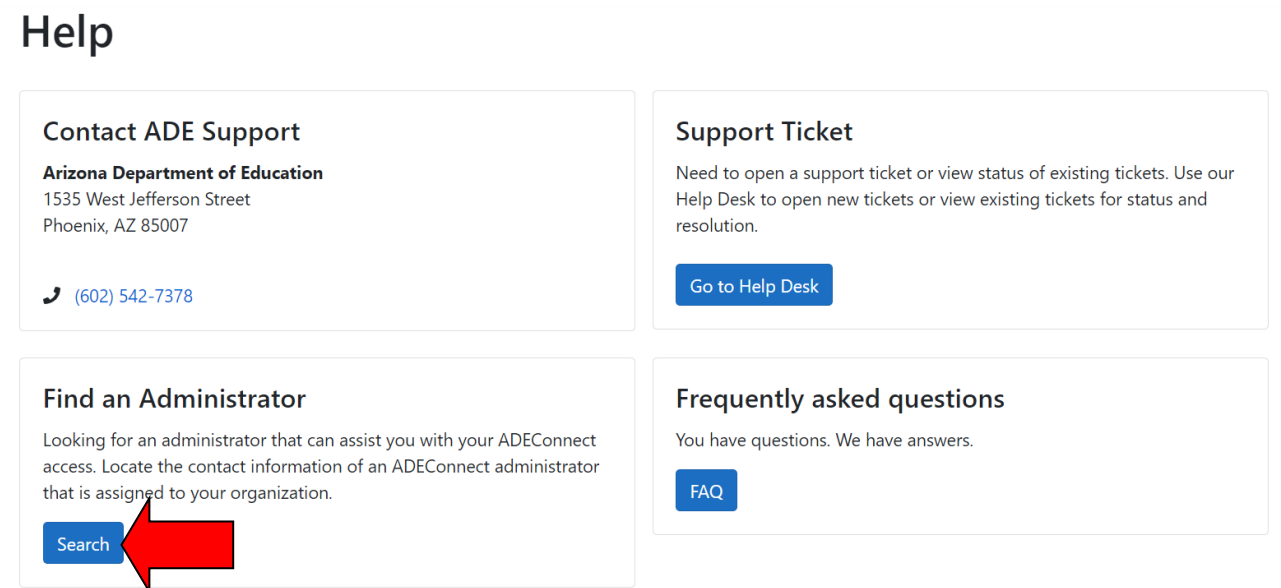
Helpful Hints

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.