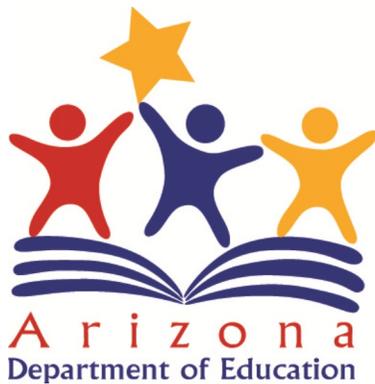


Arizona Department of Education



# **Student Accountability Information System**

## **Student Database Transaction Requirements**

### **Transaction Requirements: Needs**

Version 8.0

Last updated: February 1, 2012

Arizona Department of Education  
Information Technology Department  
1535 W. Jefferson Street  
Phoenix, Arizona 85007-3209

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## Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are not included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: Table of Contents, List of Figures, List of Tables, Issues.

**Table 1: 10/01/2011 Version 8.0 Published**

Ver	New information	Old information	Source
8.0	Updated to DITA XML formatting		B Conlin
8.0	AOI	TAPBI	B Conlin
8.0	Changed Language Participation Status to Empty field in Language Program Participation Transaction Elements table		B Conlin
8.0	Added Error Messages 21020 & 21021 for new Overall assessment of FEP		B Conlin
8.0	Modified rule SD-TX012-AST-008.3A.5 for FY2008 and forward. Added 3 new validation rules for FY2008 and forward.		B Conlin
8.0	Removed SD-TX012-AST-004 FY2008 and forward		B Conlin
8.0	Deleted SD-TX012-AST-007.1 and SD-TX012-AST-007.2		B Conlin
8.0	Added Adult Education ID and Exempt from PPVT III fields to Early Childhood Transactions (023). Added transaction rule SD-TX023-ECP-002		B Conlin
8.0	Added Error message for exemption code = 4		B Conlin
8.0	Added Adult Education ID & Exempt form PPVT III or PALS-PreK to Early Childhood Program Participation transaction Definitions table		B Conlin
8.0	Added validation rule for SPED Exit Reason code 12		B Conlin
8.0	Added SPED Year End Exit Codes section & tables		B Conlin
8.0	Added validation rule for SPED exit reason matching student regular membership year end status		B Conlin
8.0	Added validation rule for SPED Exit reason and Exit date both being submitted.		B Conlin
8.0	Added 2x Transaction level validations for FY2008 SPED service codes (1 for pre FY2008, 1 for post FY2008)		B Conlin
8.0	Added Language rule SD-INT-LNG-003.1		B Conlin
8.0	From FY2009 forward, Transaction 12, Student Assessment will no longer be accepted by ADE. Please see "ELL Assessment Integration" supporting document that describe the new process.		B Conlin

Ver	New information	Old information	Source
8.0	For validation SD-TX015-SUP-002.2A.2 added error message		B Conlin
8.0	Added SPED Concurrency Type element to SPED Service Participation transaction (014).		B Conlin
8.0	Added transaction validation for transaction 011 & 014 to disallow Needs code PMD, use DD instead. Added information on Needs Code DD age limits (10) and changing Needs code.		B Conlin
8.0	Added transaction validation for transaction 011 & 014 to disallow Needs code PSL, use SLI instead. Added information on Needs Code SLI age limits (Preschool through 22 <sup>nd</sup> birthday – 1) and changing Needs code.		B Conlin
8.0	Replaced SPED Concurrency Type with SPED School Concurrency in transaction 014.		B Conlin
8.0	Updated Living in Household Indicator in Early Childhood Program Participation transaction table for ECBG relevance to end in FY2010 and added relevance to FTF after FY2011. Added change to requirements to Definitions table.		B Conlin
8.0	Updated Early Childhood Program Participation transaction Element Optionality footnotes to indicate the PPVT III or PALS-PreK Exempt element is required for Preschool Program Type is Title I Even Start (or State Family Literacy prior to FY2011).		B Conlin
8.0	Updated SPED Exit Codes vs. Withdrawal Codes table		B Conlin
8.0	Added SD-TX012-AST-001 to Student Assessment Assessment Rules from Transaction Overview.		B Conlin
8.0	Added SD-TX013-@@ validation to Language Program Participation from Transaction Overview document, Language Program Participation section		B Conlin

**Table 2: 12/01/2006 Version 7.1 PUBLISHED**

Ver	New information	Old information	Source
7.1	<b>Entire Document</b> References to infrastructure elements have been removed		C. Cree, Business Analyst, Information Technology
7.1	<b>All Needs</b> Added reference to transactions 15, 23, and 24.		C. Cree, Business Analyst, Information Technology

Ver	New information	Old information	Source
7.1	<p><b>Student Need</b> Added error message numbers to rule(s):</p> <ul style="list-style-type: none"> <li>SDTX011ND-001.1</li> <li>SDTX011ND-001.3</li> <li>SDTX011ND-002.2C.1.7</li> <li>SDTX011ND-002.2A.4.2</li> </ul>		C. Cree, Business Analyst, Information Technology
7.1	<p><b>SPED Service Participation</b> Modified message text for rule SD-TX014-SPD-002.3A.7.1</p>		C. Cree, Business Analyst, Information Technology
7.1	<p><b>ECE Program Participation</b> Added message number for rule SD-TX023-ECP-001 -38021</p>		C. Cree, Business Analyst, Information Technology

**Table 3: 8/15/2006 Version 7.0 PUBLISHED**

Ver	New information	Old information	Source
7.0	<p><b>All Needs</b></p> <ul style="list-style-type: none"> <li>Added new data element – Primary Nighttime Residence – to Transaction Elements table</li> <li>Revised Element Optionality table to include Primary Nighttime Residence</li> <li>Added new rules for “Add”, “Change”, and “Delete” operations for Primary Nighttime Residence.</li> <li>Annotated section with reference to new rule for Immigrant need.</li> </ul>	<ul style="list-style-type: none"> <li>Data element previously did not exist</li> <li>New Immigrant validation</li> </ul>	J. Whelan, IT Business Analyst Footprints ticket(s): 34339, 34379 C. Cree, IT Business Analyst
7.0	<p><b>SPED Service Participation</b></p> <ul style="list-style-type: none"> <li>Added new data element – Federal Primary Need Indicator to Transaction Elements, and Transaction Element Optionality tables.</li> <li>Added rules SD-TX014-SPD-002.3A.11 for new data element – Federal Primary Indicator.</li> <li>Revised rules for SPED Exit Reason Codes</li> </ul>	<ul style="list-style-type: none"> <li>Federal Primary Need data element previously did not exist</li> <li>Exit dates and reasons are now synchronized</li> </ul>	J. Whelan, IT Business Analyst Footprints ticket(s): 34289, 34018 C. Cree, IT Business Analyst
7.0	<p><b>Support Program Participation</b></p> <ul style="list-style-type: none"> <li>Added new rule for Primary Nighttime Residence for Homeless students participating in 21<sup>st</sup> Century Program.</li> </ul>	Previously did not exist	J. Whelan, IT Business Analyst Footprints ticket(s): 34339 C. Cree, IT Business Analyst
7.0	<p><b>Early Childhood Program Participation</b></p> <ul style="list-style-type: none"> <li>Added new transaction specifications.</li> </ul>	Previously did not exist	H. Hugo, Director, RAT Footprints ticket(s): 30615 C. Cree, IT Business Analyst

Ver	New information	Old information	Source
7.0	<b>Early Childhood Preschool Assessment</b> <ul style="list-style-type: none"> <li>Added new transaction specifications</li> </ul>	Previously did not exist	H. Hugo, Director, RAT Footprints ticket(s): 30615 C. Cree, IT Business Analyst

**Table 4: 07/31/2006 Version 6.8 PUBLISHED**

Ver	New information	Old information	Source
6.8	<b>All Needs</b> <ul style="list-style-type: none"> <li>Inserted rule already executed for Need transaction wherein the need code is checked to determine if it is Migrant. In such cases, the transaction will not undergo any further verification or validation because Migrant records are populated in SAIS directly from COEStar.</li> <li>Added message(s): 419000</li> </ul>	Previously not documented as being included in the Need transaction edits	Carol Cree, Business Analyst, Information Technology
6.8	<b>Assessment</b> <ul style="list-style-type: none"> <li>Modified text of message(s): 21012</li> <li>Modified message number(s): 21006</li> </ul>	<ul style="list-style-type: none"> <li>Previously referred to Overall Proficiency Level</li> <li>Erroneously identified as 21002</li> </ul>	Carol Cree, Business Analyst, Information Technology
6.8	<b>SPED Service DOR Transfer</b> <ul style="list-style-type: none"> <li>Inserted file level error message 10066</li> </ul>	Previously did not exist.	Carol Cree, Business Analyst, Information Technology
6.8	<b>Support Program Participation</b> <ul style="list-style-type: none"> <li>Added rules SD-TX015-SUP-002.2C.1, SD-TX015-SUP-002.2C.2, and SD-TX015-SUP-002.2C.3 to correspond to the addition of the Change operation in the Element Optionality table.</li> <li>Added message(s): 24018</li> </ul>	Rules were implemented in FY2006, but documented elsewhere	Carol Cree, Business Analyst, Information Technology
6.8	<b>Initial IEP</b> Added message number(s): 36005,	Previously messages did not have number assigned.	Carol Cree, Business Analyst, Information Technology

**Table 5: 12/9/2005 Version 6.7 PUBLISHED**

Ver	New information	Old information	Source
6.7	<b>Assessments</b> <u>SD-TX012-AST-007.1</u> Added rule - Beginning in FY2006, all assessment score elements (Oral, Reading, Writing, and Overall Total Composite Scaled Score) have a code value range of 100-999.	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director

Ver	New information	Old information	Source
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-007.2</u> Added rule - To successfully use an Overall Assessment Result code 6 (Continuing FEP), the Overall Assessment score must contain a numeric value of 999.</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-007.3</u> Added rule - There are additions and changes to required elements for FY2006. The Assessment Transaction Element Optionality table identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-007.4</u> Added rule - The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-008.3A.5</u> Added rule - Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder. Attempts to add an assessment record with a different date from a record that exists on SAIS within the same fiscal year from the same school district or charter will fail on import.</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-008.3A.6</u> Added rule - If an assessment is submitted by a second district/charter within the same fiscal year as an assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<p><b>Assessments</b></p> <p><u>SD-TX012-AST-008.3C.6</u> Added rule - If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level) .</p>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director

Ver	New information	Old information	Source
6.7	<b>Initial IEP</b> SD-TX021-IEP-002.2.1 Added rule - Allow the submission of an Initial IEP transaction where the Initial IEP Date is in the current or current minus one FY. <i>ERROR message -36007: Initial IEP date must be in the current fiscal year or one prior fiscal year.</i>	Previously did not exist	Micky Gutier, EAS; Jim Whelan, IT Business Analyst; Helen Hugo, IT BA/QA Director
6.7	<b>Initial IEP</b> SD-TX021-IEP-002.3A.2 Added rule - ESS only needs Initial IEP data for preschool age and younger. This information is not needed for any other grade or age group. <i>ERROR message -36006: Initial IEP data need only be submitted for PS age and younger students less than 5 years of age by September 1<sup>st</sup>; {birthdate}</i>	Previously did not exist	Lynn Busenbark, ESS; Jim Whelan, IT Business Analyst

**Table 6: 11/03/2004 Version 4.6 PUBLISHED**

Ver	New information	Old information	Source
4.6	<b>Assessment</b> Annotate the Assessment Result Code field to indicate that, although the field is optional, one of the three assessments must contain a result consistent with ELL language instruction in order for the language participation to be accepted.		Bob Dohm, Tempe RTC; C. Cree, MIS – Business Analysis

**Table 7: 11/01/2004 Version 4.5 PUBLISHED**

Ver	New information	Old information	Source
4.5	<b>Support Programs</b> Added qualification to rule in section 015.1 Step 1 – Verification that Transportation / School Choice code is to be disallowed FY2004 and beyond.	Previously did not specify application to FY2004.	Ticket # 174 Nancy Konitzer, AAD; Helen Hugo, MIS – Student Details Manager; C. Cree, MIS – Business Analysis
4.5	<b>Need Entry and Exit Dates</b> Added clarification that LEAs receiving Special Assistance under Provision 2 or Provision 3 are not required to enter their Free / Reduced Price Lunch Needs for each eligible student.	Previously did not specify Provision 2 or 3 qualifiers.	Holly Mohr, Child Nutrition Nancy Konitzer, AAD; C. Cree, MIS – Business Analysis
4.5	<b>How to Change A Student's Scheduling Track Mid-Year</b> Removed note that identified the lack of a mid-year track change process in SAIS as an open issue.	Previously specified that the mid-year track change was an open issue.	C. Cree, MIS – Business Analysis

**Table 8: 09/23/2004 Version 4.4 PUBLISHED**

Ver	New information	Old information	Source
4.4	<b>Summary of the Needs-Related Transactions</b> Added exit date to Support Program transaction usage.	Previously did not exist	C. Cree, MIS – Business Analysis
4.4	<b>SPED Grade</b> Added note regarding State funding calculated for Preschool Service codes R and S.	Beginning FY2005.	Peggy Staples, ESS; C. Cree, MIS – Business Analysis; Ticket # 22581

**Table 9: 09/16/2004 Version 4.3 PUBLISHED**

Ver	New information	Old information	Source
4.3	<b>Support Programs</b> Added rule that Transportation / School Choice will be disallowed.	Code previously allowed.	Nancy Konitzer, AAD Jeff Stowe, AAD; Carol Cree, MIS – Business Analysis

**Table 10: 09/09/2004 Version 4.2 PUBLISHED**

Ver	New information	Old information	Source
4.2	<b>Student Assessment</b> Minor changes to content of the pseudo-code where assessment codes are referenced.	Assessment codes previously not in sync with Codes document.	Ticket 20100 / 10 Alice Bautista, QA; Carol Cree, MIS – Business Analysis

**Table 11: 7/02/04 Version 4.1 Published**

Ver	New information	Old information	Source
4.1	<b>Language Needs</b> Modified content of Student Assessment to clarify assessment date as driving fiscal year rules, and revised error message numbers to be consistent with previous versions of the Needs requirements.		Carol Cree, MIS – Business Analysis

**Table 12: 06/10/2004 Version 4.0 Published**

Ver	New information	Old information	Source
4.0	<b>021.2A.3 Check Initial IEP:</b> Message number not yet assigned.) Message text changed to " Student is not 3 years old on Initial IEP Date; Initial IEP will not count toward FAPE." Displays student birthdate and submitted Initial IEP Date.	<ul style="list-style-type: none"> <li>Originally read " Student less than 3; Initial IEP will not count toward FAPE."</li> <li>Originally didn't show the IEP Date or birthdate.</li> </ul>	Janice McGoldrick, Randy Morter, 3/8/2004
4.0	<b>014.2A.4 SPED Entry date validation:</b> Modified document to reflect the proper error message -23017 is returned if a discrepancy exists in the validation: SPED entry date > SPED exit date.	<ul style="list-style-type: none"> <li>Previously listed incorrect error message or -23035</li> </ul>	Ticket 16373 Janice McGoldrick, MIS Software Devt Mgr Randy Morter, SD Software Devt Lead

Ver	New information	Old information	Source
4.0	<b>Age/Grade Validation Chart:</b> Added Footnote to Age/Grade table: * 'by' includes the designated date (eg. by Jan 1 <sup>st</sup> includes Jan 1 <sup>st</sup> )	<ul style="list-style-type: none"> <li>Footnote previously did not exist</li> </ul>	Helen Hugo, Student Details Project Manager, MIS Jim Whelan, Business Analyst, MIS
4.0	<b>Initial IEP:</b> Added note, “ <i>A student may be considered 3 years old if they are within 90 days of their 3<sup>rd</sup> birthday (A.R.S. § 15-771.G)</i> ”	<ul style="list-style-type: none"> <li>Note previously did not exist</li> </ul>	Lynn Busenbark, Director of Program Support, ESS Jim Whelan, Business Analyst, MIS
4.0	<b>Initial IEP:</b> Modified Initial IEP explanation to state, “This transaction applies to 3 year olds <b>BEFORE they receive SPED services.</b> ” Added an example scenario.	<ul style="list-style-type: none"> <li>Document previously stated that this transaction applies only to 3 year olds <b>not yet receiving SPED services</b></li> </ul>	Helen Hugo, Student Details Project Manager, MIS Janice McGoldrick, MIS Software Devt Mgr Jim Whelan, Business Analyst, MIS
4.0	<b>Initial IEP 021.2.2:</b> The entry date in the transaction is to be validated against the fiscal year in the header record.	<ul style="list-style-type: none"> <li>Previously had incorrect validation method</li> </ul>	Helen Hugo, Student Details Project Manager, MIS
4.0	<b>Initial IEP 021.2A3:</b> Removed Warning message -236001 "Student older than 3 on Initial IEP Date. Initial IEP will not count towards FAPE for 3 year olds.”	<ul style="list-style-type: none"> <li>Warning previously existed</li> </ul>	Lynn Busenbark, Director of Program Support, ESS Jim Whelan, Business Analyst, MIS
4.0	<b>Initial IEP 021.2A3:</b> Defined 3 year olds for IEP to be - within 90 days of their 3 <sup>rd</sup> birthday until the day before they reach the age of 4	<ul style="list-style-type: none"> <li>Definition did not previously exist</li> </ul>	Jim Whelan, Business Analyst, MIS
4.0	<b>Initial IEP 021.2D Step 2D:</b> Modified requirement – changed from “... (Entity ID + Student ID) ...” to “... (Entity ID + Student ID + Initial IEP Date) ...”	<ul style="list-style-type: none"> <li>Previously had incorrect validation method</li> </ul>	Ticket 18462 Ginny Nordstrom, SD Developer
4.0	<b>Introduction to Needs</b> <ul style="list-style-type: none"> <li>Removed reference to “Migrant Agriculture employment’ since the corresponding Need will not be captured by LEAs for SAIS purposes.</li> <li>Under the section “Language Needs”: added a bullet identifying that assessments are used to flag students in Continuing FEP status.</li> </ul>		<ul style="list-style-type: none"> <li>Ticket 20168 &amp; 21137; Carol Cree, MIS – Business Analysis</li> <li>Irene Moreno, EAS; Kathie Mooney, EAS;</li> </ul>

Ver	New information	Old information	Source
4.0	<p><b><u>All Needs</u></b></p> <ul style="list-style-type: none"> <li>Added section to indicate that Migrant Needs will be captured in SAIS via the Migrant COEStar interface, and Migrant Needs transactions must be disallowed.</li> <li>Revised wording regarding consequences of non-submittal of Free Lunch/ Reduced Price Lunch data to SAIS.</li> </ul>		Jeff Stowe, AAD; Janice McGoldrick; Helen Hugo, MIS – Student Details Manager; Ticket # 21137; Carol Cree, MIS – Business Analysis
4.0	<p><b><u>Language Needs</u></b></p> <ul style="list-style-type: none"> <li>Added that a student assessment “is also used to identify a student whose language progress is being monitored after achieving FEP status”</li> <li>Modified wording in “How to use the Language-related transactions” section re: using the change operation to enter an exit date for a student who has completed language program participation</li> <li>Clarified Assessment Rules section.</li> </ul>		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Helen Hugo, MIS – Student Details; Carol Cree, MIS – Business Analysis
4.0	<p><b><u>Assessment Transaction Elements / Element Optionality</u></b></p> <ul style="list-style-type: none"> <li>Indicated that the Assessment Score will be the “scale” score, and added a footnote from the “Assessment Date” data element indicating the edits which are driven by the assessment date.</li> <li>Modified footnotes on element optionality table to indicate that the date determines whether an Assessment Result Code and an Assessment Score are required or optional</li> </ul>		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Jeff Stowe, AAD; Carol Cree, MIS – Business Analysis
4.0	<p><b><u>Assessment Verification / Validation</u></b></p> <p>Modified content of verification and validation steps to be consistent with Assessment Rules.</p>		Helen Hugo, MIS – SAIS Student Details Manager; Randy Morter / Ginny Nordstrom, Software Development
4.0	<p><b><u>Language Program Participation</u></b></p> <p>Added rule regarding most recent assessment indicating a language need to be consistent with Integrity Checking validation</p>		Rolanda Bell, R&E; Irene Moreno, EAS; Kathie Mooney, EAS; Helen Hugo, MIS – Student Details; Carol Cree, MIS – Business Analysis

Table 13: 02/16/2004 Version 3.0 published

Ver	New information	Old information	Source
3	<b>Fiscal Year 2005 Changes</b>		Janice McGoldrick, MIS Software Devt Mgr
3	<b>SAIS in Brief:</b> <ul style="list-style-type: none"> <li>• <b>Development Phases:</b> Added notation about additions to phase II.</li> <li>• <b>Development timeline at ADE:</b> Explained that Phase I went into parallel in FY2002 and into full production in FY2003.</li> </ul>	<ul style="list-style-type: none"> <li>• previously did not mention NCLB requirements being added to SAIS</li> <li>• presented information as though still planned</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<b>General Requirements:</b> <ul style="list-style-type: none"> <li>• <b>Fiscal Year:</b> Added source of ADE's use of FY.</li> <li>• <b>Activity Codes:</b> Added note that all Activity Codes are required to be submitted to SAIS in FY2005, even though YEE will be submitted in aggregate for test.</li> </ul>	<ul style="list-style-type: none"> <li>• previously did not explain why ADE used FY, or the FY dates</li> <li>• no explanation was offered, causing confusion when ADE required the YEE aggregated report to be submitted as well as the individual Activity Codes</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<b>File Header Requirement:</b> New element added: SMS code	did not exist on the header	Janice McGoldrick, MIS Software Devt Mgr
3	<b>Table 1 Need groups, Needs, and Programs/ Services:</b> <ul style="list-style-type: none"> <li>• <b>Language need group:</b> added "funded by" entry: federal titles</li> <li>• <b>Health need group:</b> removed need "chronic illness/condition"</li> </ul>	<ul style="list-style-type: none"> <li>• was previously listed as only funded by state aid</li> <li>• not required to be collected by SAIS</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<b>New Transaction:</b> <b>021 Initial IEP:</b> Added due to legislative requirement.	information was not collected by SAIS	FAPE; per Lynn Busenbark, ESS; Janice McGoldrick, MIS Software Devt Mgr, ticket 18462
3	<b>Changes to prior years' data:</b> Stated that SAIS will accept changes to the 3 prior years of data.	previously stated that SAIS would allow changes only to one previous year	Janice McGoldrick, MIS Software Devt Mgr
3	<b>Phase II:</b> {description of transactions and their usage}: <ul style="list-style-type: none"> <li>• <b>Support Program Participation Transaction:</b> Removed usages involving submitting exit information</li> <li>• <b>Initial IEP Transaction:</b> new transaction as identified earlier</li> </ul>	<ul style="list-style-type: none"> <li>• Exit information is not relevant to Support Programs.</li> <li>• Initial IEP information not previously collected by SAIS</li> </ul>	Jeff Stowe, AAD; Janice McGoldrick, MIS Software Devt Mgr

Ver	New information	Old information	Source
3	<p><b>Whole document:</b></p> <ul style="list-style-type: none"> <li>Clarified use of exit information (dates, reasons). Relevant to Homebound, Free/Reduced Lunch Eligibility.</li> <li>Clarified automatic delete of Needs: SAIS will delete the Need when all when programs/services are deleted except for Support Programs ... these Needs must be explicitly deleted by the submitter, as funding is generated from some Support-related Needs, not just from their Program Participation.</li> </ul>	<ul style="list-style-type: none"> <li>previously, documentation said that exits were not relevant anywhere except for Homebound students</li> <li>previously, documentation said that Need would always be deleted when the last program or service is deleted from SAIS.</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>Student Need:</b> Added note stating that Free/Reduced Lunch Eligibility must be submitted to SAIS or Title I funding will be withheld.</p>	comment did not previously exist	Nancy Konitzer, ADE AAD (Academic Achievement Dept); Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>Student Assessment:</b></p> <ul style="list-style-type: none"> <li>Added Assessment Rules expanding validations for Assessments.</li> <li>New element added to transaction: Assessment Score.</li> <li>Required element changed to optional: Assessment Result Code</li> <li>Added fiscal year-dependent validations.</li> <li>012.3 Step 3: SAIS Database Update: table name corrected to the Assessments table name</li> </ul>	<ul style="list-style-type: none"> <li>Rules did not exist; data was previously given only cursory validation</li> <li>Assessment Score was not collected in SAIS</li> <li>Assessment Result Code was required</li> <li>Validation did not consider FY before</li> <li>mistakenly referred to the Needs table</li> </ul>	Irene Moreno, Jeff Stowe, AAD; Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>Language Program Participation:</b></p> <ul style="list-style-type: none"> <li>Added rules section</li> <li>Added open issue: how to change track mid-year is being redesigned, will be published shortly.</li> </ul>	<ul style="list-style-type: none"> <li>Rules were not thorough.</li> <li>Instruction was merely to exit and re-enter the student.</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr

