

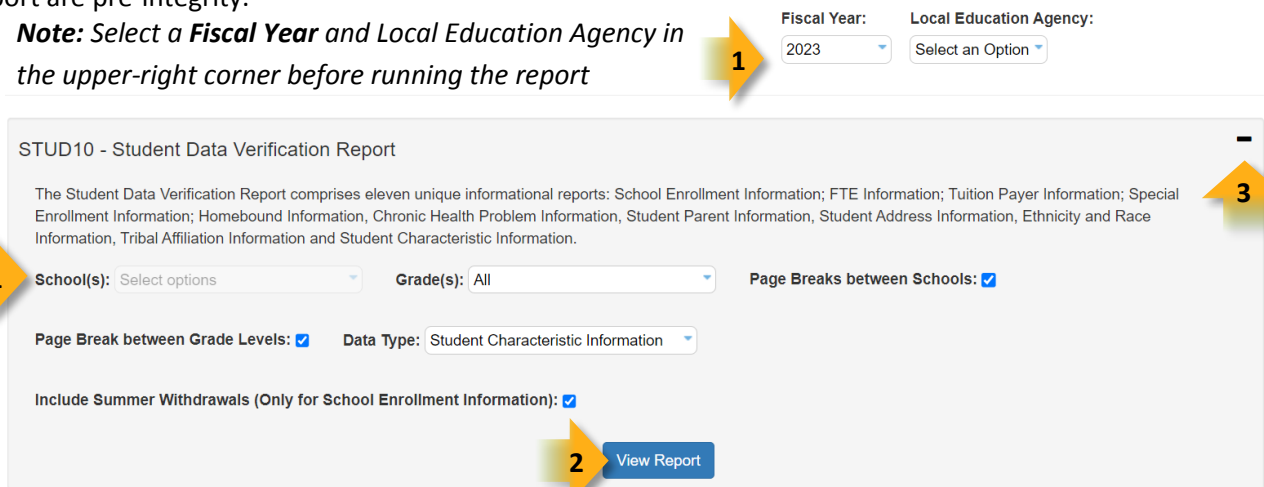
ADE Quick Reference Guides

AzEDS Reports

STUD10 – Student Characteristic Data Verification Report

The STUD10 (Student Data Verification report) has been broken into eleven sub-reports. The Student Data Verification Student Characteristic Information sub-report displays all students submitted by a school/LEA that are listed with a characteristic (e.g. 1/4 or more Indian Blood, Parent in Military, etc.). All items on this report are pre-integrity.

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



STUD10 - Student Data Verification Report

The Student Data Verification Report comprises eleven unique informational reports: School Enrollment Information; FTE Information; Tuition Payer Information; Special Enrollment Information; Homebound Information; Chronic Health Problem Information, Student Parent Information, Student Address Information, Ethnicity and Race Information, Tribal Affiliation Information and Student Characteristic Information.

1 School(s): Grade(s): Page Breaks between Schools: ☒

Page Break between Grade Levels: ☒ Data Type:

Include Summer Withdrawals (Only for School Enrollment Information): ☒

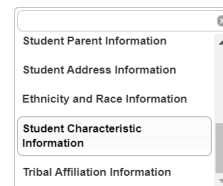
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(1) Reporting Parameters: Users must choose a School and Grade from the drop-down menus. Grade level, although it must be specified to run the report, does not apply to results.

Note: *Page Break between Grades and Include Summer Withdrawals cannot be implemented with this report.*

- The **Page Break between Schools** checkbox displays each school on a separate page. This is only applicable for LEAs with permissions to view submissions from multiple schools.
- Select **Student Characteristic Information** from the Data Type menu:



Student Parent Information

Student Address Information

Ethnicity and Race Information

Student Characteristic Information

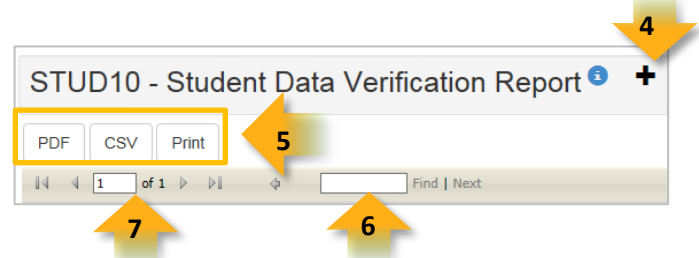
Tribal Affiliation Information

(2) View Report: Queries results (see Page 2).