Ver	New information	Old information	Source
3	<p><b>SPED Service Participation:</b></p> <ul style="list-style-type: none"> <li>Added open issue: how to change track mid-year is being redesigned, will be published shortly.</li> <li>Added note that the "change" operation is not valid for a move between PS and any other grade, with explanation</li> <li>Added validation for SPED service code / fiscal year, as a new service code is added and others removed for FY2005</li> <li>Added note that SPED and membership grades should match (warning FY2005, failures after that). Added the single table of rules for student age validation, that is used in Integrity. Added the validation in <b>014.2C.3 SPED Grade</b></li> </ul>	<ul style="list-style-type: none"> <li>Instruction was merely to exit and re-enter the student.</li> <li>previously neglected to state that PS-involved transfers cannot be accomplished with the "change" operation</li> <li>previously did not validate services by FY</li> <li>before FY2005 no attempt is made to synchronize SPED and membership grades</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>014.2C.4 Verify dates and exits; 014.2C.5 Update all changeable fields</b></p>	incremented from 014.2C.3 and 014.2C.4 due to inserted paragraph noted earlier	Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>Support Program Participation:</b></p> <ul style="list-style-type: none"> <li>Added reference that this is to be used for the programs listed in the Code Values doc, table Support Programs.</li> <li>Rule 3 and transaction element descriptions: exit date information will be collected starting FY2006.</li> <li>015.2A.3 Program: Added note that JOM validation is done in Integrity.</li> </ul>	<ul style="list-style-type: none"> <li>usage was not explicit</li> <li>previously stated that Support Program exit date would be collected starting FY2005.</li> <li>note on JOM did not previously exist</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>How To Change Specific SAIS Elements:</b></p> <ul style="list-style-type: none"> <li>Added elements for new transaction: Initial IEP Date, Proposed Service Initiation Date</li> <li>Need Exit Date: explained that it's relevant for Homebound, Free/Reduced Lunch needs only</li> <li>SPED Grade: expanded instructions to handle corrections vs. mid-year changes, and transfers involving PS and not involving PS.</li> </ul>	<ul style="list-style-type: none"> <li>new transaction's elements did not previously exist</li> <li>Need Exit Date previously stated it was relevant only for Homebound</li> <li>previously implied to use the "change" operation for all SPED Grade changes</li> </ul>	Janice McGoldrick, MIS Software Devt Mgr
3	<p><b>Issues:</b> Added new open issues with this material or this document not resolved at the time of publication.</p>	previous version of this document had no open issues	Janice McGoldrick, MIS Software Devt Mgr

**Table 14: 08/07/2003 Version 2.4 published**

Ver	New information	Old information	Source
2.4	<b>All transactions:</b> Streamlined section <b>Step 3: SAIS Database Update</b> for every transaction.	<ul style="list-style-type: none"> <li>previously mentioned the example of automatic exits (no longer being done); listed manual activities performed by the database</li> </ul>	Helen Hugo, MIS QA Manager 6/16/03; Janice McGoldrick, MIS Software Devt Mgr
2.4	<b>File Limits:</b> Removed the file limit stating that SAIS would fail files exceeding 10,000 transactions.	<ul style="list-style-type: none"> <li>SAIS will only fail for file size exceeding 10MB</li> </ul>	Hayford Gyampoh, MIS Director
2.4	<p><b>Support Program Participation:</b></p> <ul style="list-style-type: none"> <li><b>Uses of the Support Program Participation transaction:</b> Added new section header in the transaction description. Expanded the existing description of the rules and how SAIS will handle the Program / Need relationship.</li> <li>Update descriptions of the "empty fields" on the transaction; two of these "empty fields" will be changed in FY2004-05 to active fields that will be collected.</li> </ul>	<ul style="list-style-type: none"> <li>previous explanations were far too brief, causing much confusion</li> <li>did not state that these fields will be used in the future</li> </ul>	recommendations from TUSD; Janice McGoldrick, MIS Software Devt Mgr, 7/28/2003

**Table 15: 05/01/2003 Version 2.3 published**

Ver	New information	Old information	Source
2.3	<p>Entire document:</p> <ul style="list-style-type: none"> <li>The additional data being collected in this phase includes support program participation.</li> <li>Changed all instances of the term "supplementary" programs to "support".</li> <li><b>Support Program Participation:</b> New transaction added to SAIS. <i>This transaction was included in this document in versions prior to 2.0, as "Supplementary Program Participation". It was removed for rework, and appears here with fewer data elements being collected than originally envisioned.</i></li> </ul>	<ul style="list-style-type: none"> <li>previously referred to these programs as "supplementary" programs</li> <li>based on a previously unimplemented transaction</li> </ul>	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>General Requirements: Submission File Format Definition: File Limits:</b> changed file limits to maximum of 10MB and 10,000 transactions	previously presented as a recommended limit of 10,000 transactions	Eric Moyer, SAIS Team Lead
2.3	<b>Table 1 Need groups, Needs, and Programs/ Services:</b> Updated table to reflect new Needs and Programs for Giftedness and Support Programs.	information did not previously exist: Support Programs first implemented in FY2003-04	Peter Laing, Exceptional Student Services; Cheri Levenson, Student Services; Nancy Konitzer, Academic Support

Ver	New information	Old information	Source
2.3	<b>Summary of the student needs-related transactions:</b> <b>Student Need Transaction:</b> Expanded the description to make it clear that this transaction is only necessary for reporting a student's need that is not associated with a program or service. <b>Same description added to the chapter describing the Student Need transaction itself.</b>	previously said it could be used for any need; while true, this is very inefficient in most cases	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>Summary of the student needs-related transactions:</b> <b>Phase II:</b> Changed wording to show that Support Program Participation is now included in the FY2003-04 SAIS system. Added section to identify what can be done with the transaction.	previously said the transaction was slated for future implementation	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>Student Need:</b> Added a NOTE to advise that this transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>Student Assessment:</b> Added a NOTE to advise that assessments should be reported in the fiscal year in which the assessment was performed.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>Language Program Participation, SPED Service Participation:</b> Added a NOTE to advise that a Student Need delete transaction is not necessary for deleting a student's need after deleting all related programs or services, because SAIS will automatically remove it.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>SPED Service Participation, Transaction elements:</b> <b>SPED Grade:</b> Expanded the description to state that the SPED grade should match the Membership grade.	previously stated that the grade was the level of the SPED services provided	Janice McGoldrick, MIS Software Development Mgr
2.3	<b>014.2A.8 Synchronize SPED elements:</b> Added note that Birth Date / SPED Grade must be synchronized for SPED just like they are for Membership.	note did not previously exist	Janice McGoldrick, MIS Software Development Mgr
2.3	<b>014.2C Step 2C: Change operation:</b> Added NOTE that a change to the service's end date should be coordinated with any required SPED DOR changes.	previously did not exist	Janice McGoldrick, MIS Software Dev't Mgr
2.3	<b>SPED Service DOR Transfer transaction:</b> Changed "DOR" to "SPED DOR" throughout the transaction description.	previously often referred to DOR or to Funded DOR, causing confusion with the Membership DOR	Helen Hugo, MIS QA

Ver	New information	Old information	Source
2.3	<p><b>How to Change Specific SAIS Elements:</b></p> <ul style="list-style-type: none"> <li>Assessment Date can only be changed with a Student Assessment "delete" operation followed by an "add" operation.</li> <li>Added "change" instructions for Support Programs.</li> </ul>	<ul style="list-style-type: none"> <li>previously the table stated that it could be changed with a "change" operation</li> <li>did not previously exist</li> </ul>	<ul style="list-style-type: none"> <li>Buell Brown, MIS QA analyst, Janice McGoldrick, MIS Software Dev't Mgr; ticket 13614</li> <li>Janice McGoldrick</li> </ul>

Table 16: 10/01/2002 Version 2.2 published

Ver	New information	Old information	Source
2.2	<p><b>File Header:</b> Added optional field <b>Reporting Unit</b> to the file header.</p>	new field did not previously exist	Juan Reza, MIS Developer; Janice McGoldrick, MIS Project Management Office
2.2	<p><b>Overview chapter, Summary of the student needs-related transactions: All Needs</b> , and <b>All Needs chapter: Student Need transaction:</b> Expanded description of the use of the Student Need Transaction, to show it's not the most efficient method to add a need in the SPED or Language need groups.</p>	Previously had simply stated that it could be used to add any need.	Janice McGoldrick, MIS Project Management Office
2.2	<p><b>Language Program Participation: Transaction Elements:</b> Corrected description of Need Code element to show that the current acceptable value is LEPS.</p>	incorrectly stated the value was LEP	Janice McGoldrick, MIS Project Management Office
2.2	<p><b>SPED Service Participation: Transaction Elements:</b> Changed description of SPED Grade element to " The student's grade placement. (The SPED grade should be the same as the grade for the student's membership transaction.)" Prior description was confusing. Ticket 9048.</p>	Previous description was "The grade level of the SPED Services provided."	Janice McGoldrick, MIS Project Management Office
2.2	<p><b>SPED Service DOR Transfer:</b> Changed term "DOR" to "SPED DOR" to prevent confusion with the DOR element appear in the Membership portion of SAIS.</p>	explained at left	Janice McGoldrick, MIS Project Management Office

Table 17: 06/14/2002 Version 2.1 updated

Ver	New information	Old information	Source
2.1	<p><b>Contacts:</b> Updated email address for support center to ADEsupport@ade.az.gov</p>	previously address of support@ade.az.gov is being discontinued	Terry Mendez, ADE Support Center

Ver	New information	Old information	Source
2.1	<b>Submission File Format Definition; Case Sensitivity:</b> Will allow the possibility to alter submitted case, for matching purposes. The submitted data will only be used for internal purposes.	Previously stated "The submitted value of no other elements will be altered."	Janice McGoldrick, MIS Project Management Office
2.1	<b>File Size:</b> Recommended file size limit: About 10,000 transactions	Previously stated: File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	Randy Morter Student Details Project Lead
2.1	<b>Student Need, 011.2A.2.1 Need Exit Date is submitted:</b> Removed error for when a submitted need is contiguous to an existing need. This is how some element changes are accomplished (e.g., CEC code, grade).	Previous error 19010 deleted.	Juan Reza, MIS Developer 6-4-2002; Janice McGoldrick, MIS Project Management Office
2.1	<b>Student Need, 011.2A.2.1 Need Exit Date is submitted:</b> Fixed validation for submitted need that overlaps with an existing and later need to check that existing start date is less than incoming exit date. Fixed both validations for open-ended and closed-ended existing needs.	Previous error checked existing end date to be greater than incoming exit date.	Juan Reza, SAIS Developer
2.1	<b>Student Need, 011.2D Delete Operation:</b> Removed exit date from database read: this is an ignored field on a delete operation.	previously included need exit date on read	Janice McGoldrick, MIS Project Management Office
2.1	<b>Student Assessment, 012.2D Delete Operation:</b> Removed result code from database read: this is an ignored field on a delete operation.	previously included result code on read	Janice McGoldrick, MIS Project Management Office
2.1	<b>SdStudentParticipationProgSvcs RefPsExitReasonID:</b> Element name corrected.	incorrectly shown as RefPsWithdrawalReasonID.	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation, Program Exit Reason Code:</b> Changed length to 2	previously listed as length 5.	Janice McGoldrick, MIS Project Management Office

Ver	New information	Old information	Source
2.1	<b>Language Program Participation, element "Language Participation Status":</b> Changed name to match functionality.	previously named "Language Need Status"	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation, SPED Service Participation:</b> Added error message numbers for new validations checking for overlapping programs/ services.	Some numbers were missing for new errors, were marked by "@@".	Randy Morter Student Details Project Lead
2.1	<b>Language Program Participation, 013.2A.2 Program/Service, 013.2C.1 Program/Service, 013.2D.1 Program/Service:</b> Included Need Code in the database read; only relevant if more than one language need will be used in Arizona.	previously omitted this field	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation: 013.2A.6 Check for Overlapping Programs:</b> Removed error for when a submitted need is contiguous to an existing need.	Previous error 19019 deleted.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, Transaction Elements:</b> Moved Track Number to follow Student ID, to match all other SAIS transactions where Track Number appears.	Erroneously placed following names on Legal documents.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, Element Optionality:</b> SPED Exit Reason Code is optional. Deleted footnote 2, which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. Renumbered previous footnote 3 to footnote 2.	SPED Exit Reason Code was listed as a required field.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2A.2 SPED Service, 014.2C.2 SPED Service, 014.2D.1 SPED Service:</b> Included Need Code in the database read; only relevant if more than one language need will be used in Arizona. (For <b>014.2D.1 SPED Service</b> , also removed exit date, exit reason code, and grade from the read.)	previously omitted need code field from the read by mistake; additional elements were erroneously included in the read for a delete	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2A.5 Verify exit elements :</b> Removed code which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. . SPED Exit Reason Code is optional.	Previously verified if exit date was submitted then reason code was required and vice-versa.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2C.3 Verify dates and exits:</b> Removed instruction to perform <b>014.2A.5 Verify exit elements</b> .	previously performed same verification for change as was done for the add.	Janice McGoldrick, MIS Project Management Office

Ver	New information	Old information	Source
2.1	<b>How to Change SAIS Elements:</b> Added language area elements due to final Flores v. Arizona decision.	elements were included with previous names	Janice McGoldrick, MIS Project Management Office

Table 18: 04/04/2002 Version 2.0 published

Ver	New information	Old information	Source
2.0	Changed all occurrences of "enrollment" to specifically state whether the doc was referring to membership or to participation in a program or service.	confusion was reported because the term "enrollment" at districts and schools means a student's registration in the school, not necessarily membership as defined in statute	Janice McGoldrick, MIS Project Management Office
2.0	<b>About This Document:</b> synchronized with Membership Transactions document. Added new section <b>Document Distribution / Postings</b> to identify who will be notified of changes to this document and where it will be posted.	Updated <b>Contacts</b> to incorporate instructions for inquiries and reporting changes. Removed <b>Change Management</b> . Updated <b>Document References</b> .	Janice McGoldrick, MIS Project Management Office
2.0	<b>SAIS In Brief:</b> synchronized with Membership Transactions document.	phases of development were not clear	Janice McGoldrick, MIS Project Management Office
2.0	<b>General Requirements:</b> synchronized with Membership Transactions document.	<b>Conventions</b> formatting was incorrect; add optionality column to <b>File Header Requirement</b> .	Janice McGoldrick, MIS Project Management Office
2.0	<b>Overview of Student Needs and Participation in Programs / Services:</b> Renamed chapter. Incorporated new legislative name for language need (ELL). Moved sections <b>Need Entry and Exit Dates</b> , <b>Homebound Students</b> , <b>Needs-Only Students</b> to chapter on the <b>Student Need</b> transaction, Re-added <b>Assessments</b> section.	chapter was same except "Overview of" has been added <b>Assessments</b> section had been temporarily removed from the initial release of SAIS but has been added again in the 2.0 release).	Janice McGoldrick, MIS Project Management Office
2.0	<b>Summary of the Needs-Related Transactions:</b> Chapter name changed. Organized transactions into Phases identified in chapter <b>SAIS In Brief</b> .	chapter was same except "Summary of" has been added	Janice McGoldrick, MIS Project Management Office
2.0	<b>All transactions: Program/Service Exit Dates:</b> added validation that exit cannot precede the entry date.	previous version did it for some transactions, not all	Janice McGoldrick, MIS Project Management Office

Ver	New information	Old information	Source
2.0	<b>Student Need:</b> Improved description and instructions for use. Included sections <b>Need Entry and Exit Dates, Homebound Students, Needs-Only Students</b> from Overview chapter.	introduction was not detailed enough	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Need:</b> For a delete, added validation that no other related programs are using this need.	did not previously state that this is checked	Helen Hugo, SAIS QA Manager
2.0	Organized document according to subject area: <ul style="list-style-type: none"> <li>All Needs</li> <li>Language Needs</li> <li>SPED</li> </ul>	were organized in order of transaction identifier; caused confusion of which transaction to use and when	Janice McGoldrick, MIS Project Management Office
2.0	All references to specific language-related terminology was changed to the generic "language" to eliminate future synchronization issues when legislation changes. chapter <b>Language Needs</b> renamed from "Limited English Proficiency Need, Assessment and Participation in English Acquisition Programs" transaction <b>Language Program Participation</b> renamed from "English Acquisition Program Participation"	old terms were "English Acquisition" and "Limited English Proficient".	Janice McGoldrick, MIS Project Management Office
2.0	<b>Language Program Participation:</b> Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	<b>Language Program Participation:</b> "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	<b>Language Program Participation:</b> Added Language Need Status to signify whether the student is new to the language need or is continuing from the previous school year.	new element	Virginia Rivera, ADE Academic Services Dept
2.0	<b>Language Program Participation:</b> Removed element Language Grade Level Code, per ADE ASD. Student will always have a Membership; get the grade for reporting purposes from there.	element was titled Language Grade Level Code	Virginia Rivera, ADE Academic Services Dept
2.0	<b>Language Program Participation:</b> Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	<b>Language Program Participation:</b> For "change", only update the database if an element is different.	did not previously state this	Helen Hugo, SAIS QA Manager

Ver	New information	Old information	Source
2.0	<b>SPED Service Participation:</b> Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service Participation:</b> "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service Participation:</b> Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	<b>Supplementary Program Participation:</b> Transaction removed from this document, as it is not included yet in SAIS.	document previously stated it would be included at some future date; the transaction specification will be added to the document when it is ready for inclusion in SAIS.	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service DOR Transfer:</b> transaction name fixed throughout the document.	some places read "Student SPED Service DOR Transfer ", others read "Student SPED Service DOR"	Janice McGoldrick, MIS Project Management Office
2.0	<b>Neighborhood School Indicator:</b> name change	previous name caused confusion (Neighborhood School ID)	Janice McGoldrick, MIS Project Management Office
2.0	<b>How To Change Specific SAIS Elements:</b> synchronized description with Membership Transactions document; Assessment elements added	description was slightly out of date; previous version said Assessments were not included in SAIS	Janice McGoldrick, MIS Project Management Office

Table 19: 07/06/2001 Version 1.2 published

Ver	New information	Old information	Source
1.2	<b>Cover page:</b> Moved non-discrimination disclaimer inside footer: standard SAIS document format.	had been located in text of cover page	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Contacts:</b> Fixed hyperlink for SAIS project contact: error correction	hyperlinked to email address that didn't match the displayed email address	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Contacts:</b> Organizational change: new SAIS Project Manager named: Andrew McDonald	removed old SAIS Project Manager: Ilana Licht	Janice McGoldrick, SAIS Requirements Lead

Ver	New information	Old information	Source
1.2	<b>Chapter About This Document:</b> Added new section <b>Document References</b> identifying location of other SAIS documents referred to in this publication. <b>All transactions:</b> Removed location names for referenced documents. Eliminated potential conflicting information.	previously identified at each referenced document	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Revisions:</b> Expanded explanation of contents of the Revisions section.	previous explanation did not state that changes while the document was in draft form are not included in the list	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>File Header Requirement:</b> LEA file sequence number must begin with 1; removed conflict with SAIS file processing module	previously stated could begin at -2,147,483,648	SAIS development team
1.2	<b>File Limits:</b> File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	previously stated was to be determined	SAIS development team
1.2	<b>All transactions:</b> Added note on System Message Numbers being enhanced. Enhanced document readability.	did not previously exist	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>All transactions: Element Optionality tables:</b> Changed reference markers from asterisks to numbers. Improved document readability.	previously used a series of asterisks	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>All transactions: Suspense:</b> Removed reference to the suspense facility. Transactions will reject if submitted out of order.	previously SAIS would re-try the transactions, in the hope that the missing transactions would be submitted	Janice McGoldrick, SAIS Requirements Lead: based on queries from district and vendor developers
1.2	<b>All transactions: Assessments:</b> Removed reference to assessments. Student Assessment-related transaction (#012) is not included in SAIS for initial release.	previously SAIS was going to collect assessment data and associate it with language needs	Janice McGoldrick, SAIS Requirements Lead: based on direction from Katie Stevens, ADE's Academic Services Division
1.2	<b>Student Needs and Participation in Programs / Services:</b> Restructured the beginning explanatory sections. Explained use of Need Entry and Exit Dates. Added explanation that data is fiscal year-based. Added explanation of how to submit data for students not also taking regular classes	previously existed but was not as easily readable new information did not previously exist	Janice McGoldrick, SAIS Requirements Lead

Ver	New information	Old information	Source
1.2	<b>Table 1 Need groups, Needs, and Programs/ Services:</b> Renamed and reorganized needs table. Added new need group of "Academic" disadvantage: needs are math, language arts (reading and/or writing), science.	Social Disadvantage need group renamed "Economic Disadvantage". Neglected need moved from behavioral group. Emergency Immigrant need renamed "Immigrant". Academic need group did not previously exist	Janice McGoldrick, SAIS Requirements Lead; based on direction from ADE's Academic Services Division
1.2	<b>All transactions:</b> Removed element Need Level Code: element only needed for the Vouchers system, which is not included in SAIS at this time. Removed <b>011.2A.2 Need Level Code</b> and <b>011.2C.3 Need Level Code</b> ; renumbered subsequent paragraphs.	had been included in advance of future requirement	School Finance SPED specialist
1.2	<b>All transactions:</b> Middle Name on legal document marked as ignored ("X") on all transactions. The student name fields are provided only for vendor debugging use; SAIS will not use them in the Needs area at all.	Previously they had inadvertently been left marked as optional.	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>All transactions:</b> Need Exit Date is relevant only for homebound needs. For all other needs, it will be ignored. Likewise, Need Entry Date is relevant only for homebound needs. For all other needs, it will be used only to identify fiscal year. Fixed all processing to do full date checks only when need is homebound. Changed examples to use homebound need, to make them more relevant.	The entry and exit dates used to identify when the student entered and exited, respectively, the state of having this Need.	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:</b> explained variances in terminology; reworded explanation of how to use the transactions	previously, terms "bilingual", "limited English proficient", "English acquisition", and others used seemingly interchangeably; previous instructions included assessment and need transactions	Janice McGoldrick, SAIS Requirements Lead; based on input from ADE's Academic Services Division
1.2	<b>English Acquisition Program Participation:</b> Added Grade.	element was missing	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>013.2A.1 Student Identifiers:</b> Fiscal year will be determined by the Program Entry Date.	previously used Assessment Date	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>SPED Service Participation:</b> Added SPED Special Enrollment Code.	element was missing	Janice McGoldrick, SAIS Requirements Lead

Ver	New information	Old information	Source
1.2	<b>Student SPED Service DOR Transfer:</b> Processing rules added.	previously stated that these were under review and would be added later	Janet Narayanasamy, SAIS Requirements Analyst, and Janice McGoldrick, SAIS Requirements Lead: new requirements
1.2	<b>Student SPED Service DOR Transfer:</b> element name fixed to Old SPED Neighborhood School ID; element names fixed to Old (and New) Funded SPED Service DOR	was listed as Old Neighborhood School ID; were listed without the word "Funded"	Janice McGoldrick, SAIS Requirements Lead: error correction
1.2	<b>How To Change Specific SAIS Elements:</b> element names fixed to match transactions; table sorting fixed; removed numbering from some entries in "transaction to change" column	some old names; some elements added out of order; sometimes numbering was used when there was only one way to change an element	Janice McGoldrick, SAIS Requirements Lead

Table 20: 01/29/2001 Version 1.1 published

Ver	New information	Old information	Source
1.1	<b>About This Document</b> section: updated to match Enrollment Requirements document by changing the contact information to E-mail address: jmcgold@ade.az.gov	hyperlinked to old email domain	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>General Requirements</b> section: Inserted <b>SAIS in Brief, System Message Numbers, and Integrity Checking</b> paragraphs. Also removed redundant <b>File header Requirement</b> paragraphs and inserted <b>Case Sensitivity</b> paragraph.	did not exist: synchronized with Membership Requirements document	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>All sections:</b> Clarified statement "See Code Values" to read "See Transaction Requirements: Code Values" located in several locations. Also added link to document in paragraph 011.1.2.	previous reference was incomplete: improved document readability	Janice McGoldrick, SAIS Requirements Lead
1.1	<b>All sections:</b> <u>Student ID</u> (the identifier issued by the SAIS system) will <u>uniquely identify a student</u> . Removed references to student memberships; only references will be to Student ID or to other student needs.	previously used School Student ID as a key field, but this is an optional field; previously related some actions to memberships, but these might not necessarily exist for a special needs student	Janet Narayanasamy, SAIS Requirements Analyst

Ver	New information	Old information	Source
1.1	<b>All sections:</b> updated First Name, Middle Name, & Last Name field names to include “on Legal Document. Updated Transaction Element Optionality tables to show elements are no longer required and will be ignored. No matching will be done on student names (removed all references to "Compare Student"). <b>011.1.4 Missing Fields</b> – Removed First Name, Last Name & School Student Id from table.	previous element names were vague; since SAIS's Student ID is required for every transaction, student names are not necessary; SAIS will not attempt to match submitted student names with those on our database	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>All sections:</b> updated error message codes to new values.	used temporary numbering scheme	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Student Assessment Transaction:</b> removed reference to no longer used values for <u>Assessment Results</u>	previously listed values were suggestions only, were never finalized by the users	Janice McGoldrick, SAIS Requirements Lead
1.1	<b>English Acquisition Program Participation Transaction:</b> removed Assessment and Need.	previously required assessment (which are not required for reporting by SAIS) and need (which will always be "language", so is redundant in the transaction)	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Student SPED Service DOR Transaction:</b> added transaction description.	did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>011.2A.3.1 Need Exit date is Submitted, 011.2A.3.2 Need Exit date is Not Submitted:</b> Corrected statement to read “recent row for this need”. Also, removed restriction to need entry date being more than one day from end date of previous need.	previously referred to "recent row for this membership"; a new need entry date does not have to leave a gap with the previous exit	Rose Whelihan, School Finance
1.1	<b>011.2C.2 Verify Exit Date</b> – Corrected 2 <sup>nd</sup> and 3 <sup>rd</sup> “If” statements to compare <u>Need Exit Date</u> with existing SdStudentNeeds StartDtm. Explained the processing used to prevent changing the <u>Need Exit Date</u> if it will overlap with a subsequent record already on the table. Reworded solutions to clarify.	statements were incorrectly comparing to <u>Need Entry Date</u> ; <u>explanation and clarification did not exist</u>	Janet Narayanasamy, SAIS Requirements Analyst

Ver	New information	Old information	Source
1.1	<p><b>Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:</b> This introductory section has been modified extensively to remove the relationships between the three transactions (Student Need, Student Assessment and English Acquisition Program Participation). The changes include:</p> <ul style="list-style-type: none"> <li>• Added note that the section may be removed later.</li> <li>• Explained that there is no direct relationship between the transactions.</li> <li>• Changed Proposition 203 to A.R.S. § 15-751.1</li> <li>• Removed figure 1 and Table 3 along with associated text. Renumbered remaining tables.</li> </ul> <p>Other affected sections: <b>012.2A.2 Find the Membership; 012.2A.3 Synchronize Assessment Results; 012.1C.2 Synchronize Assessment Results; 012.2C.3 Additional Required Actions; 013.2A.2 Find the Membership; 014.2A.2 Find the Membership; 015.2A.2 Find the Membership</b></p>	previously each transaction only did a portion of the processing; referenced Proposition 203, which has now been put into law with A.R.S. § 15-751 also, Needs used to be related to Memberships; this is no longer the case	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<p><b>English Acquisition Program Participation:</b> deleted most of introductory information discussing relationship between dates and transactions; removed assessment and need fields. Removed statements related to assessment and need. Removed the following paragraphs: <b>013.2A.3 Verify Submitted Dates; 013.2A.5 Assessment; 013.2A.6 Need; 013.2A.7 Synchronize Assessment Results; 013.2C.1 Verify Submitted Dates; 013.2C.3 Assessment; 013.2C.4 Need; 013.2D.2 Assessment; 013.2D.3 Need</b></p>	transactions and their elements were interrelated	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<p><b>013.2 Step 2 Validation:</b> removed 2<sup>nd</sup> paragraph. Added paragraphs <b>13.2.2 Verify Entry/Exit Dates, 13.2.3 Verify Reason Code/Exit Date, 13.2.4 School Program Participation.</b></p>	second paragraph was duplicated in error. Other paragraphs did not previously exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<p><b>013.2C.5 – Check All Changeable Fields</b> – paragraph number and header deleted. Lines related to assessment and need were removed and the logic moved to 13.2C.1 Program Service. Processing to verify that incoming <u>Program Exit Date</u> and <u>Program Exit Reason Code</u> do not match already existing data was inserted prior to setting the <u>Program Exit Date</u> and <u>Program Exit Reason Codes</u> from the transaction fields.</p>	described in "new information"	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<p><b>SPED Service Participation:</b> Added description of the Funded SPED Service DOR functionality; added Funded SPED Service DOR and SPED Neighborhood School ID to the transaction elements and element optionality tables.</p>	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst

Ver	New information	Old information	Source
1.1	<b>SPED Service Participation: Element Optionality:</b> Changed all DOR fields to reference a CTDS code (necessary if the DOR is a district-sponsored charter school)	previously referenced only a CTD code	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Supplementary Program Participation:</b> added explanation addressing the ADE Grants System.	previously did not explain why this transaction was not going to be included in first implementation of SAIS	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Student SPED Service DOR Transfer:</b> New transaction. Note: the processing rules for this transaction are still under review and will be included in the next version of this document.	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>How To Change Specific SAIS Elements:</b> <ul style="list-style-type: none"> <li>Updated table to remove instructions for using the <b>English Acquisition Program Participation</b> transaction to update either Assessment or Need data:</li> <li>Added new fields Funded SPED Service DOR, SPED Service DOR Entry Date, SPED Service DOR Exit Date and SPED Neighborhood School ID.</li> </ul>	previously stated that this transaction could be used to change Assessment Code, Assessment Date, Assessment Result Code, Need Code, Need Entry Date, and Need Exit Date; New fields did not exist	Janet Narayanasamy, SAIS Requirements Analyst

11/15/2000 Version 1.0 published

11/08/1999 First draft published

# About This Document

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## Author

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Janice McGoldrick, ADE MIS Department, Software Development Manager

## Contacts

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For comments, corrections, or other information about this document, contact the ADE IT Department at [ADEsupport@azed.gov](mailto:ADEsupport@azed.gov). Please provide the following information:

- In the "Subject" line of the email, type "ADE IT Document inquiry."
- In the body of the email:
  - the system name and document name (from the document's header)
  - the document's last updated date (from the document's footer)
  - the purpose of your inquiry
  - your identifying information:
    - your name
    - your district name and CTD, or school name and CTDS, or your company name
    - your contact email address (because the email will be forwarded when it reaches ADE)

## Document References

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The SAIS system is described in detail on ADE's main SAIS website, at <http://www.azed.gov/student-accountability/>.

Other related information, including those items referred to in this document, can be found at another ADE website at <http://www.azed.gov/student-accountability/sais-documents/>.

## Document Distribution / Postings

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Notification of updates to this document should be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district IT contacts
- all RTCs

This updated document will be posted on ADE's SAIS Design/Requirements Documents website: <http://www.azed.gov/student-accountability/sais-documents/>.

## Document Filename

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This document is stored at ADE with the filename Transaction Needs.pdf.

# SAIS in Brief

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## SAIS Scope

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The Student Accountability Information System project was entrusted to provide new system solutions to state and federal funding and reporting. The project comprised the following functional areas.

- Budgets and Financial Reporting
- Student Counts - aggregate student data
- State Aid/Payments
- Local Education Agencies (LEA's) Data (school districts, schools)
- Student Detail Data - individual student records

SAIS is a core system to which the following ADE functions have been or will be linked: Student Services, School-to-Work, Exceptional Education Vouchers, Student Achievement, GED, Grants, and Teacher Certification.

Hence SAIS developed a consistent enterprise-wide customer database, where the term "customer" refers to LEA's and to any other entity that receives services from ADE.

As of December 1999 all of the system components of the first four areas were implemented. From July 1999 state aid payments have been determined by the new systems. All ADE reports for LEA's are posted on the ADE web site.

The fifth area - Student Detail Data - represents the adoption of a new approach to student information accountability. Rather than collecting numerous student counts, the intention is to collect, as events occur, the source data: individual student records reflecting specific events in the students' relationship with the school (e.g., beginning a membership, absence, withdrawal from a membership). The new approach has become law with the approval of proposition 301 in November 2000, effective July 1, 2001.

## The Student Database System

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### Purpose

The Student Database System is designed to electronically receive student level data from local school/district databases in a periodic process (as often as daily), in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for ADE (e.g., student mobility)
- Support academic achievement research

The submission of student level data will replace the current submission of various aggregate student counts reports by the school districts/charter schools. This would save them a great deal of work.

Collection of individual student data is a growing trend among state education agencies, as they expand research and analysis engagements to improve the education system.

### Development Phase

The development of the Student Database System is organized in several phases. The first phase is focused on state funding and reporting requirements and on integration of achievement data in the system. The second phase will be focused on federal and state block grant funding and reporting. Enhancements to the second phase will incorporate further elements related to achievement and other advanced requirements such as those specified in the federal No Child Left Behind act.

## Phase I

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### Data Content

The data to be collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs or SPED services).

Student achievement data (Stanford 9 and AIMS) is received and maintained at ADE. This data will become an integral part of the Student Database.

### Data Submission

- Electronic data exchange between student management systems at the schools and the ADE database system.
- Local school database systems will need to be enhanced to perform the functions of extraction, formatting and encryption of the relevant data, submission of the data file via the Internet, saving the extracted data file locally until confirmation is received from the ADE system, accepting files from the ADE system.
- The software vendors will do the enhancements.

### Data Security and Confidentiality

- Student data will not be published, nor will ADE staff update it.
- Data will be encrypted prior to submission.
- Every reporting school/district will assign an authorized person to handle submission and error correction.
- ADE will abide by FERPA regulations.

### Development Timeline at ADE

Phase I was put into production for parallel operation with existing systems in the 2001-02 fiscal year, with full production in the 2002-03 fiscal year.

## Phase II

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A firm deadline for implementation of Phase II has not been determined. When the deadline has been identified, the development timeline will be announced using the procedures outlined in section [Document Distribution / Postings](#) (page 31) of the earlier chapter titled [About This Document](#) (page 31). The initial step in this phase is to collect data about the support program participation; this is being implemented for the Fall 2003 school year.

### Data Content

The additional data to be collected at this phase includes support program participation (previously called "supplementary" programs/services) established by school districts/charter schools using federal or state grants, and student participation in these programs.

### Data Submission

Submission of support program participation will be performed the same way all other membership and needs-related information is submitted to SAIS today.

In a future addition to Phase II, to enable submission of student participation in other supplementary and support programs/services, enhancements must be applied to the ADE Grants System and LEAs' Student Management

Systems. At ADE the Grants System needs to capture the descriptive features of the programs/projects LEAs apply for, currently submitted and maintained on paper. At LEAs, the program/service with its grant ID and participating students, need to be maintained in the local Student Management System. Once maintained locally, student participation data can be extracted and submitted like other data transactions.

# General Requirements

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This document is a synopsis of the various SAIS transactions which the districts and LEA's will use to submit data to ADE. A chapter is dedicated to each transaction, and contains a description of the transaction purpose, relevant points of interest, how the transaction is intended to be used, and a field-level definition of the transaction elements.



**Note:** This General Requirements chapter appears in its entirety in each document in the Student Database Transaction Requirement series.

## Document Overview

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This document describes the requirements for the process of accepting or rejecting data submission transactions.

In this document, chapters correlate to business areas. Chapters are further broken down into sections relating to individual transactions within that business area.

## Conventions

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- Transaction field names are underscored.
- Open issues are preceded by "**Issue**". They are located at the end of this document.
- Future requirements are preceded by "**Future Requirement**".

## Severity Levels

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- **FATAL** – File-level corruption. Reject the entire file. Fatal errors will be generated by the processes preceding those described in this document.
- **ERROR** – Data verification or validation failure. Reject the transaction. The remainder of the transaction cannot stand on its own without this data.
- **WARNING** – Data validation failure. Invalid data in one or more elements has a major implication (e.g., funding) but the remainder of the transaction can stand on its own without this data until the data is corrected. Accept the transaction – but not the invalid data – to the database. Advise submitter of need to resubmit correct data.
- **INFORMATION** – Questionable data in one or more elements has no major implications. Accept the transaction – including the questionable data – to the database. Advise submitter of potential problem.

## Processing Overview

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As a general rule, transactions must be processed in a proscribed sequence to be added to the database. This sequence mirrors the way the business of public education takes place. Processing order is covered in the chapter for each subject area.

The process to accept or reject data submission transactions is broken into three steps – Verification, Validation and Database Update.

**Step 1: Verification.** In the verification step the transaction is checked for the expected data formats and values.

- If the transaction passes all verifications, proceed to the next step.
- If it fails one or more verifications, it is rejected.

**Step 2: Validation.** The transaction is checked against the database and each element is subjected to logic checks.

- If the transaction passes all validations, proceed to the next step.
- If it fails one or more validations, it is rejected.

**Step 3: Database Update.** In the database update step a transaction that passed all validation is written to the database table(s). Passing validation means that the transaction encountered a "Warning" or "Information" severity level, or no severity level at all. Failing validation means that the transaction encountered a "Fatal" or "Error" severity level.

- If the database update is successful, the edit is ended for this transaction and it starts over with the next transaction.
- If the database update fails, no update will be done to the SAIS database, and the transaction is rejected.

The validation and database steps are often segregated by Operation Code (add/change/delete). To make this segregation easier to discern, where appropriate each step is split into sub-steps by Operation Code. These sub-steps use the following naming conventions.

- Step **2A**: Add operation
- Step **2C**: Change operation
- Step **2D**: Delete operation

The processing section for each transaction is numbered in the following manner.

- Transaction ID.step-number {sub-step}.sequential-number

## Preceding Functions

Some processing will take place before the requirements explained in this document will execute. These include:

- File-level error handling (severity level of "fatal")
- Verification & validation of Transaction ID

## Commonly Used Acronyms

The following terms are used in this document and are related to SAIS. They are included for general reference.

Name	Term
A.R.S.	Arizona Revised Statutes
A	Autism
ADE	Arizona Department of Education
ADM	Average Daily Membership
AIMS	Arizona's Instrument to Measure Standards
ASCII	American Standard Code for Information Interchange
AZEIP	Arizona Early Intervention Program
AZELLA	Arizona English Language Learner Assessment
CEC	Certificate of Educational Convenience
CEC-A	Certificate of Educational Convenience – Group A
CEC-B	Certificate of Educational Convenience – Group B
CTD	County, Type, District entity identifier

Name	Term
CTDS	County, Type, District, School entity identifier
DD	Developmental Delay
DITA	Darwin Information Typing Architecture
DOA	District of Attendance
DOR	District of Residence
ECBG	Early Childhood Block Grant
ELL	English Language Learner
ESS	Exceptional Student Services
FAPE	Free Appropriate Public Education
FEP	Fluent English Proficient
FERPA	Family Education Rights and Privacy Act
FPNI	Federal Primary Need Indicator
FY	Fiscal Year
GED	General Educational Development
ID	Identification
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Educational Program
IPT	IDEA Proficiency Test
JOM	Johnson-O'Malley
KG	Kindergarten
LEA	Local Education Agency
LEP	Limited English Proficient
NCLB	No Child Left Behind
OSEP	Office of Special Education Programs
PALS-PreK	Phonological Awareness Literacy Screening - Preschool
PMD	Preschool – Moderate Delay
PPVT III	Peabody Picture Vocabulary Test, 3rd Edition
PS	Preschool
PSD	Preschool – Severe Delay
PSL	Preschool – Speech/Language Delay
SAIS	Student Accountability Information System
SDF	Student Data File
SELP	Stanford English Language Proficiency Test

Name	Term
SLI	Speech/Language Impairment
SPED	Special Education
TAPBI	Technology Assisted Project-Based Instruction
UE	Ungraded Elementary (Grade assignment (obsolete except for SPED students))
WLPB-R	Woodcock Language Proficiency Batter-Revised
WMLS	Woodcock-Munoz Language Survey
XML	eXtensible Markup Language

## Operation Codes

All transactions include the field Operation Code that allows various operations to be performed on the data in the transaction. Each of the transactions has an explanation of operations allowed in the transaction.

The Operation Code codes are:

- A – add a new transaction
- C – data value in the transaction will change previously submitted value
- D – delete a transaction submitted previously

## Changing SAIS Elements

The chapter *How To Change Specific SAIS Elements* (page 155) at the end of this document lists the transactions to be used for changing elements in SAIS. It also provides a table listing each data element in the Student Database and identifies the transaction(s) designed to change it.

## System Message Numbers

The system messages used in this document are the final system messages. Draft versions and version 1.0 of this document used a temporary numbering scheme. The final messages are also more descriptive and more precise than the previous messages. The actual system messages issued by the SAIS transaction processing programs can be found in the SAIS document titled System Messages (filename "TransactionSystemMessages.pdf") available on the SAIS Design/Requirements Documents website (<http://www.azed.gov/student-accountability/sais-documents/>).

## Integrity Checking

Due to the nature of the data being submitted and the lag time it will take to get the data to gel, SAIS will purposely allow certain illogical situations to exist on the SAIS database. These situations will each need to be fixed before funding can be done for a district. The Integrity Checking process will identify these out-of-sync circumstances and advise the districts of the existence of the situation that will prevent or delay their receipt of state funding. Integrity Checking will be run continually, independent of the data submission process.

 **Note:** When a change to an LEA calendar is made, Integrity will be forced against the student records for the LEA. This rule will be applied whether the change is to the district calendar inherited by the LEA, or the change is to a track “owned” by the LEA. The following business process Integrity checks will be performed:

• ADM 40 <sup>th</sup> day	• October Enrollment
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<ul style="list-style-type: none"> <li>• ADM 100<sup>th</sup> day</li> <li>• ADM 200<sup>th</sup> day (for year round schools) (<i>planned for FY2006</i>)</li> <li>• ADM EOY (covers days 101+ for regular schools, for days 201+ for year round schools)</li> <li>• SPED</li> </ul>	<ul style="list-style-type: none"> <li>• Language: Group B</li> <li>• Year End Enrollment</li> <li>• Graduation Rate</li> <li>• Support Programs</li> <li>• Support Programs: Free/Reduced Special Handling</li> <li>• Test Labels</li> </ul>
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## Fiscal Year

"Fiscal year" is used throughout SAIS. The state fiscal year is defined in A.R.S. § 101.10 as July 1 through June 30. ADE and SAIS operate on the state fiscal year because ADE is a state agency. Arizona statute states rules and operating requirements in terms of fiscal year.

The term "school year" is used rarely in the SAIS system and its rules. The term "school year" refers specifically to the regularly scheduled instructional year (it does not include summer school). LEA's and schools throughout Arizona have widely varying start and end dates, in some rare cases even spanning more than one fiscal year.

## Submission File Format Definition

### General Definitions

The file that contains detail transactions shall be referred to as **Student Data File (SDF)**.

Files are submitted via one of two methods. The first method is via the web page. The web page knows the submitting LEA's Entity ID and places any submitted files into a specific directory which is named for that Entity ID. The second method is similar, but occurs through a utility to be used inside a local LEA SAIS interface.

### File Naming Conventions

File naming requirements includes several terms: **filename string** is the complete name of the submitted file. It includes two portions: the **filename** and the **extension**. The last period (.) in the filename string separates these two portions.

The **filename string**:

- May only contain the following Permitted Characters: ASCII Characters code 33,35-37, 40-41, 43, 45, 46, 48-57, 65-90, 97-122, 123,125-126.

The **filename** is the portion to the left side of the final period (.) in the **filename string**.

- It must be less than or equal to 126 characters in length.
- It includes everything to the left side of the final "period" in the string, including any periods and what follows them.
- It must be guaranteed by the LEA to be unique.
- Some suggestions for achieving this uniqueness:
  - include Date/Time in the filename;
  - include system-generated sequence numbers in the filename.
- A suggestion to improve file maintenance:
  - include CTDS somewhere in the filename. For districts, CTDS is CTD + 000 for school.

The **extension** is the portion to the right of the last period in the **filename string**.

- It has a set value. It must be the three characters **SDF**.

- It is case insensitive. Uppercase and lowercase characters, or a combination of both, are permissible. In other words, while "SDF", "sdf", and "sDf" are some of the many acceptable versions of **extension**, each will be evaluated the same by SAIS.

#### Examples of allowable filename strings

- Containing CTD, date, time, and extension:

```
010520_1999-08-12_131535.SDF
```

- Containing extension, guaranteed to be unique relative to all other submissions, past and future:

```
Hi there - this is a file.sdf
```

- Typical DOS output in 8.3 format, uses system sequence numbers:

```
00001232.SDF
1232.sdf
```

## Internal File Structure Definition

The letters enclosed in parentheses in the data type column are used in transaction descriptions throughout this document.

**Table 21: Internal File Structure Definition: Delimiters & Data Types**

Token	Data type	Format	Delimiter	Description
transaction / record	n/a	n/a	ASCII(0d13) ASCII(0d10)	carriage-return followed by a line-feed (on same line)
Field	n/a	n/a	,	a single comma at the end of a field
(field)	code (C)	A or N	{ }	alphanumeric or integer value, depending upon the individual code; enclosed within curly braces
(field)	date (D)	CCYY/MM/DD	##	century, year, month, day – separated by forward slashes; enclosed with pound symbols
(field)	integer (I)	-N	none required	This number may NOT contain a decimal point. A minus preceding the number signifies a negative value.
(field)	logical / Boolean (L)	0 OR 1	none required	must be zero (no, false, off) or one (yes, true, on)
(field)	real (R)	-N.N	none required	This number MUST contain a decimal point. Pad with at least a single zero to the right of the decimal point. A minus preceding the number signifies a negative value.
(field)	string / character (S)	A	""	string containing alphanumeric and special characters; enclosed within double quotation marks
(field)	time (T)	HH:MM:SS:FS	##	hour, minute, second, fraction of a second – separated by colons; enclosed with pound symbols.   <b>Note:</b> fraction of a second (:FS) is optional.

## File Header Requirement

Should conform to the delimiter requirements above and contain the following elements in the following order.

**Table 22: File Header Requirement**

Order	Data type	Content	Optionality
1	string	the letter <b>H</b> , by itself	required
2	string	hard-coded file identifier string: <b>Student Detail</b>	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number <ul style="list-style-type: none"> <li>between 1 and 2,147,483,647</li> <li><i>file sequence number MUST begin with 1</i></li> <li>this will allow a single daily submission to be generated for 11,767,033 years.</li> </ul>	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional
13	code	student management system (see Transaction Code Values document for the code value associated with each individual SMS product)	required

**Sample file header**

The following header would appear on a single line at the top of the submitted file.

```
"H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#,
#1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#,2000,"unit 1",{1}
```

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10<sup>th</sup> at 6:15 am. ***No reasonability checks will be done on the "date" or "time" fields in the file header.***

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006.

This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, SPED and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3... and SPED its own sequence numbers 1, 2, 3... Otherwise, this field may be omitted.

**File Footer Requirement**

Should conform to the delimiter requirements above and contain the following elements in the following order.

Order	Data type	Content	Optionality
1	string	the letter <b>F</b> , by itself	required
2	integer	the number of transaction records in the file: includes the header and the footer	required

### Sample file footer

The following footer would appear on a single line at the top of the submitted file.

```
"F" , 037
```

This would describe a file that contains 37 records: one header, one footer, and 35 transaction records.