(3) Collapse: To provide more room for viewing the report, the button collapses the interface:

(4) Expand: Click the icon of a collapsed report to expand the search interface.

(5) PDF/CSV/Print: Selecting **PDF** prompts to save or open the report as a save or open the report as a PDF file. Selecting **CSV** prompts to save or open the report as an Excel document. Selecting **Print** displays the report in a print preview window. Click the printer icon to print the report as it appears on the screen.



STUD10 - Student Data Verification Report

1 of 1





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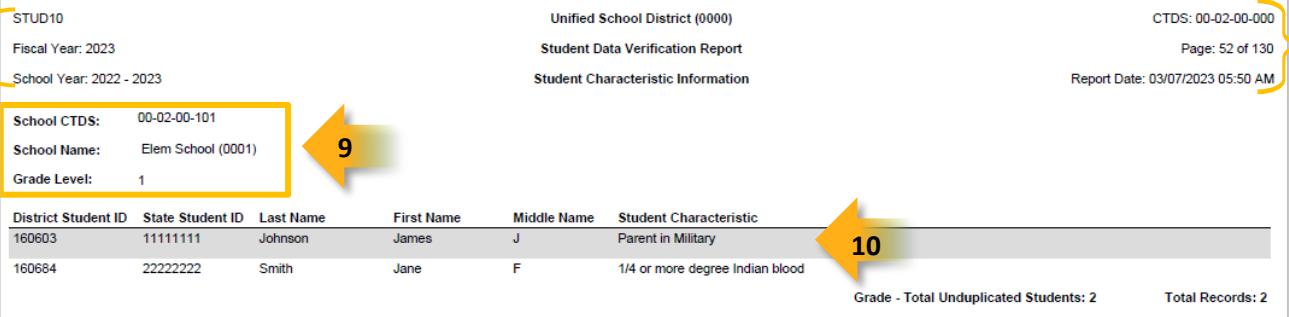
◇ **Note:** Please refer to the [Exporting to CSV Instructions](#) for additional instruction on filtering results.

(6) Search: Type the name of entity, or part of a name, to quickly scan the report. Matches are highlighted blue. Click **Next** to find the next matching entry on the report.

ADE Quick Reference Guides

AzEDS Reports

(7) Navigation: The  and  buttons move forward and backward, one page at a time. The  and  buttons move to the first and last page, respectively. A specific page number can be entered in the textbox, followed by hitting **Enter** on the keyboard.



8 Navigation buttons and page number input field.

9 Sub-Header information: School CTDS, School Name, and Grade Level.

10 Report Information table:

| District Student ID | State Student ID | Last Name | First Name | Middle Name | Student Characteristic |
|---------------------|------------------|-----------|------------|-------------|---------------------------------|
| 160603 | 11111111 | Johnson | James | J | Parent in Military |
| 160684 | 22222222 | Smith | Jane | F | 1/4 or more degree Indian blood |

11 Totals: Grade - Total Unduplicated Students: 2, Total Records: 2

(8) Header: The report name, fiscal year, and school year display on the top-left corner of each results page. The LEA name, Entity ID, and type of verification report display on the center of each results page. The CTDS number, page number, and date of the report display on the top-right corner of each results page.

(9) Sub-Header: The School CTDS, school name, and school Entity ID display above the information for each section. If the **Page Break between Schools** box is checked on the search interface, each section displays on a separate page.

(10) Report Information: The following information is listed per student. If the report is ran for multiple schools, results are broken down per school.

- **District Student ID:** The identification number supplied by the LEA.
- **State Student ID:** The unique identification number supplied by ADE.
- **Last name, First Name, and Middle Name** (if available).
- **Student Characteristic:** The characteristic(s) submitted for each student

(11) Totals: Displays the total number of unduplicated students and total records submitted at the end of each section. A discrepancy in these numbers indicates a student was submitted multiple times. At the end of the report, additional totals for all unduplicated students and total records for that school are shown.