### Case Sensitivity

SAIS will change all submitted codes (elements with data type = "C") to uppercase upon processing the submission file. The submitted value of no other elements will be altered. The complete list of elements which are submitted as codes can be found in the [Transaction Code Values](#) document.

### File Limits

SAIS will reject files exceeding the file limit: Maximum file size limit: 10 MB

# Overview of Student Needs and Participation in Programs / Services

## Introduction to Needs

A student may require special support to enhance his/her innate capabilities, which may be within or beyond regular norms. Such required support is termed a need. Needs of interest to the ADE student system are those that are defined and funded by federal titles, State Aid and state block grants.

Programs/services address these Needs. Several manners of programs/services exist. The relationship of Need Groups, Needs, and Program/Services is illustrated in the table below.

**Table 23: Need groups, Needs, and Programs/Services**

Need group	Need (used to be called need category or need type)	Programs/ services	Funded by
language	English Language Learner – ELL (changed in legislation in 2002 from Limited English Proficiency – LEP)	language programs	federal titles state aid
special education (SPED)	the 18 disability categories (as of 7/1/1999: Autism, Emotional Disability, Emotional Disability Separate Facility/Private, Hearing Impairment, Multiple Disabilities, MD Severe Sensory Impairment, Mild Mental Retardation, Moderate Mental Retardation, Other Health Impairments, Orthopedic Impairment, Preschool-Moderate Delay, Preschool-Severe Delay, Preschool-Speech/Language Delay, Specific Learning Disability, Speech/Language Impairment, Severe Mental Retardation, Traumatic Brain Injury, Visual Impairment)	SPED services (used to be called "service types")	federal titles state aid
giftedness	quantitative (math), verbal (language) , non-verbal reasoning	support programs	federal titles state block grants
economic	free lunch, reduced lunch; homeless, migrant agriculture employment, immigrant, neglected, refugee, evacuee		
behavioral	delinquent		
health	homebound	support programs	state aid
academic	math, language arts (reading and/or writing), science, school improvement, social studies, other academic services	support programs	federal titles

A presumed student need is confirmed or refuted by an assessment event. In case a student need is confirmed the student is viewed to be in a state of a particular need; the student no longer has this need when a subsequent assessment event indicates so.

## Fiscal Year-Based Need Information

Student need information submitted to SAIS is valid for one fiscal year. With the exception of Assessment data, which is submitted in the fiscal year during which the assessment is performed, or the following year, all needs-related data must be resubmitted to SAIS every fiscal year.

## Changes to Prior Years' Data

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Changes to SAIS data for prior years will only be allowed, subject to approval by ADE's School Finance Department, for elements effecting funding for three years back (on the Membership side, those elements on the **006 Student Membership Change** transaction; on the Needs side, those elements related to participation in programs and services). Changes to prior years' non-financial elements (those found on the **Student Personal Information** transaction) are also accepted.

## Elements Named "... on Legal Document"

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Several data elements refer to a legal document. Arizona law (A.R.S. § 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

## Summary of the Student Needs-Related Transactions

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### Phase I

This document defines the following transactions for the Need – Program/Service Participation relationships.

- All Needs
  - *011 Student Needs* (page 47)
- Language Needs
  - *012 Student Assessment* (page 69)
  - *013 Language Program Participation* (page 82)
- Special Education Needs
  - *014 SPED Service Participation* (page 100)
  - *021 Initial IEP* (page 136)
- Support Program Needs
  - *015 Support Program Participation* (page 125)
- Early Childhood Program Needs
  - *023 Early Childhood Program Participation* (page 145)
  - *024 Early Childhood Preschool Assessment* (page 150)

### All Needs

#### Student Need Transaction

While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the **SPED Service Participation**, the **Language Program Participation**, or the **Support Program Participation** transactions to add the need to SAIS.

- to submit student entry to a need in any need group

- to submit student exit from a need in any need group (this is currently only applicable to homebound needs)
- to submit a change to need exit information for any need group (this is currently only applicable to homebound needs)
- to submit a deletion of an incorrectly submitted need for any need group

### Language Needs

#### Student Assessment Transaction

- to submit an assessment
- to submit a change to assessment information
- to submit a deletion of an incorrectly submitted assessment
- to submit an assessment for purposes of monitoring progress of a language student in “Continuing FEP” status (FEP = Fluent English Proficient)

#### Language Program Participation Transaction

This transaction applies to the language need group only.

- to submit student entry to a language program (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a language program
- to submit a change to language program participation information
- to submit a deletion of an incorrectly submitted language program participation (if there are no other programs attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

### Special Education Needs

#### SPED Service Participation Transaction

This transaction applies to the SPED need group only.

- to submit student entry to a SPED service (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a SPED service
- to submit a change to SPED service information, including SPED Service DOR
- to submit a deletion of an incorrectly submitted SPED service participation (if there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

#### SPED Service DOR Transfer Transaction

 **Note:** This transaction has been removed in FY2006. The ability to change a SPED Service DOR will be incorporated into the SPED Service Participation Transaction.

## Phase II

As defined earlier in the chapter *SAIS in Brief* (page 32). The following transactions were not included in the initial implementation of SAIS. They are being incorporated into the SAIS requirements specification for use beginning with FY2003-2004 and beyond.

### Needs other than Language and Special Education

This applies to participation in programs for needs in need groups other than Language and SPED.

- *015 Support Program Participation* (page 125)

#### Support Program Participation Transaction

This transaction applies to all need groups other than SPED and language and is used as follows:

- to submit student entry to a need associated with a recognized need group and entry to a support program
- to submit entry to a support program

- to submit a deletion of an incorrectly submitted support program
- to submit an exit from a support program.

**Additional SPED Requirement**

This applies to those 3 years old and under who do not yet receive SPED Services. This is required for FAPE.

- [021 Initial IEP](#) (page 136)

**Initial IEP Transaction**

This transaction does not tie to any Needs, Assessments, Programs, or Services.

- to submit the date a student was given an initial IEP and to indicate if the student participates in the AzEIP program
- to submit a change to the initial IEP date or to the proposed date of initiation of services
- to delete an incorrectly submitted initial IEP

# All Needs

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## 011 Student Needs

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**Note:** While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the [014 SPED Service Participation](#) (page 100), the [013 Language Program Participation](#) (page 82), or the [015 Support Program Participation](#) (page 125) transactions to add the need to SAIS.



**Note:** For all programs/services **except for Support Programs**, when the last Program or Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an [011 Student Needs](#) (page 47) transaction. Since funding is sometimes generated based on select Needs associated with some Support Programs, SAIS will not automatically delete any Needs associated with Support Programs. If a Need associated with a Support Program is submitted to SAIS in error, both the Support Program and the Need must be deleted separately.

If a student has been identified as having a particular *Need*, the district or school submits the [011 Student Needs](#) (page 47) transaction to record in SAIS the student's entry into that state of need. The transaction requires student identification, the need code and the need entry date. See the section below on [Need Entry and Exit Dates](#) (page 47) to determine if a need exit date is required for the specific need being reported. Beginning in FY2006, SAIS will validate that the student Need is supported by a membership at any school within the fiscal year as designated by the "Need Entry Date". This validation will be performed at the Integrity Checking step rather than against the transaction submitted to SAIS.

Only one *Need* can be specified in one transaction. For a student that has been determined to have multiple *Needs*, the school will create one transaction for each *Need*.

### Need Entry and Exit Dates

While the state of need has a logical start and sometimes an end, SAIS will only require the exact entry and exit dates when they directly affect funding. For non-Support Program needs, funding is generated for services rendered, not simply for the existence of a need.

#### Homebound Need

Children with a homebound need are funded through the ADM process (Membership). The services a homebound student receives are simply hours of regular instruction, but legislation has set the minimum required hours per week of instruction for full-time equivalence to be far lower than that for other students.

Since Arizona statute has set different required instructional time for homebound students than for all other students, ADE must know exactly when the homebound need began and ended. Districts report the homebound need to ADE using the [011 Student Needs](#) (page 47) transaction described in this document.

- When a student is determined to have the need of homebound, submit a [011 Student Needs](#) (page 47) transaction "add" operation. The Need Entry Date will be the day the student begins receiving home instruction.
- When the student stops receiving home instruction, submit a [011 Student Needs](#) (page 47) transaction "change" operation with the Need Exit Date being the day the student last received home instruction.
- If the student has more than one non-contiguous periods of home instruction throughout the school year, each of those periods must be submitted separately.

In order to calculate the homebound student's ADM properly, **SAIS requires a need entry date for the homebound need.** If the homebound need ends before the student withdraws from school or completes the new school year, a **need exit date** is also required.

### Free Lunch Eligibility, and Reduced Price Lunch Eligibility Needs

Beginning in FY2006, Free Lunch and Reduced Price Lunch needs will be replaced in SAIS with the NCLB1 Indicator and NCLB2 Indicator, respectively. This section will be removed in a future publication date.

### All needs other than Homebound

For all needs other than Homebound, funding is generated for services rendered as reported in the various "Program Participation" transactions, which show service start and service end. ADE does not need to know when the student's need itself began or ended, just the service or program participation for that need. **For this reason, for all needs other than Homebound, SAIS will use the start (entry date) only to determine fiscal year, and if a need exit date is submitted, it will be ignored.**

### Migrant Needs

Beginning in Fiscal Year 2005, Migrant Needs and Migrant Program Participation will be captured in SAIS using an interface process from the Migrant COEStar database. Migrant Needs and Migrant Program Participation transactions submitted to SAIS from LEAs will be disallowed.

### Needs-only students

Occasionally a district might report a student to SAIS for special needs only, meaning that the student does not generate funding from a membership (ADM). In the vast majority of cases where special needs are concerned, a student will attend a state-funded school for regular instruction and a state-funded school for programs or services for their special needs.

For a needs-only student, if the child has not already been assigned a SAIS student identifier, before the need or the program/service participation may be submitted to ADE, the district must submit a *005 Student Personal Information* transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

### NCLB Indicators

Beginning in FY2006, NCLB1 and NCLB2 indicators are included as valid needs in SAIS.

### Homeless (Unaccompanied Youth) Needs

The capturing of Primary Nighttime Residence for students identified as Homeless is a Federal requirement as mandated by the US Education Department. The relevant legislative imperative is: TITLE VII-B OF THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, AS AMENDED BY THE NCLB ACT OF 2001; CDFA Number 84.196; FORM APPROVED; OMB NO.: 1810-0650.



**Note:** The Primary Nighttime residence is associated with students who have been designated as Homeless.

From FY2009 forward, ADE shall collect "Homeless – Unaccompanied Youth" to be added to the *011 Student Needs* (page 47). This is being added to comply with Federal Reporting Requirements.

### Immigrant Needs

Beginning in FY2007, SAIS will validate that a student may only be designated with an Immigrant need code for three prior fiscal years. This rule will be validated during the Integrity Checking process.

The basis of the request is the NCLB Act of 2001, Title III: Language Instruction for Limited English Proficient and Immigrant Students, Part C-General Provisions, Section 3301.Definitions.(6)

### Transaction Elements

The following structure describes the elements in this transaction.

**Table 24: 011 Student Needs Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 011	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date (for homebound and homeless) D = Delete Need	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>	
<i>empty field</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. <i>For all needs <b>except homebound and homeless</b>, this element will be used solely to determine the school year during which the need occurred.</i>	
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. <i>For all needs <b>except homebound and homeless</b>, this element will not be used.</i>	FY2007 to present – added the capture of the homeless need exit date

Field name	Abbreviated name	Len	Data type	Description	Remarks
Primary Nighttime Residence	TBD	2	C	Type of Primary Nighttime Residence – This field will only be required when reporting a Homeless need.  <i>See Code Values – Primary Nighttime Residence</i>	FY2007 to present

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Need Exit Date (for homebound, and Homeless needs only)
- Primary Nighttime Residence

## Element Optionality

This table defines whether each element is optional or required depending upon *Operation Code*.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 25: Student Needs Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
<i>empty field</i>	X	X	X
Need Entry Date	R	R	R
Need Exit Date		1	X
Primary Nighttime Residence	2	2	X

1. Although this is the only changeable field on this transaction, it is not required for a valid "change" operation because the "change" might be intended to remove an existing Need Exit Date from the SAIS database
2. Required only if Homeless need submitted for student in the transaction. Otherwise, properly formatted values (length and data type) will be ignored.

## Transaction Messages



**Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**Table 26: Student Needs System Messages**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-001	<p><b>Verification:</b></p> <p>Prior to performing any of the verification edits below, check the Need code on the transaction. If the code is Migrant Academic Support or Migrant Health, Eye and Dental Services or Migrant Support Services – Non-academic or Transportation/ Migrant, the transaction must be disallowed.</p> <p>Perform every step in Verification, even if errors are encountered.</p> <p>Report all errors. <i>All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.</i></p> <p>If the value in any element does not match the SAIS-defined data type, then report the discrepancy.</p>	<p><b>ERROR</b> message -419000</p> <p>Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated.</p> <p><b>Solution:</b> Submit Migrant Need / support program through COEStar.</p> <p><b>ERROR</b> message -9009</p> <p><b>Solution:</b> Resubmit this transaction, with each element in its allowed format only.</p>	N	7/31/06	CC

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-001.1	<p><b>Allowed Code Values</b></p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in the document. If any element with predefined allowed code values contains an unallowed value, then report the discrepancy.</i></p>	<p><b>ERROR</b> message -19005 Unallowed value in element: Need Code</p> <p><b>ERROR</b> message -190020 Unallowed value in element: Primary Nighttime Residence</p> <p><b>Solution:</b> Resubmit this transaction with only allowed code values in the appropriate fields</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-001.3	<p><b>Missing Fields</b></p> <p><i>Table 25: Student Needs Transaction Element Optionality</i> (page 50) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p><b>ERROR</b> message -9001</p> <p>Missing required element: Operation Code</p> <p><b>ERROR</b> message -9005</p> <p>Missing required element: CTDS (Equivalent to Entity ID)</p> <p><b>ERROR</b> message -19001</p> <p>Missing required element: Need Code</p> <p><b>ERROR</b> message -19003</p> <p>Missing required element: Need Entry Date</p> <p><b>ERROR</b> message -190019</p> <p>Missing required element: Primary Nighttime Residence required when Need is Homeless.</p> <p><b>Solution:</b> Resubmit this transaction with information in every required field</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002	<p><b>Validation</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately.</p> <p>For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <a href="#">Table 25: Student Needs Transaction Element Optionality</a> (page 50)</p>				
SDTX011ND-002.1	<p><b>Entity / LEA</b></p> <p>Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the <b>Entity ID not</b> found in the SAIS database, then report the discrepancy.</p>	<p><b>ERROR</b> message -9017</p> <p><b>Solution:</b> Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		
SDTX011ND-002.2	<p><b>Operation Code</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A	<p><b>Operation Code – Add</b></p> <p>Prior to performing any of the add operation edits below, check the Need code. If the Need is Migrant Agriculture Employment, the transaction must be disallowed. Where this occurs, generate the error message and do not continue with transaction edits.</p>	<p><b>ERROR</b> message -419000</p> <p>“Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated”</p>	N		
SDTX011ND-002.2A.1	<p><b>Student Identifiers</b></p> <p>A student Need must have a corresponding membership in an Arizona school. Therefore, a student Need until he has been established in the SAIS system.</p> <p>A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> transaction. If the <u>Student</u> <b>not</b> found in the SdStudents table then report the discrepancy.</p>	<p><b>ERROR</b> message -9010</p> <p><b>Solution:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> or <i>005 Student Personal Information</i> to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.2	<p><b>Need Entry Date</b></p> <p>Set the temporary element <b>Fiscal Year</b> for use throughout the remaining validations from the fiscal year identified by the <u>Need Entry Date</u>.</p> <p>Perform one of the following paragraphs depending upon the combination of dates submitted in the transaction:</p> <p>If (Need is Homebound) and If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Need Entry Date</u>) is found in SdStudentNeeds table, then: <i>this need, during this period of time, already exists on the database</i></p> <p>OR, If (Need is NOT one of the following: Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility) and If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u>) for the <b>Fiscal Year</b> identified by the <u>Need Entry Date</u> is found in SdStudentNeeds table, then: <i>this need, during this fiscal year, already exists on the database</i> DO NOT CONTINUE WITH THIS EDIT</p> <p>Else, if this row is <b>not</b> already on the database, then:</p> <p>CONTINUE WITH THIS EDIT</p>	<p><b>ERROR</b> message -19007</p> <p><b>Solution:</b> None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3	<p><b>Need Exit Date</b></p> <p>If this is a need to which exit date is relevant (e.g., Homebound or Homeless), Perform remaining edits in this section, depending upon whether <u>Need Exit Date</u> was submitted or not.</p> <p>Else,</p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Need Entry Date</u>.</p> <p>Set SdStudentNeeds EndDtm to nulls</p>		Y	8/15/06	CCree
SDTX011ND-002.2A.3.1	<p>If <b>Fiscal Year</b> of <u>Need Exit Date</u> <b>not</b> the same <b>Fiscal Year</b> of <u>Need Entry Date</u>, then:</p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19008</p> <p><b>Solution:</b> Resubmit this transaction, with the correct information.</p>	N		
SDTX011ND-002.2A.3.2	<p>If <u>Need Exit Date</u> &lt; <u>Need Entry Date</u>, then report the discrepancy.</p>	<p><b>ERROR</b> message -19009</p> <p><b>Solution:</b> If one or both of the dates is incorrect, resubmit this transaction, with the correct information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.3	<p>Retrieve from the SdStudentNeeds table for the same <b>Fiscal Year</b> as the <u>Need Entry Date</u>, the <b>most recent row</b> for this need where SdStudentNeeds NeedID = <u>Need Code</u> and SdStudentNeeds StartDtm &lt; <u>Need Entry Date</u>.</p> <p>If the row <b>is</b> found, then: <i>the row in this FY table that was found is the closest to, but earlier than, this entry date</i></p> <p>If SdStudentNeeds EndDtm is populated</p> <p>If SdStudentNeeds EndDtm = <u>Need Entry Date</u></p> <p>OR If SdStudentNeeds EndDtm &gt; <u>Need Entry Date</u></p> <p>Report the discrepancy.</p> <p>Else, if SdStudentNeeds EndDtm is <b>not</b> populated</p> <p><i>Need on SAIS is still active</i></p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19011</p> <p><b>Solution:</b></p> <p>There are several possible solutions. If the transaction date is incorrect, resubmit this transaction, with the correct information. If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 47) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.</p> <p><b>ERROR</b> message -19007 AND as</p> <p><b>ERROR</b> message -19012</p> <p><b>Solution:</b> There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction with the correct information.</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 47) transaction with a "change" operation. Then resubmit this transaction</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.4	<p>Retrieve from the SdStudentNeeds table for the same <b>Fiscal Year</b> as the <u>Need Entry Date</u>, the <b>oldest recent row</b> for this need, where</p> <p>SdStudentNeeds NeedID = <u>Need Code</u> and</p> <p>SdStudentNeeds StartDtm &gt; <u>Need Entry Date</u></p> <p>If SdStudentNeeds StartDtm &lt; <u>Need Exit Date</u></p> <p><i>the Need on SAIS overlaps the incoming transaction</i></p> <p>If SdStudentNeeds StartDtm &lt; <u>Need Exit Date</u></p> <p><i>the Need on SAIS is still active</i></p>	<p><b>ERROR</b> message -19011</p> <p><b>Solution:</b> There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction with the correct information.</p> <p>If the existing SAIS start date is incorrect, delete the existing Need with a <i>011 Student Needs</i> (page 47) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.</p>	N		
SDTX011ND-002.2A.3.5	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Need Entry Date</u></p> <p>Set SdStudentNeeds EndDtm from <u>Need Exit Date</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.6	<p>If this is a need to which exit date is relevant (e.g., Homebound or Homeless), this appears to be a new need for the student. SAIS must verify that if the student had the same need during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction. If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Need Entry Date</u>) is found in SdStudentNeeds table, then: This need, during this period of time, already exists on the database Report the discrepancy. DO NOT CONTINUE WITH THIS EDIT.</p> <p>Else, if this row is <b>not</b> already on the database, then: CONTINUE WITH THIS EDIT</p>	<p><b>ERROR</b> message -19011</p> <p><b>SOLUTION:</b> None</p>	Y	8/15/06	CCree
SDTX011ND-002.2A.3.7	<p>Retrieve from the SdStudentNeeds table of the same <b>Fiscal Year</b> as the <u>Need Entry Date</u>, the <b>most recent row</b> for this need (see "*" on diagram below) where SdStudentNeeds NeedID = <u>Need Code</u> and SdStudentNeeds StartDtm &lt; <u>Need Entry Date</u>.</p> <p>If the above row is found, then: Find the row in this FY table that is the <b>closest to, but earlier than</b>, this entry date</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.8	<p>If SdStudentNeeds EndDtm is populated</p> <p>If SdStudentNeeds EndDtm = <u>Need Entry Date</u></p> <p>OR If SdStudentNeeds EndDtm &gt; <u>Need Entry Date</u></p> <p><i>Need already exists on file, for a period that overlaps this transaction's dates</i></p> <p>Report the discrepancy</p>	<p><b>ERROR</b> message -19011</p> <p><b>Solution:</b> There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 47) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.</p>	N		
SDTX011ND-002.2A.3.9	<p>Else, if SdStudentNeeds EndDtm is <b>not</b> populated</p> <p><i>Need on SAIS is still active</i></p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19007 AND as</p> <p><b>ERROR</b> message -19012</p> <p><b>Solution:</b> There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 47) transaction with a "change" operation. Then resubmit this transaction</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.10	<p>Retrieve from the SdStudentNeeds table for the same <b>Fiscal Year</b> as the <u>Need Entry Date</u>, the <b>oldest recent row</b> for this need (*) where</p> <p>SdStudentNeeds NeedID = <u>Need Code</u> and</p> <p>SdStudentNeeds StartDtm &gt; <u>Need Entry Date</u></p> <p>If the row is found, then:</p> <p><i>the Need on SAIS overlaps the incoming transaction</i></p> <p>Report the discrepancy</p>	<p><b>ERROR</b> message -19011</p> <p><b>Solution:</b> There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS start date is incorrect, delete the existing Need with a <i>011 Student Needs</i> (page 47) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation</p>	N		
SDTX011ND-002.2A.3.11	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Need Entry Date</u></p> <p>Set SdStudentNeeds EndDtm to nulls</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.4	<p><b>Primary Nighttime Residence</b></p> <p>Primary Nighttime Residence shall be captured from FY2007 and forward in a new field added on to the end of the <i>011 Student Needs</i> (page 47) transaction.</p> <p>The FY2007 <i>011 Student Needs</i> (page 47) transaction format, with the additional data field, Primary Nighttime Residence, shall be allowed to be submitted in fiscal years prior to FY2007, but SAIS will ignore the Primary Nighttime Residence field in Needs transactions with a FY2007 format submitted in fiscal years &lt;= FY2006.</p> <p>A new section shall be created in <b>Transactions Code Values</b> document to define valid Primary Nighttime Residence codes.</p>		Y	8/15/06	CCree
SDTX011ND-002.2A.4.1	SAIS shall accept the submission of a Primary Nighttime Residence code when a Homeless need is designated.		Y	8/15/06	CCree
SDTX011ND-002.2A.4.2	Primary Nighttime Residence shall be required for 'add' operations if the Need Code in the <i>011 Student Needs</i> (page 47) transaction is equal to '6' (Homeless).	<p><b>ERROR</b> message -190019</p> <p>Missing required element; Primary Nighttime Residence required when Need is Homeless.</p>	Y	8/15/06	CCree
SDTX011ND-002.2A.4.3	A valid code submitted for the Primary Nighttime Residence shall be <i>ignored</i> for 'add' operations if the Need Code in the <i>011 Student Needs</i> (page 47) transaction is <i>not</i> equal to '6' (Homeless).		Y	8/15/06	CCree
SDTX011ND-002.2A.4.3	If provided, the Need Exit Date shall be captured in SAIS for a Need transaction with an add operation and the submitted Need Code is equal to '6' (Homeless).		Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2C.1	<p><b>Change Operation</b></p> <p>The change operation is valid when the need is one to which a changeable field is relevant Prior to performing any of the change operation edits below, check the Need code on the transaction. If the Need is Migrant Agriculture Employment, the transaction must be disallowed. Report the discrepancy. Where this occurs, do not continue with transaction edits</p>	<p><b>ERROR</b> message -419000</p> <p>“Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated”.</p>	N		
SDTX011ND-002.2C.1.1	<p><b>Find Existing Need</b></p> <p>Retrieve the row from the database whose identifiers match those in the submitted transaction</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u>) for the <b>Fiscal Year</b> as identified by <u>Need Entry Date</u> is <b>not</b> found in SdStudentNeeds table, then:</p> <p><i>This need, during this period of time, does not exist on the database. Report the discrepancy. DO NOT CONTINUE</i></p>	<p><b>ERROR</b> message -19013</p> <p><b>Solution</b> : None</p>	N		
SDTX011ND-002.2C.1.2	<p><b>Verify Exit Date</b></p> <p>If SdStudentNeeds EndDtm = <u>Need Exit Date</u>, then:</p> <p>Report the discrepancy</p>	<p><b>WARNING</b> message -209000</p> <p><b>SOLUTION:</b> None. Data already exists on the database.</p>	N		
SDTX011ND-002.2C.1.3	<p>If <b>Fiscal Year</b> of <u>Need Exit Date</u> <b>not</b> the same <b>Fiscal Year</b> of SdStudentNeeds StartDtm, then report the discrepancy</p>	<p><b>ERROR</b> message -19008</p> <p><b>Solution:</b> Re-submit this transaction with the correct date</p>	N		
SDTX011ND-002.2C.1.4	<p>If <u>Need Exit Date</u> &lt; SdStudentNeeds StartDtm, then report the discrepancy</p>	<p><b>ERROR</b> message -19009</p> <p><b>Solution:</b> If one, or both of, the dates is incorrect, resubmit this transaction with the correct information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2C.1.5	<p>Determine if the <i>Need Exit Date</i> of this transaction will overlap with the <i>SdStudentNeeds StartDtm</i> of a subsequent row in the table having the same <i>SdStudentNeeds NeedID</i>. Retrieve from the <i>SdStudentNeeds</i> table of the same <b>Fiscal Year</b> as the <i>Need Entry Date</i>, the <b>oldest row</b> for this need where</p> <p><i>SdStudentNeeds NeedID</i> = <i>Need Code</i> and</p> <p><i>SdStudentNeeds StartDtm</i> &gt; <i>Need Entry Date</i>. If <i>SdStudentNeeds StartDtm</i> =&lt; <i>Need Exit Date</i></p> <p>the next <i>Need</i> on SAIS overlaps the incoming transaction's new exit date. Report the discrepancy.</p>	<p><b>ERROR</b> message -19014</p> <p><b>Solution:</b> There are several possible solutions.</p> <p>If the transaction exit date is incorrect, resubmit this transaction with the correct information</p> <p>If the subsequent existing SAIS start date is incorrect, fix this with <i>011 Student Needs</i> (page 47) transactions "delete" and "add" operations (deleting the existing SAIS row and adding a correct transaction). Then resubmit this transaction.</p>	N		
SDTX011ND-002.2C.1.6	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set <i>SdStudentNeeds EndDtm</i> from <i>Need Exit Date</i></p>		N		
SDTX011ND-002.2C.1.7	<p>Primary Nighttime Residence shall be required for 'change' operations if the Need Code in the <i>011 Student Needs</i> (page 47) transaction is equal to '6' (Homeless).</p>	<p><b>ERROR</b> message -190019</p> <p>Missing required element; Primary Nighttime Residence required when Need is Homeless.</p>	Y	8/15/06	CCree
SDTX011ND-002.2C.1.8	<p>A valid code submitted for the Primary Nighttime Residence shall be <i>ignored</i> for 'change' operations if the Need Code in the <i>011 Student Needs</i> (page 47) transaction is <i>not</i> equal to '6' (Homeless).</p>		Y	8/15/06	CCree
SDTX011ND-002.2C.1.9	<p>If provided, the Need Exit Date shall be captured in SAIS for a Need transaction with a 'change' operation and the submitted Need Code is equal to '6' (Homeless).</p>		Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2D.1	<b>Delete Operation</b> Retrieve the row from the database whose identifiers match those in the submitted transaction		N		
SDTX011ND-002.2D.1.1	If this is a need that is dependent on an exact need entry date (e.g., Homebound, Free Lunch Eligibility, or Reduced Price Lunch Eligibility),  If ( <u>Entity ID + Student ID + Need Code + Need Entry Date</u> ) is <b>not</b> found in SdStudentNeeds table, then:  <i>this need, during this period of time, does not exist on the database. Report the discrepancy. DO NOT CONTINUE</i>	<b>ERROR</b> message -19013  <b>SOLUTION:</b> None	N		
SDTX011ND-002.2D.1.2	Else, if this is NOT a need that is dependent on an exact need entry date like the homebound or free/reduced lunch eligibility need (rather, the need requires the entry date only to figure <b>Fiscal Year</b> ),  If ( <u>Entity ID + Student ID + Need Code</u> ) for the <b>Fiscal Year</b> identified by <u>Need Entry Date</u> is <b>not</b> found in SdStudentNeeds table, then:  <i>This need, during this fiscal year, does not exist on the database. Report the discrepancy. DO NOT CONTINUE</i>	<b>ERROR</b> message -19013  <b>Solution:</b> None	N		
SDTX011ND-002.2D.1.3	If there is any program or service attached to this Need, for the <b>Fiscal Year</b> identified by <u>Need Entry Date</u> , <b>not</b> found in SdStudentNeeds table, then:  <i>this need, during this fiscal year, and has at least one program or service attached to it; Need cannot be deleted. Report the discrepancy. DO NOT CONTINUE</i>	<b>ERROR</b> message -19016  <b>Solution :</b> None	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2D.1.4	Primary Nighttime Residence shall be deleted when its associated Homeless need is deleted via a delete operation in the <i>011 Student Needs</i> (page 47) transaction.		Y	8/15/06	CCree
SDTX011ND-003	<b>Database Update</b> If any verification or validation edit failed with severity level of <b>ERROR</b> , <b>DO NOT PERFORM THIS STEP</b>		N		
SDTX011ND-003A	<b>Add Need</b> Write new row of SdStudentNeeds to SAIS Student database.		N		
SDTX011ND-003C	<b>Change Need</b> <i>The row in the SdStudentNeeds table that matches the key elements in the submitted transaction was retrieved earlier.</i> <i>All submitted elements have already been set in that row.</i> Write updated row of SdStudentNeeds to SAIS Student database		N		
SDTX011ND-003D	<b>Delete Need</b> <i>The row in the SdStudentNeed table that matches the key elements in the submitted transaction was retrieved earlier.</i> <i>All submitted elements have already been set in that row.</i> Delete the selected current row of SdStudentNeeds		N		
@ @	Do not use PMD for Needs code after FY2009, FY2010 use DD instead	<b>ERROR</b> message -23010 Unallowed value in element: Need Code	Y	8/15/11	B Conlin
@ @	DD qualifying ages: Preschool up to 10 years old (Three years minus 90 days through the day prior to 10 <sup>th</sup> birthday)	<b>ERROR</b> message - @ @	Y	8/15/11	B Conlin

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
@ @	Do not use PSL Need Code after FY2009, starting FY2010 use SLI instead.	<b>ERROR</b> message -23010 Unallowed value in element: Need Code	Y	8/15/11	B Conlin
@ @	SLI qualifying ages are Preschool through 22 <sup>nd</sup> birthday - 1 day	<b>ERROR</b> message - @ @	Y	8/15/11	B Conlin

## Language Needs

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**Note:** The terminology used in the language area periodically change in response to current trends. The language area has included the terms "Bilingual," "Limited English Proficiency," "English Acquisition," and "English Learner." No matter what the current accepted terminology may be, these terms all refer to the language needs area.

Having a low level of skill in comprehending, speaking, reading, or writing the English language due to upbringing in another language entitles a student to participate in a suitable language program (A.R.S. § 15-751.1). The LEA shall determine what language program is suitable by using an approved assessment method.

Two transactions were designed for the language subject area:

- The *012 Student Assessment* (page 69) transaction is designed to capture data concerning assessments administered to a student in order to identify a language need, and is also used to identify a student whose language progress is being monitored after achieving FEP status.
- The *013 Language Program Participation* (page 82) transaction is designed to capture data concerning entry to/exit from a language program in which the student participates.

### How to use the Language-related transactions

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- When the student has a language-related assessment, submit the *012 Student Assessment* (page 69) "add" operation to record that assessment in SAIS. The assessment "add" operation will also be used when a student is classified as "Continuing FEP".
- When the student begins participation in a language program, submit the *013 Language Program Participation* (page 82) "add" operation to establish the student's program entry date. (This transaction will automatically register the language need – if it doesn't already exist -- in SAIS for this student for the entire fiscal year.)
- When the student ends participation in that language program, submit the *013 Language Program Participation* (page 82) "change" operation to exit the student from that program. (The Need information will not change on SAIS.)
- If a student's participation was reported in error, submit the *013 Language Program Participation* (page 82) "delete" operation to exit the student from that program. (If there are no other language programs for the student this school year, this will automatically delete the language need for this student.) The delete operation removes the student from the program altogether.

### 012 Student Assessment

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As stated earlier in the introduction to this *Language Needs* (page 69) chapter, assessment events confirm or refute a student's presumed need. This transaction is independent of need. At this time, only assessment events related to the language need must be submitted to SAIS, although in the future this transaction could be used to submit assessment information pertaining to any need in any need group.

Three (3) assessments may be recorded for a student per fiscal year.

- There is a requirement for a minimum of 1 assessment to qualify for the ELL program, but a new cap of 3 assessments.
- New failure code message: "Student has the maximum number of existing assessments (3) within the same district/charter holder this fiscal year."
- Limit students classified as what was "Continuing FEP" and is now "Continuing FEP Year 1" and "Continuing FEP Year 2" to 1 assessment per Fiscal Year. Transaction: *012 Student Assessment* (page 69); Element name: Assessment Code Result.

## Assessment Rules

**Table 27: Assessment Rules**

BR ID	Rule Description	New /change this Yr?	Date Revised	Reviser
SD-INT-AST-001	Each student participating in a language program must have an assessment the most recent of which demonstrates that the student is in need of language program assistance.	N		
SD-TX012-AST-001	The date on the assessment transaction should be the date the assessment was performed.	Y	9/14/11	B Conlin
SD-TX012-AST-003	An ELL student must be reassessed for possible reclassification once per year. Such reassessments are administered to determine if an ELL student has developed the English language skills necessary to succeed in the English language curricula.	N		
<i>SD-TX012-AST-004 (pre-FY2008)</i>	<i>Evaluation of Fluent English Proficient (FEP) students after exit from ELL programs will be monitored in SAIS using pseudo assessment transactions. Assessment result code of "Continuing FEP" and assessment score of '999' will be captured to flag the student as having exited the ELL program. Removed FY2008 and forward</i>	N		
SD-TX012-AST-005	Assessments may be administered on non-school days.	N		
SD-TX012-AST-006	The assessment does not have to be done at the school giving the services	N		

## Transaction Elements

From FY2009 forward, transaction *012 Student Assessment* (page 69) will no longer be submitted by LEAs to ADE , the AZELLA vendor will submit Student Assessment results directly to ADE . Please see "ELL Assessment Integration" supporting document that describe the new process.

The following structure describes the elements in this transaction.

**Table 28: 012 Student Assessment Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 012	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Operation Code	OPRC	1	S	A = Add new Assessments C = Change Assessment elements D = Delete Assessments	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
<i>empty field: formerly Assessment Code: element no longer collected.</i>		3	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	Revised in FY2006
<i>empty field: formerly Assessment Result Code: element no longer collected</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	Revised in FY2006
Oral – Assessment Date	ASSMNTDT	10	D	The date the oral assessment sub-test was finalized.	Revised in FY2006
Oral - Assessment Score	ASSMNTSCORE	3	I	The oral SELP sub-test scaled score.	Revised in FY2006
Oral - Proficiency Level		2	C	The proficiency level achieved during the SELP oral sub-test.	Added in FY2006
Reading - Assessment Date		10	D	The date the reading SELP sub-test was finalized.	Added in FY2006
Reading - Assessment Score		3	I	The reading SELP sub-test scaled score.	Added in FY2006
Reading - Proficiency Level		2	C	The proficiency level achieved during the SELP reading sub-test.	Added in FY2006
Writing - Assessment Date		10	D	The date the writing SELP sub-test was finalized.	Added in FY2006
Writing - Assessment Score		3	I	The writing SELP sub-test scaled score.	Added in FY2006

Field name	Abbreviated name	Len	Data type	Description	Remarks
Writing - Proficiency Level		2	C	The proficiency level achieved during the SELP writing sub-test.	Added in FY2006
Overall Assessment Result	ASSMNTRSCD	2	C	The assessment result <i>See Code Values – Overall Assessment Result</i>	
Overall Total Composite Scaled Score		3	I	The total composite scaled score achieved by the student after all sub-test results have been scored.	Added in FY2006
Overall Proficiency Level		2	C	The overall proficiency level achieved.	Added in FY2006

## Information Notes:

1. A score of 999 indicates a student in Continuing FEP status. Submitting this information to SAIS is optional. SAIS will track Continuing FEP students internally.
2. A score of 998 indicates the student did not attempt to complete assessment sub-test.

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Oral - Assessment Score
- Reading – Assessment Score
- Writing – Assessment Score
- Oral – Proficiency Level
- Reading – Proficiency Level
- Writing – Proficiency Level
- Overall Assessment Result
- Overall Total Composite Scaled Score
- Overall Proficiency Level

## Element Optionality

This table defines whether each element is optional or required depending upon [Operation Code](#).



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 29: Student Assessment Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X

Element	Add	Change	Delete
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Oral - Assessment Date	R	1,3	R
Oral - Assessment Score	R	1,2	R
Oral - Proficiency Level	R	1,2	R
Reading - Assessment Date	R	1,3	R
Reading - Assessment Score	R	1,2	R
Reading - Proficiency Level	R	1,2	R
Writing - Assessment Date	R	1,3	R
Writing - Assessment Score	R	1,2	R
Writing - Proficiency Level	R	1,2	R
Overall Assessment Result	R	2	R
Overall Total Composite Scaled Score	R	2	R
Overall Proficiency Level	R	2	R

1. At least one sub-test's (Oral, Reading, or Writing) current Assessment Date, Assessment Score, and Proficiency Level must be submitted for a valid "change" operation.
2. At least one of these elements must be different from SAIS for a valid "change" operation.
3. To change an assessment date, you must submit a "delete" transaction with the incorrect/current assessment date and subsequently submit an "add" transaction with the correct/new assessment date.

## Transaction Messages

 **Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

 **Note:** The following new FY2006 transactional (import) validation rules associated with the [012 Student Assessment](#) (page 69) transactions are listed below:

### SD-TX012-AST-007.1

Beginning in FY2006, all assessment score elements (Oral, Reading, Writing, and Overall Total Composite Scaled Score) have a code value range of 100-999.

- **FAILURE** message -21010: Invalid range for Assessment Score: Valid range is 100-999

### SD-TX012-AST-007.2

To successfully use an Overall Assessment Result code 6 (Continuing FEP), the Overall Assessment score must contain a numeric value of 999.

- **FAILURE** message -21018: The Overall Assessment Score for transactions with an Overall Assessment Result code of 'Continuing FEP' must contain the numeric value 999.
- **FAILURE** message -21019: The Overall Assessment Result Code for transactions with an Overall Assessment Score numeric value of 999 must contain the code value of 6 (Continuing FEP).

#### SD-TX012-AST-007.3

There are additions and changes to required elements for FY2006. The [Table 29: Student Assessment Transaction Element Optionality](#) (page 72) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation ([Operation Code](#)).

- **FAILURE** message -21001: Missing required element: Assessment Date
- **FAILURE** message -21009: Missing required element: Assessment Score
- **FAILURE** message -21011: Missing required element: Proficiency Level
- **FAILURE** message -21013: Missing required element: Overall Assessment Result
- **FAILURE** message -21014: Missing required element: Overall Total Composite Scaled Score
- **FAILURE** message -21015: Missing required element: Overall Proficiency Level

#### SD-TX012-AST-007.4

The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.

- **FAILURE** message -21008: The submitted Assessment Date is not valid for the submitted fiscal year.

#### SD-TX012-AST-008.3A.5

Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for any individual district or charter holder. Attempts to add an assessment record with a different date from a record that exists on SAIS within the same fiscal year from the same school district or charter will fail on import.

- **FAILURE** message -21017: Student has an existing assessment within the same district/charter holder this fiscal year.

#### SD-TX012-AST-008.3A.5.@@ For FY2008 and forward

One oral, reading, and writing assessment may be recorded in SAIS per student per fiscal year for an individual district or charter holder on or before Dec 31<sup>st</sup> of the fiscal year.

- **FAILURE** message -@@: Student has an existing assessment within the same district/charter holder on or before Dec 31<sup>st</sup> this fiscal year.

#### SD-TX012-AST-008.3A.5.@@ For FY2008 and forward

Only students who are not currently nor have previously been a participant in an ELL Program may submit an oral, reading, and writing assessment for any individual district or charter holder on or before Dec 31<sup>st</sup> of the fiscal year.

- **FAILURE** message -@@: Student is not eligible for assessment on or before Dec 31<sup>st</sup> this fiscal year due to prior ELL Program Participation.

#### SD-TX012-AST-008.3A.5.@@ For FY2008 and forward

Only one oral, reading, and writing assessment may be recorded in SAIS per student per fiscal year for an individual district or charter holder on or after Jan. 1<sup>st</sup> of the fiscal year.

- **FAILURE** message -@@: Student has an existing assessment within the same district/charter holder on or after Jan. 1<sup>st</sup> this fiscal year.

#### SD-TX012-AST-008.3A.6

If an oral, reading, or writing assessment is submitted by a second district/charter within the same fiscal year as an oral, reading, or writing assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.

- **WARNING** message -221002: Student has an existing assessment at a different district/charter holder this fiscal year.

SD-TX012-AST-008.3C.6

If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level) .

- **FAILURE** message -21016: An assessment transaction Change operation must include at least one sub-test's Assessment Date, Assessment Score, and Proficiency Level.

**Table 30: Student Assessment System Messages**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-007	<p><b>Verification:</b></p> <p>Perform every step in Verification, even if errors are encountered. Report all errors.</p> <p><i>All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.</i></p> <p>If the value in any element does not match the SAIS-defined data type, then report the discrepancy</p>	<p><b>ERROR</b> message -9009</p> <p><b>SOLUTION:</b> Resubmit this transaction, with each element in its allowed format only.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-007.1	<p><b>Allowed Code Values</b></p> <p>Codes will be validated in this step based upon the fiscal year indicated in the assessment date.</p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in <b>Transaction Code Values</b> document.</i></p> <p>If any element with predefined allowed code values contains an unallowed value, then report the discrepancy</p>	<p><b>ERROR</b> message -21004</p> <p>Unallowed value in element: Assessment Code</p> <p><b>ERROR</b> message -21005</p> <p>Unallowed value in element: Assessment Result Code</p> <p><b>ERROR</b> message -21012</p> <p>Unallowed value in element Proficiency Level.</p> <p><b>ERROR</b> message -21010</p> <p>Invalid range for Assessment Score: Valid range is 100-999</p>	N		
SD-TX012-AST-007.2	<p><b>Operation Code</b></p> <p>If <u>Operation Code</u> <b>not</b> A (add) or C (change) or D (delete), then report the discrepancy.</p>	<p><b>ERROR</b> message -9000</p> <p><b>SOLUTION:</b> Resubmit this transaction with the correct <u>Operation Code</u></p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012- AST-007.3	<p><b>Missing Fields</b></p> <p><i>Table 29: Student Assessment Transaction Element Optionality</i> (page 72) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p><b>ERROR</b> message -21001</p> <p>Missing required element: Assessment Date</p> <p><b>ERROR</b> message -21002</p> <p>Missing required element: Assessment Code</p> <p><b>ERROR</b> message -21009</p> <p>Missing required element: Assessment Score</p> <p><b>ERROR</b> message -21011</p> <p>Missing required element Proficiency Level (for assessment dates of FY2005 and later)</p> <p><b>ERROR</b> message -21013</p> <p>Missing required element Overall Assessment Result (for assessment dates of FY2006 and later).</p> <p><b>ERROR</b> message -21014</p> <p>Missing required element Overall Total Composite Scaled Score (for assessment dates of FY2006 and later).</p> <p><b>ERROR</b> message -21015</p> <p>Missing required element Overall Proficiency Level (for assessment dates of FY2006 and later).</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-007.4	The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.	<b>ERROR</b> message -21008  The submitted Assessment Date is not valid for the submitted fiscal year.	N		
SD-TX012-AST-008	<b>Validation</b> Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately.  For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u> . This is defined in <a href="#">Table 29: Student Assessment Transaction Element Optionality</a> (page 72)		N		
SD-TX012-AST-008.1	<b>Entity / LEA</b> Don't go beyond this point if the LEA does not exist in the system. If the <b>Entity ID not</b> found in the SAIS database, then report the discrepancy.	<b>ERROR</b> message -9017 <b>SOLUTION:</b> Resubmit this transaction including the correct <u>Entity ID</u> information	N		
SD-TX012-AST-008.2	<b>Fiscal Year</b> <i>Set the temporary element <b>Fiscal Year</b> for use throughout the remaining validations.</i>  Set <b>Fiscal Year</b> to the fiscal year in the header.  Get the <b>most recent occurrence</b> of this <u>Student ID</u> in the SdStudents table on the SAIS database		N		
SD-TX012-AST-008.3	<b>Operation Code</b> <i>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></i>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3A.1	<p><b>Add Operation</b></p> <p>The add operation will add an assessment transaction for the given student with the following stipulations over and above those stated elsewhere. Where the <b>Fiscal Year</b> is 2005 and beyond per the assessment date:</p> <ul style="list-style-type: none"> <li>Assessment Code values of 5, 6, and 7 are allowed; if not, report the discrepancy</li> <li>Assessment Score is required. If not provided, report the discrepancy.</li> </ul>	<p><b>ERROR</b> message -21004</p> <p><b>ERROR</b> message -21005</p> <p><b>WARNING</b> message -221005</p> <p><b>ERROR</b> message -221003</p> <p><b>WARNING</b> message -221007</p> <p><b>WARNING</b> message -221001</p> <p><b>ERROR</b> message -21009</p>	N		
SD-TX012-AST-008.3A.2	<p><b>Student Identifiers</b></p> <p>If the <u>Student</u> <b>not</b> found in the students table then report the discrepancy.</p>	<p><b>ERROR</b> message -9010</p> <p><b>SOLUTION:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> or <i>005 Student Personal Information</i> to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX012-AST-008.3A.3	<p><b>Find Assessment</b></p> <p>Attempt to retrieve the row from the assessments table whose identifiers match those in the submitted transaction. If (<u>Entity ID + Student ID + Assessment Code + Assessment Date + Proficiency Level + Overall Proficiency Level + Total Composite Scaled Score</u>) is found in assessments table, then <i>this assessment already exists on the database</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p><b>ERROR</b> message -21006</p> <p><b>SOLUTION:</b> None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3A.4	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set assessments table Student ID from <u>Student ID</u>.</p> <p>Set assessment ID from <u>Assessment Code</u>.</p> <p>Set assessment result from <u>Assessment Result Code</u>.</p> <p>Set assessment date from <u>Assessment Date</u>.</p> <p>Set assessment FiscalYear to <b>Fiscal Year</b>.</p> <p>Set assessments Score to <u>Assessment Score</u>.</p> <p>Set Proficiency Level Set Overall Proficiency Level Set Total Composite Scaled Score</p>		N		
SD-TX012-AST-008.3A.6	<p>If an oral, reading, or writing assessment is submitted by a second district/charter within the same fiscal year as an oral, reading, or writing assessment record that already exists in SAIS, SAIS will accept the transaction and issue a warning to the effect that an assessment already exists in SAIS for the fiscal year.</p>	<p><b>WARNING</b> message -221002</p> <p>Student has an existing assessment at a different district/charter holder this fiscal year.</p>	N		
SD-TX012-AST-008.3C	<p><b>Change Operation</b></p> <p>The change operation will modify the assessment result, the assessment score, the proficiency level, the overall proficiency level, and total composite scaled score of an assessment transaction previously recorded for the given student. Fiscal year sensitivity related to assessment data code values must be applied to a change operation consistent with those of an add operation (see rule SD-TX012-AST-008.3A.1)</p>	<p><b>ERROR</b> message -21004</p> <p><b>ERROR</b> message -21005</p> <p><b>WARNING</b> message -221005</p> <p><b>ERROR</b> message -221003</p> <p><b>WARNING</b> message -221007</p> <p><b>WARNING</b> message -221001</p> <p><b>ERROR</b> message -21009</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3C.1	<p><b>Find Existing Assessment</b></p> <p>Retrieve the row from the assessments table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Assessment Code</u> + <u>Assessment Date</u>) is <b>not</b> found in assessments table, then <i>no matching assessment exists on the database</i>. Report the discrepancy. <b>DO NOT CONTINUE WITH THIS EDIT.</b></p> <p>Else, if this row <b>is</b> already on the database, then <b>CONTINUE WITH THIS EDIT</b></p>	<p><b>ERROR</b> message -21010</p> <p><b>SOLUTION:</b> None</p>	N		
SD-TX012-AST-008.3C.2	<p>If <b>Fiscal Year</b> &lt; 2005</p> <p>If assessment result = <u>Assessment Result Code</u>; report the discrepancy. <b>DO NOT UPDATE THE DATABASE</b></p>	<p><b>ERROR</b> message -209000</p> <p><b>SOLUTION:</b> None. No update will be made to SAIS</p>	N		
SD-TX012-AST-008.3C.3	<p>If <b>Fiscal Year</b> &gt;= 2005</p> <p>If assessment result = <u>Assessment Result Code</u>; If assessment Score = Assessment Score, <i>information already matches SAIS</i>. Report the discrepancy. <b>DO NOT UPDATE THE DATABASE.</b></p>	<p><b>WARNING</b> message -209000</p> <p><b>SOLUTION:</b> None. No update will be made to SAIS.</p>	N		
SD-TX012-AST-008.3C.4	<p>Else, if the Assessment Result Code in the database has a valid value, but the incoming value is <u>blank</u>; <i>incoming Result Code is blank but there is a valid code on SAIS already</i>; <i>SAIS will not override a valid code on the database with a blank result</i> <b>DO NOT UPDATE THE DATABASE</b></p>	<p><b>WARNING</b> message -221001</p> <p><b>SOLUTION:</b> None. No update will be made to SAIS.</p>	N		
SD-TX012-AST-008.3C.6	<p>If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level) .</p>	<p><b>ERROR</b> message -21016</p> <p>An <i>012 Student Assessment</i> (page 69) transaction Change operation must include at least one sub-test's Assessment Date, Assessment Score, and Proficiency Level.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3D	<b>Delete Operation</b> Retrieve the row from the assessments table whose identifiers match those in the submitted transaction.		N		
SD-TX012-AST-008.3D.1	If ( <u>Entity ID + Student ID + Assessment Code + Assessment Date</u> ) is <b>not</b> found in assessments table, then <i>no matching assessment exists on the database</i> . Report the discrepancy DO NOT CONTINUE	<b>ERROR</b> message -21010 <b>SOLUTION:</b> None	N		
SD-TX012-AST-008.4	<b>Data Base Update</b> If any verification or validation edit failed with severity level of <b>ERROR</b> , DO NOT PERFORM THIS STEP.		N		
SD-TX012-AST-008.4A	<b>Add Assessment</b> Write new row of assessment to SAIS Student database		N		
SD-TX012-AST-008.4C	<b>Change Assessment</b> <i>The row in the assessments table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</i> Write updated row of assessment to SAIS Student database.		N		
SD-TX012-AST-008.4D	<b>Delete Assessment</b> <i>The row in the assessments table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</i> Delete the selected current row of assessments table.		N		

## 013 Language Program Participation

This transaction applies to participation in programs associated with the language need group only. (See [Table 23: Need groups, Needs, and Programs/Services](#) (page 43) for relevant needs.)

See the section [How to use the Language-related transactions](#) (page 69) for instructions on how this transaction is to be used.

## Language Rules

**Table 31: Language Rules**

BR ID	Rule Description	New /change this Yr?	Date Revised	Reviser
SD-INT-LNG-001	At any given time a student may participate only in one language program	N		
SD-INT-LNG-002	ELL should always tie up to a membership at the school, so that when a membership ends the ELL program participation should end as well	N		
SD-INT-LNG-003	When the last <i>013 Language Program Participation</i> (page 82) item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit a <i>011 Student Needs</i> (page 47) transaction.	N		
SD-INT-LNG-003.1	If a language program has been submitted for a student who does not have an Assessment within the current or past fiscal year of the language program start date, fail <i>013 Language Program Participation</i> (page 82).	Y	8/9/11	BC
SD-INT-LNG-004	The most recent assessment administered for the student must demonstrate that the student is in need of language training in order for <i>013 Language Program Participation</i> (page 82) to be accepted in SAIS	N		

## How to Change a Student's Scheduling Track Mid-Year

SAIS does not anticipate that students will often be changing tracks mid-year specifically for their language programs. Therefore, there is no dedicated transaction for this. However, withdrawal activity (WK), and enrollment activity (EK) will be used with the corresponding transactions to achieve the mid-year track change. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the language program and the previous Track he was scheduled in
- Enter the student effective the following day, for the same language program but in the new Track

## Transaction Elements

The following structure describes the elements in this transaction.

**Table 32: 013 Language Program Participation Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 013	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Operation Code	OPRCDD	1	S	A = Add new Program Participation C = Change existing language program participation information D = Delete Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>  <b>Note:</b> At this time, the only appropriate value for this transaction is the need code for language (LEPS).	
Program Code	PROGSVCCD	2	C	Type of program or service <i>See Code Values – Language Programs</i>	
Program Entry Date	PSENRDRT	10	D	The date the student entered the program/service	
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service	
Program Exit Reason Code	PSEXITRSNCD	2	C	Reason for exiting the language program <i>See Code Values – Language Program Exit Reason</i>	
<i>Empty field: Formerly Language Participation Status</i>	<i>LANGSTAT</i>	<i>2</i>	<i>C</i>	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Program Exit Reason Code

## Element Optionality

This table defines whether each element is optional or required depending upon *Operation Code*.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R:	the element is required
X:	any value in the submitted element will be ignored
{blank}:	the element is optional; a valid value will be captured in SAIS

**Table 33: Language Program Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
Program Code	R	R	R
Program Entry Date	R	R	R
Program Exit Date	1	1, 2	X
Program Exit Reason Code	1	1, 2	X
<i>Empty field: formerly Language Participation Status</i>	X	X	X

1. If either of these fields is submitted, then both must be included for a valid "add" or "change" operation.
2. Note that although these are changeable fields, values are not required, because the "change" might be intended to remove an existing Program Exit Date and Program Exit Reason Code from the SAIS database.

## Transaction Messages



**Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**Table 34: Language Program System Messages**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-001	<p><b>Verification</b></p> <p>Perform every step in Verification, even if errors are encountered. Report all errors. If the value in any element does not match the SAIS-defined data type, then, report the discrepancy.</p>	<p><b>ERROR</b> message -9009</p> <p><b>Solution:</b> Resubmit this transaction, with each element in its allowed format only.</p>	N		
SD-TX013-LNG-001.1	<p><b>Allowed Code Values</b></p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in <b>Transaction Code Values</b> document.</i></p> <p>If any element with predefined allowed code values contains an unallowed value, then report the discrepancy</p>	<p><b>ERROR</b> message -22001</p> <p>Unallowed value in element: Program Code</p> <p><b>ERROR</b> message -22002</p> <p>Unallowed value in element: Program Exit Reason Code</p> <p><b>ERROR</b> message -22003</p> <p>Unallowed value in element: Program Entry Date – not in given Fiscal Year</p> <p><b>Solution:</b> Resubmit this transaction with only allowed code values in the appropriate fields</p>	N		
SD-TX013-LNG-001.2	<p><b>Operation Code</b></p> <p>If <u>Operation Code</u> not A (add) or C (change) or D (delete), then report the discrepancy.</p>	<p><b>ERROR</b> message -9000</p> <p><b>Solution:</b> Resubmit this transaction with the correct <u>Operation Code</u></p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-001.3	<p><b>Missing Fields</b></p> <p><i>Table 33: Language Program Transaction Element Optionality</i> (page 85) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report the discrepancies.</p>	<p><b>ERROR</b> message -9001 Missing required element: Operation Code</p> <p><b>ERROR</b> message -9005 Missing required element: CTDS (Equivalent to Entity ID)</p> <p><b>ERROR</b> message -22006 Missing required element: Program Code</p> <p><b>ERROR</b> message -22007 Missing required element: Program Entry Date</p> <p><b>Solution:</b> Resubmit this transaction with information in every required field</p>	N		
SD-TX013-LNG-002	<p><b>Validation</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 33: Language Program Transaction Element Optionality</i> (page 85).</p>		N		
SD-TX013-LNG-002.1	<p><b>Entity / LEA</b></p> <p>If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the <b>Entity ID not</b> found in the SAIS database, then report the discrepancy.</p>	<p><b>ERROR</b> message -9017</p> <p><b>Solution:</b> Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX013-LNG-002.2	<p><b>Operation Code</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		
SD-TX013-LNG-002.2A	<p><b>Operation Code – Add Student Identifiers</b></p> <p>If the <u>Student</u> not found in the SdStudents table then report the discrepancy.</p> <p><b>Set Fiscal Year</b></p> <p><i>Set the temporary element <b>Fiscal Year</b> for use throughout the remaining validations. Set <b>Fiscal Year</b> to the fiscal year identified by the <u>Program Entry Date</u>.</i></p>	<p><b>ERROR</b> message -9010</p> <p><b>Solution:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <a href="#">001 Student Enrollment</a> or <a href="#">005 Student Personal Information</a> to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX013-LNG-002.2A.1	<p><b>Program Service</b></p> <p>Retrieve the row from the program participation table whose identifiers match those in the submitted transaction. If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Program Code</u> + <u>Program Entry Date</u>) <b>is</b> found in program participation table, then, <i>this program already exists on the database for this period</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p><b>ERROR</b> message -22004</p> <p><b>Solution:</b> None</p>	N		
SD-TX013-LNG-002.2A.2	<p><b>Verify Entry / Exit Dates</b></p> <p>If <u>Track Number</u> is not valid for this <u>Entity ID</u> then, report the discrepancy.</p> <p>DO NOT CONTINUE</p>	<p><b>ERROR</b> message -23034</p> <p><b>Solution:</b> Resubmit this transaction with the correct information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.3	<p>If <u>Program Exit Date</u> is submitted,</p> <p>If <u>Program Entry Date</u> &gt; <u>Program Exit Date</u>, then:</p> <p><i>program ended before it began. Report the discrepancy.</i></p>	<p><b>ERROR</b> message -22008</p> <p><b>Solution:</b> If one or both of the dates is incorrect, resubmit this transaction with the correct information</p>	N		
SD-TX013-LNG-002.2A.4	<p><b>Verify Reason Code / Exit Date</b></p> <p>If <u>Program Exit Date</u> is submitted (not blank) and <u>Program Reason Code</u> is not submitted (blank), then:</p> <p><i>program reason code required when exit date provided.</i></p> <p>Report the discrepancy. If <u>Program Reason Code</u> submitted (not blank) and <u>Program Exit Date</u> is not submitted (blank), then:</p> <p><i>program exit date required when reason code provided. Report the discrepancy.</i></p>	<p><b>ERROR</b> message -22009</p> <p><b>Solution:</b> Enter a Program Reason Code and resubmit this transaction with the correct information</p> <p><b>ERROR</b> message -22010</p> <p><b>Solution:</b> Enter a valid Program Exit Date and resubmit this transaction with the correct information.</p>	N		
SD-TX013-LNG-002.2A.5	<p><b>School Program Participation</b></p> <p><i>Ensure that this school actually offers the program/service submitted.</i></p> <p>Retrieve the row from the Entity program services participation table whose identifiers match those in the submitted transaction. If no matching record found, then</p> <p><i>this program not offered by school or district. Report the discrepancy.</i></p>	<p><b>ERROR</b> message -9021</p> <p><b>Solution:</b> If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.6	<p><b>Check for Overlapping Programs</b></p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u>) for the <b>Fiscal Year</b> identified by the <u>Program Entry Date</u> is <b>NOT</b> found in SdStudentNeeds table, then:</p> <p><i>this need, during this fiscal year, does not already exist on the database; add it</i></p> <p>Set a flag so that the Need is added to the database.</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Program Entry Date</u>.</p> <p>Set SdStudentNeeds EndDtm to nulls.</p>		N		
SD-TX013-LNG-002.2A.7	Perform one of the remaining edits in this section, depending upon whether <u>Program Exit Date</u> was submitted .		N		
SD-TX013-LNG-002.2A.7.1	<p><b>Program Exit Date Submitted</b> (not blank)</p> <p>If <b>Fiscal Year</b> of <u>Program Exit Date</u> <b>not</b> the same <b>Fiscal Year</b> of <u>Program Entry Date</u>, then:</p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19017</p> <p><b>Solution:</b> Resubmit this transaction, with the correct information.</p>	N		
SD-TX013-LNG-002.2A.7.2	<p>If <u>Program Exit Date</u> &lt; <u>ProgramEntry Date</u>, then,</p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19018</p> <p><b>Solution:</b> If one or both of the dates is incorrect, resubmit this transaction, with the correct information.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.3	<p>Retrieve from the program participation table for the same <b>Fiscal Year</b> as the <u>Program Entry Date</u>, the <b>most recent row</b> for this program participation where program service = <u>Program Code</u> and StartDtm &lt; <u>Program Entry Date</u>.</p> <p>If the above row <b>is</b> found, then:</p> <p><i>the row in this FY table that was found is the <b>closest to, but earlier than</b>, this entry date.</i></p> <p>If exit date on the program participation table is populated,</p> <p>If exit date on program participation = <u>Program Entry Date</u></p> <p>OR If exit date on the program participation table &gt; <u>Program Entry Date</u> <i>program already exists on file, for a period that overlaps this transaction's dates. Report the discrepancy.</i></p>	<p><b>ERROR</b> message -19020</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction, with the correct information</li> <li>• If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 82) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate</li> </ul>	N		
SD-TX013-LNG-002.2A.7.4	<p>Else, if exit date on the program participation table is <b>not</b> populated <i>program on SAIS is still active.</i></p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19021</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction, with the correct information</li> <li>• If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 82) transaction with a "change" operation. Then resubmit this transaction.</li> </ul>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.5	<p>Retrieve from the program participation table for the same <b>Fiscal Year</b> as the <u>Program Entry Date</u>, the <b>oldest recent row</b> for this program, where program service = <u>Program Code</u> and start date &gt; <u>Program Entry Date</u>.</p> <p>If start date &lt; <u>Program Exit Date</u> the program on SAIS overlaps the incoming transaction. Report the discrepancy.</p>	<p><b>ERROR</b> message -19020</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction with the correct information</li> <li>• If the existing SAIS start date is incorrect, delete the existing Program with a <i>013 Language Program Participation</i> (page 82) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation</li> </ul>	N		
SD-TX013-LNG-002.2A.7.6	<p><b>Program Exit Date not Submitted</b> (Blank)</p> <p><i>This appears to be a new program for the student. SAIS must verify that if the student had the same program during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.</i></p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is found in the program participation table table, then:</p> <p><i>this program, during this period of time, already exists on the database. Report the discrepancy. DO NOT CONTINUE WITH THIS EDIT.</i></p>	<p><b>ERROR</b> message -19020</p> <p><b>Solution:</b> None</p>	N		
SD-TX013-LNG-002.2A.7.7	<p>Else, if this row is <b>not</b> already on the database, then CONTINUE WITH THIS EDIT.</p>		N		
SD-TX013-LNG-002.2A.7.8	<p>Retrieve from the program participation table of the same <b>Fiscal Year</b> as the <u>Program Entry Date</u>, the <b>most recent row</b> for this program (see "*" on diagram below) where program service = <u>Program Code</u> and StartDtm &lt; <u>Program Entry Date</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.8.1	<p>If the above row <b>is</b> found, then:</p> <p>Find the row in this FY table that is the <b>closest to, but earlier than</b>, this entry date. If exit date on the program participation table is populated; If exit date = Program Entry Date</p> <p>OR If exit date &gt; <u>Program Entry Date</u>, <i>program already exists on file, for a period that overlaps this transaction's dates</i>. Report the discrepancy.</p>	<p><b>ERROR</b> message -19020</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction, with the correct information</li> <li>• If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 82) transaction with a "change" operation. Then resubmit this transaction</li> </ul>	N		
SD-TX013-LNG-002.2A.7.8.2	<p>Else, if exit date on the program participation table is <b>not</b> populated <i>Program on SAIS is still active</i>. Report the discrepancy.</p>	<p><b>ERROR</b> message -19021</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction, with the correct information</li> <li>• If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 82) transaction with a "change" operation. Then resubmit this transaction</li> </ul>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.9	<p>Retrieve from the program participation table for the same <b>Fiscal Year</b> as the <u>Program Entry Date</u>, the <b>oldest recent row</b> for this program (*) where program service = <u>Program Code</u> and StartDtm &gt; <u>Program Entry Date</u>.</p> <p>If the above row is found, then:</p> <p><i>the program on SAIS overlaps the incoming transaction.</i></p> <p>Report the discrepancy.</p>	<p><b>ERROR</b> message -19020</p> <p><b>Solution:</b> There are several possible solutions</p> <ul style="list-style-type: none"> <li>• If the transaction date is incorrect, resubmit this transaction, with the correct information</li> <li>• If the existing SAIS start date is incorrect, delete the existing program with a <i>013 Language Program Participation</i> (page 82) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation</li> </ul>	N		
SD-TX013-LNG-002.2A.7.10	<p><b>Set Database Fields - Need</b></p> <p>If all edits ended successfully (no severity level of WARNING or ERROR),</p> <p>AND there is NOT already a language need on the SdStudentNeeds table for this student for the <b>Fiscal Year</b>, then</p> <p><i>the need must be added for this student.</i></p> <p>Set student need Student ID from <u>Student ID</u></p> <p>Set student Need Need ID from <u>Need Code</u></p> <p>Set student Need start date from <u>Need Entry Date</u></p> <p>Set a flag stating that the student need must be added</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.11	<p><b>Set Database Fields – Language Program</b></p> <p>If all edits ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set program participation Student ID from <u>Student ID</u>.</p> <p>Set program participation program service from <u>Program Code</u>.</p> <p>Set program participation start date from <u>Program Entry Date</u>.</p> <p>Set program participation FiscalYear to <b>Fiscal Year</b>.</p> <p>Set program participation SPED service ID to nulls.</p> <p>Set program participation language status to <u>Language Participation Status</u>.</p>		N		
SD-TX013-LNG-002.2A.7.12	<p>If <u>Program Exit Date</u> and <u>Program Reason Code</u> were submitted (not blank), then;</p> <p>Set end date of program participation from <u>Program Exit Date</u>.</p> <p>Set exit reason of program participation from <u>Program Exit Reason Code</u>.</p>		N		
SD-TX013-LNG-002.2A.7.13	<p>Else Set end date of program participation to nulls.</p> <p>Set exit reason of program participation to nulls. CONTINUE TO SAIS Updates.</p>		N		
SD-TX013-LNG-002.2C.1	<p><b>Change Operation</b></p> <p><i>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values. As shown in <a href="#">Table 33: Language Program Transaction Element Optionality</a> (page 85).</i></p> <p><i>only certain elements may be changed.</i></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2C.1.1	Perform <b>Verify Entry/Exit Dates</b> (SD-TX013-LNG-002.2A.4)		N		
SD-TX013-LNG-002.2C.1.2	Perform <b>Verify Reason Code/Exit Date</b> (SD-TX013-LNG-002.2A.4)		N		
SD-TX013-LNG-002.2C.1.3	Perform <b>School Program Participation</b> (SD-TX013-LNG-002.2A.5)		N		
SD-TX013-LNG-002.2C.1.4	<p><b>Program Service</b></p> <p>Retrieve the row from the program participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is <b>not</b> found in program participation table, then:</p> <p><i>this program does not exist on the database; this is an error. Report the discrepancy. DO NOT CONTINUE</i></p>	<p><b>ERROR</b> message -22005</p> <p><b>Solution:</b> None</p>	N		
SD-TX013-LNG-002.2C.1.5	<p>If exit reason on the program participation table = <u>Program Exit Reason Code</u>,</p> <p>AND end date = <u>Program Exit Date</u>,</p> <p>AND language status = <u>Language Participation Status</u></p> <p><i>all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation.</i></p> <p>Report the discrepancy. DO NOT UPDATE THE DATABASE</p>	<p><b>WARNING</b> message -209000</p> <p><b>Solution:</b> None. The database will not be updated.</p>	N		
SD-TX013-LNG-002.2C.1.6	Perform <b>Verify Entry/Exit Dates</b> (SD-TX013-LNG-002.2A.4)		N		
SD-TX013-LNG-002.2C.1.7	Perform <b>Check for Overlapping Programs</b> (SD-TX013-LNG-002.2A.6)		N		
SD-TX013-LNG-002.2C.1.8	<p><b>Change all Changeable Elements</b></p> <p>Set exit date on the program participation table from <u>Program Exit Date</u>.</p> <p>Set exit reason from <u>Program Exit Reason Code</u>.</p> <p>Set language status from <u>Language Participation Status</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2D	<p><b>Delete Operation</b></p> <p><i>As shown in Table 33: Language Program Transaction Element Optionality (page 85), all but the required elements for the delete operation will be ignored. When the last 013 Language Program Participation (page 82) is deleted, SAIS will automatically remove the Language Need from the SAIS database. No 011 Student Needs (page 47) "Delete" transaction should be sent to SAIS</i></p>		N		
SD-TX013-LNG-002.2D.1	<p><b>Program Service</b></p> <p>Retrieve the row from the program participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is <b>not</b> found in program participation table, then,</p> <p><i>this program does not exist on the database. Report the discrepancy.</i></p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program service must be deleted</p>	<p><b>ERROR</b> message -22005</p> <p><b>Solution:</b> None</p>	N		
SD-TX013-LNG-002.2D.2	<p><b>Language Need</b></p> <p>If there was no WARNING or ERROR in the above validation,</p> <p>AND there are no other programs or services attached to this need for this student in this <b>Fiscal Year</b>, then</p> <p><i>delete the need; nothing else exists for the need for this student. Retrieve the row from the needs table whose identifiers match those in the submitted transaction</i></p> <p>Set a flag stating that the existing need must be deleted.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-003	<p><b>SAIS Database Update</b></p> <p>If any verification or validation edit failed with severity level of <b>ERROR</b>, DO NOT PERFORM THIS STEP</p>		N		
SD-TX013-LNG-003.1	<p><b>Add 013 Language Program Participation</b> (page 82)</p> <p>If the flag is set indicating that a new SdStudentNeeds must be added, Write new row of the SdStudentNeeds table to the SAIS Student database. Write new row of the program service to SAIS Student database.</p>		N		
SD-TX013-LNG-003.2	<p><b>Change Language Participation</b></p> <p><i>The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.</i></p> <p>Write updated row of program service to SAIS Student database.</p>		N		
SD-TX013-LNG-003.3	<p><b>Delete Language Participation</b></p> <p>The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.</p> <p>If the flag is set indicating that the existing program service must be deleted, Delete the existing row of the program service table from the SAIS Student database</p> <p>If the flag is set indicating that the existing needs must be deleted, Delete the existing row of the needs table from the SAIS Student database.</p>		N		

SD-TX013-@@

Concurrent ELL Program Enrollments : It is common that a student in an ELL program will enroll at a new school and the previous school may not withdraw the student expediently. If the concurrent enrollment overlaps with a funding date, this will cause issues with ELL funding, generating over-payments for Group B and Title III funding. ELL funding is not to be divided among multiple schools, only the main school that the student attends should get the funding.

ADE cannot determine which is the primary and correct school for program funding purposes, so it was decided that any instances of multiple ELL program enrollments would fail.

The integrity rule will be created as such that if a student has more than 1 active ELL program participation (i.e. program participation with no exit date, or exit date is after the submission date at another school) with different schools, it will fail for all schools that the student is showing membership within.

When a *013 Language Program Participation* (page 82) is submitted, the following checks will be made:

- Is there another *013 Language Program Participation* (page 82) recorded for this student in the current fiscal year from a different school than the new transaction?
- If there is no Program Exit Date, fail that transaction and the new transaction.
- If the Program Exit Date of the other transaction is after the Program Entry Date of the new transaction, fail that transaction and the new transaction.
- Error message, upon failure of this integrity rule, should read “ELL Program Participation is allowed for 1 school only. More than one school has submitted participation for this student for this time period.”

# Special Education Needs

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## 014 SPED Service Participation

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This transaction applies to needs associated with the SPED need group only. (See [Table 23: Need groups, Needs, and Programs/Services](#) (page 43) for relevant needs.)

SPED provisions are anchored in A.R.S. § 15-761.30. The SPED categories (e.g., Autism, Emotional Disability, Developmental Delay, Preschool Moderate Delay, etc.) are defined as **Needs**. The service (e.g., outside regular class at least 21% but no more than 60% of the day, etc.) provided to a student with a diagnosed SPED-related **Need** is considered to be participation in a **Service** (akin to Program for all other Need Groups). Funding for services is based on when the student received – or participated in – those services. Hence, this SPED need groups services are associated with an entry and an exit.

The transaction allows only one combination of Need & Service to be submitted at a time. If the need is not already on SAIS for the fiscal year, SAIS will automatically add it based on this transaction. The Need is recorded in SAIS only once for the entire fiscal year. If over time the student receives multiple Services for a single Need, the entry and exit to each of those Services must be reported to SAIS on a separate transaction.

 **Note:** When the last SPED Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an [011 Student Needs](#) (page 47).

## Funded SPED District of Residence (DOR)

 **Note:** As described in the **Membership Requirements** document, district of residence is a logical construct as defined in Arizona statute. It specifically refers to funding. Therefore, to make the distinction between where a student lives (physical) and what considerations have been made for funding (logical) the name of this element is the **Funded SPED Service DOR**.

The **Funded SPED Service DOR** will be set with an "add" operation. The **SPED Service DOR Entry Date** and **SPED Service DOR Exit Date** will default to the **SPED Service Entry Date** and **SPED Service Exit Date** respectively. To change a **Funded SPED Service DOR**, or modify the **SPED Service DOR Entry Date** or **SPED Service DOR Exit Date**, please use the [014 SPED Service Participation](#) (page 100) transaction.

 **Note:** The **Funded SPED Service DOR** may or may not be the same as the District of Residence for school membership. Adding or changing the **Funded SPED Service DOR** does not affect or change the District of Residence associated with the student's school membership. If the District of Residence associated with the **membership** needs to be changed, use the [007 Student DOR Transfer](#) transaction.

## Uses of the SPED Service Participation transaction

The transaction is designed to capture the following situations. The required [014 SPED Service Participation](#) (page 100) transactions are listed with each.

A student may be diagnosed to have multiple **Needs** and may participate in multiple SPED **Services**. However, a student may participate in only one **Service** at a time for a single **Need**.

**Need Entry Date** only serves to tell us what fiscal year the need exists in. Logically the student must have the need at least as early as receiving a service for that need, so **Need Entry Date** should be the same as or earlier than **SPED Service Entry Date**, but this is not required from a system standpoint so this validation will not be done.

1. Initial diagnosis indicating that student has a Need and the student has been placed in a Service. If a *014 SPED Service Participation* (page 100) transaction is received with no previous Need established, SAIS will create one.
  - An "add" operation to submit Service entry. If the specified Need was not previously added for this student for the school year, the need will be added automatically.
2. Transfer to a different Service while staying in current Need.
  - A "change" operation to submit Service exit for the previously submitted Service
  - An "add" operation to submit Service entry for the new Service
3. Re-diagnosis indicating that student no longer has a previously submitted Need.
  - A "change" operation to submit the Service exit.
4. Diagnosis or re-diagnosis indicating that in addition to the previously submitted Need, the student has another Need and has been placed in a Service.
  - An "add" operation to submit the new Need entry and Service entry.
5. Re-diagnosis indicating that student Need has changed relative to the previously submitted Need: the student no longer has the previous Need but instead has a new one.
  - A "change" operation to submit exit from the previously submitted Service
  - An "add" operation to submit entry to the new Need (and Service if the student has already started receiving a Service for the new Need).
6. To delete a SPED Service Participation submitted in error to SAIS.
  - A "delete" operation to delete the Service Participation. **If there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student.**
7. For Needs Code DD (FY2010 forward): A student whose age is greater than 10 year minus one day will not receive funding for the DD need.
  - Upon turning 10 years of age, it is expected that the LEA/school shall initiate the exit of the student from the DD SPED service, using Exit Code 9. Immediately upon exiting the service, the LEA/school should re-assign a new need category.

## How to Change a Student's Scheduling DOR, or Grade Mid-Year

SAIS does not anticipate that SPED students will be changing DORs, or Grades mid-year very often. Therefore, there is no dedicated transaction for this. To accomplish a mid-year DOR, or Grade change, the district should take the following steps.

- Exit the student from the SPED service.
- Enter the student effective the following day, for the same SPED service but with the new values.

## SPED School Concurrency

This element identifies the school's role in providing SPED services to the student. The characteristics of this element are:

Primary:	The school is responsible for determining and case managing the student's SPED needs and curriculum.
Secondary:	The school provides some services to the student, but is not responsible for determining or case managing the student's SPED needs and curriculum.

## Transaction Elements

The following structure describes the elements in this transaction.

**Table 35: 014 SPED Service Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 014	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new SPED Service and, possibly, Need C = Change SPED Service information D = Delete a SPED Service Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Category of SPED Need <i>See Code Values – Need Codes</i>	
<i>empty field</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need.   <b>Note:</b> This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>empty field</i>		10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED Service Code	SPEDPROGSVCCD	2	C	Type of SPED service <i>See Code Values – SPED Services</i>	
SPED Service Entry Date	SPEENTRDT	10	D	The date the student entered the program/ service	
SPED Service Exit Date	SPEEXITDT	10	D	The date the student exited the program/ service	
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service <i>See Code Values – SPED Service Exit Reason</i>	
SPED Grade	SPEDGRADE	3	C	The student's grade placement. (The SPED grade should be the same as the grade for the student's 006 Student Membership Change transaction.) <i>See Code Values – Grade</i>	
Funded SPED Service DOR	SPEDDORID	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code	
<i>empty field: formerly SPED Neighborhood School Indicator: element no longer collected.</i>		1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED Special Enrollment Code	SPEXSPECENR	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
SPED Federal Primary Indicator	TBD	1	L	Indicates if the SPED Need being serviced is the Primary Federal Need. If the student is found eligible in one or more disability category, it means the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum. This information should be found in the current multidisciplinary evaluation team report.	
<i>empty field: formerly SPED Concurrency Type.</i>	TBD	1	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED School Concurrency	TBD	1	C	FY2011: Identifies the school's role in providing SPED services to the student. The 'P' (primary) and 'S' (secondary) indicators identify the extent of the school's responsibility for determining and case managing the student's SPED needs and curriculum.	

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- SPED Exit Date
- SPED Exit Reason Code
- SPED Special Enrollment Code
- SPED Grade
- Funded SPED Service DOR
- SPED Federal Primary Indicator



**Note:** The "change" operation does not work for SPED Grade changes between PS and non-PS grades. For grade changes involving PS, the SPED service for the earlier grade must actually be exited and the SPED service for the later grade added new. The reason for this is that SPED services for preschool and non-preschool, while using the same set of letter abbreviations, are actually completely separate and different sets of services, having different rules and eligibility requirements.

## Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 36: SPED Service Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R, 2
<i>empty field</i>	X	X	X
Need Entry Date	R	R	R, 2
<i>empty field</i>	X	X	X
SPED Service Code	R	R	R
SPED Service Entry Date	R	R	R
SPED Service Exit Date		1	X
SPED Exit Reason Code	3	1,3	X
SPED Grade	R	R	R
Funded SPED Service DOR	R	R	R
<i>element no longer collected: SPED Neighborhood School Indicator</i>	X	X	X
SPED Special Enrollment Code		1	
SPED Federal Primary Indicator	R	R	X
SPED School Concurrency	R	R	X

1. A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.
2. On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.
3. SPED Exit Reason Code is required when a SPED Exit Reason Date is submitted.

## SPED Service DOR

The Funded SPED Service DOR (District of Residence) – called the SPED DOR – is the funded district of residence for the SPED service only and should not be confused with the district of residence associated with a student's school membership. The Funded SPED Service DOR is captured in the *014 SPED Service Participation* (page 100) transaction.

DOR is an essential factor in state aid. The DOR is not necessarily the district in which the student physically resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Each student participating in a SPED program must have a declared DOR. (While logically the DOR declared for a student's special needs – his SPED DOR – should be the same as the DOR declared for his regular instruction, SAIS has provided for these two areas to be handled separately. Analysis of the submitted data will make it clear if this is how business is actually done.)

A student may change SPED DOR while continuing to participate in the same special education SPED service. When this happens during the school year while the student continues to attend the same school, a **SPED Service DOR change**, submitted through the *014 SPED Service Participation* (page 100) transaction, must be submitted to ADE. This transaction can also be used for changing the end date of a child's belonging to a SPED DOR.

## SPED Year End Exit Codes

All SPED service participations will be exited accordingly at the end of the participation. This now includes exiting the SPED service participation at the end of the school year.

The SPED Exit code must be associated with the student's regular membership year end or withdrawal code according to the following charts:

		Year End Codes							
		G- Graduated	C- Completed	A- Attended	SA-Still Enrolled (AIMS)	SC-Still Enrolled (course req)	SE-Still Enrolled (met no req)	P- Promoted	R- Retained
SPED Exit Codes	1-Transfer to regular education	yes	yes	yes	yes	yes	yes	yes	yes
	2- Graduated	yes	no	no	no	no	no	no	no
	3- Reached maximum age	no	yes	yes	no	no	no	no	no
	4-Died	no	no	no	no	no	no	no	no
	5- Moved, known to be continuing	no	no	no	no	no	no	no	no
	7-Dropout	no	no	no	no	no	no	no	no
	8-Transition to kindergarten	no	no	no	no	no	no	yes	no
	9-Ends one SPED service but starts another	no	no	no	no	no	no	no	no
	10- Withdrawn by parent request and no longer enrolled	no	no	no	no	no	no	no	no
	11-Expelled but still receiving services	no	no	no	no	no	no	no	no
	12-Exit from one need but continuing in another	no	no	no	no	no	no	no	no
	13-End of school year	no	yes	yes	yes	yes	yes	yes	yes

Note that 'J' service code participations cannot be validated against Year End code as they are private school students and do not receive ADM.

Figure 1: SPED Exit Codes vs. Year End Codes

		Withdrawal Codes												
		W1-Transfer	W2-Illness	W3-Expelled or long-term suspension	W4-Absence status unknown	W5-Dropout	W6-Age	W7-Graduated	W8-Deceased	W9-Transfer to be home-taught	W10-Transfer to detention	W11-GED	W12-Vocational school	W13-Completed (AIMS)
SPED Exit Codes	1-Transfer to regular education	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	2- Graduated	no	no	no	no	no	no	yes	no	no	no	no	no	no
	3- Reached maximum age	no	no	no	no	no	yes	no	no	no	no	no	no	no
	4-Died	no	no	no	no	no	no	no	yes	no	no	no	no	no
	5- Moved, known to be continuing	yes	no	no	no	no	no	no	no	yes	yes	no	no	no
	7-Dropout	no	yes	yes	yes	yes	no	no	no	no	no	yes	yes	yes
	8-Transition to kindergarten	Yes	no	no	no	no	no	no	no	no	no	no	no	no
	9-Ends one SPED service but starts another	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	10- Withdrawn by parent request and no longer enrolled	no	Yes	no	no	no	Yes	no	no	Yes	no	no	no	no
	11-Expelled but still receiving services	no	no	yes	no	no	no	no	no	no	no	no	no	no
	12-Exit from one need but continuing in another	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	13-End of school year	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Note that service code J participations cannot be validated against withdrawal codes as they are private school students and do not receive ADM.

Figure 2: SPED Exit Codes vs. Withdrawal Codes

### Transaction Messages

 **Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**Table 37: SPED Service System Messages**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-001	<p><b>Verification:</b></p> <p>Perform every step in Verification, even if errors are encountered. Report all errors. Allowed Data Format:</p> <p><i>All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.</i></p> <p>If the value in any element does not match the SAIS-defined data type, then Report the discrepancy</p>	<p><b>ERROR</b> message -9009</p> <p><b>Solution:</b> Resubmit this transaction, with each element in its allowed format only.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-001.1	<p><b>Allowed Code Values</b></p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in <b>Transaction Code Values</b> document.</i></p> <p>If any element with predefined allowed code values contains an unallowed value, then report the discrepancy.</p>	<p><b>ERROR</b> message -23010 Unallowed value in element: Need Code</p> <p><b>ERROR</b> message -23011 Unallowed value in element: SPED Code</p> <p><b>ERROR</b> message -23013 Unallowed value in element: Entity ID – SPED Service Code Combination</p> <p><b>ERROR</b> message -23014 Unallowed value in element: Entity ID – SPED Grade combination</p> <p><b>ERROR</b> message -23015 Unallowed value in element: SPED Service Code</p> <p><b>ERROR</b> message -23016 Unallowed value in element: SPED Exit Reason Code</p> <p><b>ERROR</b> message -23024 Unallowed value in element: Funded SPED Service DOR</p> <p><b>ERROR</b> message -23025 Unallowed value in element: SPED Neighborhood School Indicator (inactivated for FY2006 to the present)</p>	N		
SD-TX014-SPD-001.2	<p><b>Operation Code</b></p> <p>If <u>Operation Code</u> <b>not</b> A (add) or C (change) or D (delete), then report the discrepancy.</p>	<p><b>ERROR</b> message -9000</p> <p><b>Solution:</b> Resubmit this transaction with the correct <u>Operation Code</u></p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-001.3	<p><b>Missing Fields</b></p> <p>Using <a href="#">Table 36: SPED Service Transaction Element Optionality</a> (page 105), perform validations. An element's optionality depends on whether the transaction is an add, change, or delete operation (<a href="#">Operation Code</a>).</p> <p>If any required fields are missing, then report the discrepancies.</p>	<p><b>ERROR</b> message -23001 Missing required element: Need Code</p> <p><b>ERROR</b> message -23002 Missing required element: Need Entry Date</p> <p><b>ERROR</b> message -23004 Missing required element: SPED Service Code : Need Code</p> <p><b>ERROR</b> message -23005 Missing required element: SPED Service Entry Date</p> <p><b>ERROR</b> message -23006 Missing required element: SPED Service Exit Date.</p> <p><b>ERROR</b> message -23007 Missing required element: SPED Exit Reason Code</p> <p><b>ERROR</b> message -23009 Missing required element: SPED Grade</p> <p><b>ERROR</b> message -23026 Missing required element: Funded SPED Service DOR</p> <p><b>ERROR</b> message -23027 Missing required element: SPED Neighborhood School Indicator (inactivated for FY2006 to the present)</p> <p><b>ERROR</b> message -23xxx Missing required element: Federal Primary Indicator</p> <p><b>Solution:</b> Resubmit this transaction with information in every required field</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002	<p><b>Validation</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 36: SPED Service Transaction Element Optionality</i> (page 105)</p>		N		
SD-TX014-SPD-002.1	<p><b>Entity / LEA</b></p> <p>Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.</p>	<p><b>ERROR</b> message -9017</p> <p><b>Solution:</b> Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		
SD-TX014-SPD-002.2	<p><b>Fiscal Year</b></p> <p>Set the temporary element <b>Fiscal Year</b> for use throughout the remaining validations.</p> <p>Set <b>Fiscal Year</b> to the fiscal year identified by the <u>SPED Service Entry Date</u></p>		N		
SD-TX014-SPD-002.3	<p><b>Operation Code</b></p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u>.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.1	<p><b>Add Operation</b></p> <p>Student Identifiers</p> <p>SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (<b>Student ID</b>) and the school-generated student identifier (<b>School Student ID</b>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> transaction.</p> <p>If the <b>Student</b> <b>not</b> found in the SdStudents table then report the discrepancy.</p>	<p><b>ERROR</b> message -9010</p> <p><b>Solution:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> or <i>005 Student Personal Information</i> to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX014-SPD-002.3A.2	<p><b>SPED Service</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<b>Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date</b>) is found in program services participation table, then <i>this service already exists on the database for this period</i>. Report the discrepancy. DO NOT CONTINUE</p>	<p><b>ERROR</b> message -23018</p> <p><b>Solution:</b> None</p>	N		
SD-TX014-SPD-002.3A.3	<p><b>School Program Participation</b></p> <p><i>Ensure that this school actually offers the program/service submitted.</i> Retrieve the row from the entity program services table whose identifiers match those in the submitted transaction. If no matching record found, then <i>this program not offered by school or district</i>. Report the discrepancy.</p>	<p><b>ERROR</b> message -9021</p> <p><b>Solution:</b> If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information</p>	N		
SD-TX014-SPD-002.3A.4	<p><b>Verify Submitted Dates</b></p> <p>If <b>Track Number</b> is not valid for this <b>Entity ID</b> then Report the discrepancy. DO NOT CONTINUE.</p>	<p><b>ERROR</b> message -23034</p> <p><b>Solution:</b> Resubmit this transaction with the correct information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.5	If <u>Need Entry Date</u> , and <u>SPED Service Entry Date</u> (and <u>SPED Service Exit Date</u> , if submitted) are <b>not</b> all in the same <b>Fiscal Year</b> then, report the discrepancy. DO NOT CONTINUE	<b>ERROR</b> message -23017 <b>Solution:</b> Resubmit this transaction with the correct dates	N		
SD-TX014-SPD-002.3A.6	If <u>SPED Service Exit Date</u> is submitted If <u>SPED Service Entry Date</u> is > <u>SPED Service Exit Date</u> , then <i>service ended before it began.</i> Report the discrepancy. DO NOT CONTINUE	<b>ERROR</b> message -23035 <b>Solution:</b> Resubmit this transaction with the correct dates	N		
SD-TX014-SPD-002.3A.7	<b>Verify Exit Elements</b> SPED Service Exit Reason is optional, but if it IS submitted, then SPED Service Exit Date must also be submitted. (The reverse is NOT true.). If <u>SPED Service Exit Reason</u> is submitted but <u>SPED Service Exit Date</u> is NOT submitted, then: <i>exit reason was submitted without an exit date.</i> Report the discrepancy. DO NOT CONTINUE	<b>ERROR</b> message -23032 <b>Solution:</b> Resubmit this transaction with the correct dates	N		
SD-TX014-SPD-002.3A.7.1	The new Withdrawn by Parent Request SPED exit reason code shall be valid in SAIS from FY2007 and forward. If the student grade IS NOT SPED grade PS, KG, and UE and SPED Exit Reason Code is 10 (Withdrawn by Parent Request), fail the submitted transaction	<b>ERROR</b> message -23044 "SPED Exit Reason code 10 {Withdrawn by Parent and no longer enrolled} only valid for SPED grades PS, KG, and UE."	Y	11/30/06	CCree
SD-TX014-SPD-002.3A.8	<b>Check for Overlaps</b> The validation procedure for checking for overlaps for language program participation is the same as that for SPED service participation. Substituting the relevant SPED transaction elements for the Language transaction elements, perform the validations in rule SD-TX013-LNG-002.2A.6		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.9.1	<p><b>Set Database Fields</b></p> <p>If all edits ended successfully (no severity level of WARNING or ERROR), then</p> <p>Set program services participation Student ID from <u>Student ID</u>.</p> <p>Set program service from entity program services.</p> <p>Set exit reason on program services participation from <u>SPED Exit Reason Code</u>.</p> <p>Set start date from <u>SPED Service Entry Date</u>.</p> <p>Set end date from <u>SPED Service Exit Date</u>.</p> <p>Set fiscal year to <b>Fiscal Year</b>.</p> <p>Set SPED service from <u>SPED Service Code</u>.</p> <p>Set grade from <u>SPED Grade</u>.</p> <p>Set track number from <u>Track Number</u></p> <p>Set program service DOR entity ID from <u>Funded SPED Service DOR</u>.</p> <p>Set start date of program service DOR from <u>SPED Service DOR Entry Date</u>.</p> <p>Set end date of program service DOR to <u>nulls</u>.</p> <p>Set special enrollment code of program service DOR from <u>SPED Special Enrollment Code</u>.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.9.2	<p>If this Need does not already exist on the SdStudentNeeds table for this student for the <b>Fiscal Year</b>, then:</p> <p><i>add the need for this student.</i></p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u></p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u></p> <p>Set SdStudentNeeds Start Dtm from <u>Need Entry Date</u></p> <p>Set a flag stating that a new need must be added to SAIS</p>		N		
SD-TX014-SPD-002.3A.10	<p><b>Synchronize SPED Elements</b></p> <p>This step should synchronize all of the following elements of SPED</p>		N		
SD-TX014-SPD-002.3A.10.1	<p><b>Need Code / entity</b></p> <p>Validate the need code / entity combination from the approved list of <u>Entity ID / Need Code</u> combinations found in the SAIS database in the entity offered needs table.</p>		N		
SD-TX014-SPD-002.3A.10.2	<p><b>SPED Service Code / Entity ID</b></p> <p>Validate the <u>Entity ID</u> (district of attendance) and <u>SPED Service Code</u> combination.</p>		N		
SD-TX014-SPD-002.3A.10.3	<p><b>SPED Service Code / Fiscal Year</b></p> <p>Validate that <u>SPED Service Code</u> is valid for the fiscal year specified</p>	<b>ERROR</b> message -23016	N		
SD-TX014-SPD-002.3A.10.4	<p><b>Entity ID / SPED Grade</b></p> <p>The SPED Grade and the grade on the student's membership (if a membership exists) must match</p>		N		
SD-TX014-SPD-002.3A.10.5	<p><b>SPED Grade / Grade Memberships Grade</b></p> <p>Refer to chapter SPED, section 3.4.1.23 Grade of the <b>Student Counts System</b> document for specific edits on <u>Entity ID</u> (district of attendance) and <u>SPED Grade</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.10.6	<p><b>Birth Date / SPED Grade</b></p> <p>The valid age/grade combinations for SPED are the same as those for Membership. Refer to chapter <b>Student Enrollment</b>, section <b>001.2A.7</b> of the <b>Membership Requirements</b> document for specific edits on the student's age (from SdStudents Birth Date) and his/her <u>SPED grade</u></p>		N		
SD-TX014-SPD-002.3A.11	<p><b>Federal Primary Indicator</b></p> <p>A new data element called "Federal Primary Indicator" shall be added at the end of the <i>014 SPED Service Participation</i> (page 100) transaction.</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3A.11.1	<p>The FY2007 <i>014 SPED Service Participation</i> (page 100) transaction format, with the additional data field, Federal Primary Indicator, can be submitted in fiscal years prior to FY2007</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3A.11.2	<p>SAIS will ignore the Federal Primary Indicator field in <i>014 SPED Service Participation</i> (page 100) with a FY2007 format submitted in fiscal years &lt;= FY2006.</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3C	<p><b>Change Operation</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values. As shown in <i>Table 36: SPED Service Transaction Element Optionality</i> (page 105), <i>only certain elements may be changed</i></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3C.1	<p><b>Verify Submitted Dates</b></p> <p>If <u>Track Number</u> is not valid for this <u>Entity ID</u> then:</p> <p>Report the discrepancy. DO NOT CONTINUE</p> <p><i>Need Entry Date must be in the same fiscal year as the SPED Service.</i></p> <p>If <u>Need Entry Date</u> and <u>SPED Service Entry Date</u> (and <u>SPED Service Exit Date</u>, if submitted) are <b>not</b> all in the same <b>Fiscal Year</b> then,</p> <p>report the discrepancy. DO NOT CONTINUE</p> <p>If <u>SPED Service Exit Date</u> is submitted If and <u>SPED Service Entry Date</u> is &gt; <u>SPED Service Exit Date</u>, then</p> <p><i>service ended before it began. Report the discrepancy. DO NOT CONTINUE</i></p>	<p><b>ERROR</b> message -23034</p> <p><b>Solution:</b> Resubmit this transaction with the correct information</p> <p><b>ERROR</b> message -23017</p> <p><b>Solution:</b> Resubmit this transaction with the correct dates</p> <p><b>ERROR</b> message -23035</p> <p><b>Solution:</b> Resubmit this transaction with the correct dates</p>	N		
SD-TX014-SPD-002.3C.2.1	<p><b>SPED Service</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>SPED Service Code</u> + <u>SPED Service Entry Date</u>) is <b>not</b> found in program services participation table, then,</p> <p><i>this service does not exist on the database. Report the discrepancy. DO NOT CONTINUE</i></p>	<p><b>ERROR</b> message -23019</p> <p><b>Solution</b> : None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3C.2.2	<p>If preschool exit reason on the program services participation = <u>SPED Exit Reason Code</u>,</p> <p>AND end date on the program services participation table = <u>SPED Exit Date</u>,</p> <p>AND grade = <u>SPED Grade</u>,</p> <p>AND special enrollment code on the program services participation table = <u>Special Enrollment Code</u>, then</p> <p><i>all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation.</i></p> <p>Report the discrepancy. DO NOT UPDATE THE DATABASE</p>	<p><b>WARNING</b> message -223001</p> <p><b>Solution:</b> None. No update will be made to SAIS</p>	N		
SD-TX014-SPD-002.3C.3	<p><b>SPED Grade</b></p> <p>If grade on the program services participation table NOT = <u>SPED Grade</u>,</p> <p>If grade on the program services participation table = PS,</p> <p>OR if <u>SPED Grade</u> = PS, then,</p> <p><i>the SPED Grade is being changed, and one of them is PS.</i></p> <p>Report the discrepancy. DO NOT CONTINUE</p>	<p><b>ERROR</b> message -23036</p> <p><b>Solution</b> : None</p>	N		
SD-TX014-SPD-002.3C.4	<p><b>Verify Dates and Exits</b></p> <p>Perform SD-TX014-SPD-002.3A.4, SD-TX014-SPD-002.3A.5, and SD-TX014-SPD-002.3A.6.</p> <p>If SPED Service Exit Date is submitted, perform SD-TX013-LNG- 002.2A.6.</p> <p>A new SPED Exit Reason code value is in cases where a SPED exit date is necessary that cannot fit into existing SPED Exit reason codes. The new Exit Reason code is used when the student's SAIS data elements are changing within the <i>014 SPED Service Participation</i> (page 100), This new code will then allow the transaction to pass import validation because an Exit Reason code is required.</p>	<p><b>ERROR</b> message -23032</p> <p>If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3C.5	<p><b>Update All Changeable Fields</b></p> <p>Set end date on program services participation from <u>SPED Service Exit Date</u>.</p> <p>Set preschool exit reason on program services participation from <u>SPED Exit Reason Code</u>.</p> <p>Set grade on program services participation from <u>SPED Grade</u>.</p> <p>Set special enrollment code on program services participation from <u>SPED Special Enrollment Code</u>.</p> <p>Set Funded SPED Service DOR</p>		N		
SD-TX014-SPD-002.3D	<p><b>Delete Operation</b></p> <p><i>As shown in Table 36: SPED Service Transaction Element Optionality (page 105), all but the required elements for the delete operation will be ignored</i></p>		N		
SD-TX014-SPD-002.3D.1	<p><b>Delete operation: SPED Service</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>SPED Service Code</u> + <u>SPED Service Entry Date</u>) is <b>not</b> found in program services participation table, then <i>this service does not exist on the database</i>. Report the discrepancy.</p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program services participation record must be deleted</p>	<p><b>ERROR</b> message -23020</p> <p><b>Solution:</b> None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3D.2	<p><b>Need</b></p> <p>If there was no WARNING or ERROR in the above validation</p> <p>AND there are no other programs or services attached to this need for this student in this <b>Fiscal Year</b>, then:</p> <p><i>delete the need; nothing else exists for the need for this student.</i></p> <p>Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.</p> <p>Set a flag stating that the existing SdStudentNeed must be deleted</p>		N		
SD-TX014-SPD-003	<p><b>SAIS Database Updates</b></p> <p>If any verification or validation edit failed with severity level of <b>ERROR</b>,</p> <p><b>DO NOT PERFORM THIS STEP</b></p>		N		
SD-TX014-SPD-003.1	<p><b>Add SPED Service</b></p> <p>If the flag is set to add a new SdStudentNeeds, then:</p> <p>Write new row of the SdStudentNeeds table to SAIS Student database.</p> <p>Write new row of the program services participation table to SAIS Student database.</p> <p>Set foreign key:</p> <p>Set SPED DOR student ID from <u>Students ID</u>.</p> <p>Set SPED DOR entity ID from <u>EntityID</u>.</p> <p>Set SPED DOR program service from SdPartProgSvc ID</p> <p>Write new row to SPED DOR table in SAIS Student database</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-003.2	<p><b>Change SPED Service Participation</b></p> <p><i>The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.</i></p> <p>If the flag is set to update the existing SdStudentNeeds, then</p> <p>Write updated row of the SdStudentNeeds table to SAIS Student database</p> <p>Write updated row of SPED DOR to SAIS Student database</p>		N		
SD-TX014-SPD-003.3	<p><b>Delete SPED Service Participation</b></p> <p><i>The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.</i></p> <p>Delete the existing row of the SPED DOR table from the SAIS Student database.</p> <p>If the flag is set to delete the existing student need, then:</p> <p>Delete the existing row of the student needs table from the SAIS Student database</p>		N		
@@	<p>Allow a SPED Exit Reason code that allows student to exit a SPED Service Participation for one need while continuing in a SPED Service Participation for a different need</p>	<p><b>ERROR</b> Message -@@</p> <p>Student must have a SPED Student Participation after the date of SPED Exit with Reason Code 12 (exit from one need but continuing in another).</p> <ul style="list-style-type: none"> <li>• State SPED Integrity</li> <li>• Federal SPED Integrity</li> </ul>	Y	8/12/11	B Conlin

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
@ @	<p>Student's latest SPED Participation per school per fiscal year has a SPED Exit Reason that 'matches' with a student's regular membership year end or withdrawal membership status.</p> <p>Validate this rule beginning April 1<sup>st</sup> of each fiscal year with the validation continuing forward. The validation shall be for all of the current fiscal year.</p>	<p><b>WARNING</b> (FY2008)</p> <p><b>FAILURE</b> (FY2009 and forward) message -@ @</p> <p>Student's SPED Exit Reason is not allowed with the regular membership's year end or withdrawal status; (return latest SPED Exit Reason = ; regular membership status = )</p> <ul style="list-style-type: none"> <li>Federal SPED Integrity</li> </ul>	Y	8/12/11	B Conlin
@ @	<p>Ensure that both a SPED Exit Reason and SPED Exit Date when the student is exited from a SPED program.</p> <p>Validate this rule beginning April 1<sup>st</sup> of each fiscal year with the validation continuing forward. The validation shall be for all of the current fiscal year.</p>	<p><b>WARNING</b> (FY2008)</p> <p><b>FAILURE</b> (FY2009 and forward) message -@ @</p> <p>Student must have a SPED Exit Reason and SPED Exit date</p> <ul style="list-style-type: none"> <li>Federal SPED Integrity</li> </ul>	Y	8/12/11	B Conlin
SD-TX014-SPD-xxx.xx.x FY2008	From FY2008 forward, if the Service Code on the transaction record is PA, PB, PC, PD, PE, PG, PH, PJ, or PS, the SPED grade must be PS (Preschool).	<p><b>ERROR</b> message -@ @</p> <p>The SPED Grade must be PS when submitting a SPED Service Code of { }</p> <p><b>TRX</b></p>	Y	8/12/11	B Conlin
SD-TX014-SPD-xxx.xx.x FY2008	From FY2008 forward, if the Service Code on the transaction record is A, B, C, D, E, EA, EB, EC, FA, FB, FC, H, or J, the SPED grade cannot be PS (Preschool).	<p><b>ERROR</b> message -@ @</p> <p>The SPED Grade cannot be PS when submitting a SPED Service Code of { }</p> <p><b>TRX</b></p>	Y	8/12/11	B Conlin
@ @	Do not use PMD for Needs code after FY2009, FY2010 use DD instead	<p><b>ERROR</b> message -23010</p> <p>Unallowed value in element: Need Code</p>	Y	8/15/11	B Conlin
@ @	DD qualifying ages: Preschool up to 10 years old (Three years minus 90 days through the day prior to 10 <sup>th</sup> birthday)	<p><b>ERROR</b> message -@ @</p>	Y	8/15/11	B Conlin
@ @	Do not use PSL Need Code after FY2009, starting FY2010 use SLI instead.	<p><b>ERROR</b> message -23010</p> <p>Unallowed value in element: Need Code</p>	Y	8/15/11	B Conlin

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
@@	SLI qualifying ages are Preschool through 22 <sup>nd</sup> birthday - 1 day	<b>ERROR</b> message -@@	Y	8/15/11	B Conlin
SD-TX014-SPD-xxx.xx.x Prior to FY2011	From FY2008 forward, if the Service Code on the transaction record is PA, PB, PC, PD, PE, PG, PH, PJ, or PS, the SPED grade must be PS (Preschool).	<b>ERROR</b> message -@@  The SPED Grade must be PS when submitting a SPED Service Code of { } <b>TRX</b>	Y	8/5/2010	B Wellman
SD-TX014-SPD-xxx.xx.x FY2011	From FY2008 forward, if the Service Code on the transaction record is PA1, PA2, PB1, PB2, PC, PD, PE, PG, PH, PJ, or PS, the SPED grade must be PS (Preschool).	<b>ERROR</b> message -@@  The SPED Grade must be PS when submitting a SPED Service Code of {PA1, PA2, PB1, PB2, PD, PE, PG, PH, PJ, or PS}. Resubmit with the correct Grade level. <b>TRX</b>	Y	8/5/2010	B Wellman

## 019 SPED Service DOR Transfer

Effective FY2006, the **SPED Service DOR Transfer** transaction has been removed from SAIS. The *014 SPED Service Participation* (page 100) transaction has been enhanced to permit a Funded SPED Service DOR to be changed.

Should a school attempt to upload a file with **SPED Service DOR Transfer** records – transaction code 19 – the following file level error message will be returned:

- **ERROR** message -10066: Invalid transaction type {19}. SPED Service DOR transfers require a change to SPED Service Participation record”.

# Support Programs

## 015 Support Program Participation

This transaction applies to needs in all need groups other than language and SPED. (See [Table 23: Need groups, Needs, and Programs/Services](#) (page 43) for relevant needs.) The *015 Support Program Participation* (page 125) transaction is the source of automated federal titles and state block grants reports. It is used to submit participation in only those programs listed in the Support Programs table in the **Code Values** document .

### Uses of the Support Program Participation transaction

The following rules apply to Support Program Participation as far as SAIS is concerned. .



**Note:** Support programs and related Needs are to be reported using the State fiscal year (July 1-June 30).

1. A Support Program applies to a single need, some to more than one need, and some to no need (this final case is when a program is offered as general support to students, not requiring that participating students be identified with any specific Need).
2. At any given time a student may participate in multiple different Support Programs. For example: a student A has been identified to have 2 Needs: Homeless (an economic disadvantage) and Math (an academic disadvantage). This student might participate in the following Support Programs:

**Table 38: Multiple Needs Support Programs**

Support Program	This specific occurrence of the program supports the Need of ...
21 (21 <sup>st</sup> Century program)	6 (Homeless)
21 (21 <sup>st</sup> Century program)	13 (Math)
21 (21 <sup>st</sup> Century program)	{null}
22 (Homeless)	6 (Homeless)
28 (Title I Mathematics)	13 (Math)

3. A student may participate in the same program more than once during a fiscal year, but a student may participate in a single occurrence of a specific Support Program for one Need at a time.

To illustrate this, see the last entry in the table below that lists valid combinations of programs for a single student:

**Table 39: Support Program Sequential Participation**

Support Program	... Need ...	Start Date	End Date*
21 (21 <sup>st</sup> Century program)	6 (Homeless)	8/18/2003	12/19/2003*
21 (21 <sup>st</sup> Century program)	13 (Math)	8/18/2003	
21 (21 <sup>st</sup> Century program)	{null}	8/18/2003	
22 (Homeless)	6 (Homeless)	8/18/2003	
28 (Title I Mathematics)	13 (Math)	8/18/2003	

Support Program	... Need ...	Start Date	End Date*
21 (21 <sup>st</sup> Century program)	6 (Homeless)	1/5/2004	*

\* Note that since for FY2004-05 SAIS does not capture the program's end date, for FY2004-05 SAIS will only check that a single specific support program is not submitted for a student more than once with the same start date. Beginning with FY2005-06 SAIS will capture program start and end dates. At that time, SAIS will validate that specific combinations of (Support Program + Need) don't overlap.

SAIS will handle the Need / Support Program participation relationship in the following way.

- **Initial placement in a Program.**
  - The LEA submits an "add" operation to submit Program entry to SAIS.
  - If the Need specified in the transaction has not already been established in SAIS, SAIS will create one automatically.
- **Deleting a Support Program Participation.**
  - The LEA submits a "delete" operation to remove the Program Participation submitted in error.
  - If there are no other Programs attached to this Need for this student for the school year, SAIS will automatically remove the Need for this student.

## Transaction Elements



**Note:** This transaction is a clone of the 013 Language Program Participation transaction . Several fields used in that transaction are not used here; each has been marked as an "empty field". ADE will ignore any values in fields named "empty field". Some of these fields will be added to this transaction for FY2004-05 (see the individual element descriptions below). These "empty fields" will be reused for another purpose in a future year.

The following structure describes the elements in this transaction.

**Table 40: 015 Support Program Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 015	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Support Program Participation and, possibly, Need C = Change a Support Program Participation D = Delete a Support Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>	
Program Code	PROGSVCCD	2	C	Type of program or service <i>See Code Values – Support Programs</i>	
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/ service	
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/ service	FY2006 to present
<i>empty field</i>	<i>empty field</i>	2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field</i>	<i>empty field</i>	2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>Receiving CTDS</i>	<i>TBD</i>	9	S	Receiving School CTDS. This field will be required only when reporting a Transportation/School Choice support program.	

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Receiving CTDS

## Element Optionality

This table defines whether each element is optional or required depending upon *Operation Code*.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 41: Support Program Participation Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	X	X	X
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	1,2	X	1,2
Program Code	R	R	R
Program Entry Date	R	R	R
<i>Program Exit Date</i>	3	3	X
<i>empty field</i>	X	X	X
<i>empty field</i>	X	X	X
<i>Receiving CTDS</i>	4	4	X

1. A Need is required for some Program Codes but not for all. *See Code Values – Support Programs* for allowable combinations.



**Note:** A Need is always required for a Support Program unless specifically stated otherwise in the Support Programs table.

2. On a "delete" operation, the need will ONLY be deleted if there are no other programs associated with it on the SAIS database.
3. A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate and existing support program exit date.
4. Required only if associated with student's participation in the Transportation/School Choice Program.

## Transaction Messages



**Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**Table 42: Support Program System Messages**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-001	<p><b>Verification</b></p> <p>Prior to performing any of the verification edits below, check the Program code on the transaction.</p> <p>If the code is Migrant Academic Support or Migrant Health, Eye and Dental Services or Migrant Support Services – Non-academic or Transportation/ Migrant, the transaction must be disallowed.</p> <p>ELSE Perform every step in Verification, even if errors are encountered. Report all errors.</p> <p>If the value in any element does not match the SAIS-defined data type, then Report the discrepancy</p>	<p><b>ERROR</b> message -24018</p> <p>Only Entity COEStar valid to submit migrant need data</p> <p><b>Solution:</b> Submit Migrant Need / support program through COEStar.</p> <p><b>ERROR</b> message -9009</p> <p><b>Solution:</b> Resubmit this transaction, with each element in its allowed format only</p>	N		
SD-TX015-SUP-001.1	<p><b>Allowed Code Values</b></p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in <b>Transaction Code Values</b> document.</i></p> <p>If any element with predefined allowed code values contains an unallowed value, then report the discrepancy</p>	<p><b>ERROR</b> message -24007</p> <p>Unallowed value in element: Need Code</p> <p><b>ERROR</b> message -24008</p> <p>Support Program Code is not valid for the fiscal year</p> <p><b>Solution:</b> Resubmit this transaction with only allowed code values in the appropriate fields</p>	N		
SD-TX015-SUP-001.2	<p><b>Operation Code</b></p> <p>If <u>Operation Code</u> not A (add) or C (change) or D (delete), then report the discrepancy.</p>	<p><b>ERROR</b> message -9000</p> <p><b>Solution:</b> Resubmit this transaction with the correct <u>Operation Code</u></p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-001.3	<p><b>Missing Fields</b></p> <p>Using <i>Table 41: Support Program Participation Transaction Element Optionality</i> (page 128), perform the same validation as for SD-TX011-ND-001.3.</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p><b>ERROR</b> message -24001 Missing required element: Need Code</p> <p><b>ERROR</b> message -24004 Missing required element: Support Program Code</p> <p><b>ERROR</b> message -24005 Missing required element: Program Entry Date</p> <p><b>Solution:</b> Resubmit this transaction with information in every required field</p>	N		
SD-TX015-SUP-002	<p><b>Validation</b></p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately.</p> <p><i>For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 41: Support Program Participation Transaction Element Optionality</i> (page 128).</i></p>		N		
SD-TX015-SUP-002.1	<p><b>Entity / LEA</b></p> <p>Perform the validation contained in SDTX011ND-002.1</p>		N		
SD-TX015-SUP-002	<p><b>Operation Code</b></p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2A.1	<p><b>Add Operation</b></p> <p>Student Identifiers SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> transaction.</p> <p>If the <u>Student</u> <b>not</b> found in the SdStudents table then report the discrepancy.</p>	<p><b>ERROR</b> message -9010</p> <p><b>Solution:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> or <i>005 Student Personal Information</i> to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX015-SUP-002.2A.2	<p><b>Validate Need and Program</b></p> <p>Make sure that the Program can be offered for this submitted Need, according to the information in the <b>Transaction Code Values</b> document, table "<b>Support Programs</b>.</p> <p>If this <u>Program Code</u> cannot be offered for this <u>Need Code</u> then <i>the Need is not appropriate for this Program</i>. Report the discrepancy. DO NOT CONTINUE</p>	<p><b>ERROR</b> message -24014</p> <p>The need is not appropriate for this program.</p>	Y	8/15/11	B Conlin
SD-TX015-SUP-002.2A.3.1	<p><b>Program</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction. If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u> {+ <u>Need Code</u>, if provided}) <b>is</b> found in program services participation table, then:</p> <p><i>this program already exists on the database</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p><b>ERROR</b> message -24010</p> <p><b>Solution:</b> None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2A.3.2	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set student ID of the program services participation from <u>Student ID</u>.</p> <p>Set program service of the program services participation from <u>Program Code</u>.</p> <p>Set start date of the program services participation from <u>Program Entry Date</u></p>		N		
SD-TX015-SUP-002.2A.4	<p><b>Need</b></p> <p>If a <u>Need Code</u> is provided in the transaction,</p> <p>Retrieve the row from the needs table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u>) <b>is</b> found in student needs table for the fiscal year represented by <u>Program Entry Date</u>, then:</p> <p>this need already exists on the database.</p> <p>Else, if this row is <b>not</b> already on the database, then:</p> <p><i>add this need to SAIS before continuing.</i></p> <p>Set student ID of the need from <u>Student ID</u></p> <p>Set need ID from <u>Need Code</u></p> <p>Set start date from <u>Program Entry Date</u></p> <p>Set a flag stating that a new need must be added to SAIS.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2A.5	<p><b>Check for Overlaps</b></p> <p>If a <u>Need Code</u> is provided, Retrieve the row from the needs table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Entry Date</u>) is found in needs table for membership interval then:</p> <p>Check that (Support Program+Support Entry Date+Support Exit Date) don't overlap</p> <p>Else, if this row is <b>not</b> overlapping on the database, then:</p> <p><i>add this need to SAIS before continuing.</i></p> <p>Set student ID on the program participation services table from <u>Student ID</u></p> <p>Set the need ID from <u>Need Code</u></p> <p>Set start date from <u>Program Entry Date</u></p> <p>Set start date from <u>Program Exit Date</u></p>		N		
SD-TX015-SUP-002.2A.6	<p><b>Transportation/School Choice</b></p> <p>If reported need is 34 (Transportaion/ School Choice), check to see that Receiving CTDS is populated.</p> <p>If CTDS is not populated, fail transaction</p> <p>Else, if this element is populated, add row to SAIS database.</p>	<p><b>ERROR</b> message -24017</p> <p>Missing required element: Receiving CTDS</p>	N		
SD-TX015-SUP-002.2A.7	<p><b>Transportation/School Choice</b></p> <p>If reported need is 34 (Transportation/ School Choice), check to see that Receiving CTDS is populated with a valid CTDS.</p> <p>If CTDS is not populated with a valid CTDS, fail transaction.</p> <p>Else, if this element is populated with a valid CTDS, add row to SAIS database.</p>	<p><b>ERROR</b> message -24015</p> <p>This program / need not valid for this entity.</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2A.8	<p><b>Primary Nighttime Residence</b></p> <p>Beginning in FY2007, and on a fiscal year basis, SAIS requires that a student's Primary Nighttime Residence be successfully populated in SAIS via the 011 Student Needs transaction prior to the acceptance of a 21<sup>st</sup> Century Support Program associated with a Homeless need</p>	<p><b>ERROR</b> message -@@@</p> <p>Homeless student must have a designated Primary Nighttime Residence. Please submit via the 011 Student Needs transaction prior to submitting a 21<sup>st</sup> Century Support Program with a Homeless Need</p>	Y	8/15/06	CCree
SD-TX015-SUP-002.2C.1	<p><b>Change Operation</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u> {+ <u>Program Exit Date</u> + <u>Receiving CTDS</u>, if provided}) <b>IS</b> found in program services participation table, then:</p> <p><i>this program already exists on the database. Report the discrepancy. DO NOT CONTINUE.</i></p>	<p><b>WARNING</b> message -224001</p> <p>All elements on SAIS already match the submitted transaction; no change to SAIS data</p>	N		
SD-TX015-SUP-002.2C.2	<p>ELSE if the row <b>IS NOT</b> found</p> <p>Report the discrepancy. DO NOT CONTINUE</p>	<p><b>ERROR</b> message -24019</p> <p>No matching Support Program to change; {studentID}, {ProgramCode}; ProgramEntryDate}</p>	N		
SD-TX015-SUP-002.2C.3	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set program services participation StudentID from <u>Student ID</u>.</p> <p>Set program service from <u>Program Code</u>.</p> <p>Set start date from <u>Program Entry Date</u></p> <p>Set the <u>Program Exit Date</u>, where provided.</p> <p>Set the <u>Receiving CTDS</u>, where provided.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2D	<p><b>Delete Operation</b></p> <p><i>As shown in Table 41: Support Program Participation Transaction Element Optionality (page 128), all but the required elements for the delete operation will be ignored.</i></p>		N		
SD-TX015-SUP-002.2D.1	<p><b>Program</b></p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u> {+ <u>Need Code</u>, if provided} ) is <b>not</b> found in program services participation table, then:</p> <p><i>this program does not exist on the database. Report the discrepancy.</i></p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program service participation must be deleted</p>	<p><b>ERROR</b> message -24012</p> <p><b>Solution:</b> None</p> <p><b>ERROR</b> message -24019</p> <p>No matching Support Program to change.</p>	N		
SD-TX015-SUP-002.2D.2	<p><b>Need</b></p> <p>If there was no WARNING or ERROR in the above validation</p> <p>AND If a <u>Need Code</u> is provided in the transaction,</p> <p>AND there are no other programs, services, or assessments attached to this need for this student in the fiscal year represented by <u>Program Entry Date</u>, then:</p> <p><i>delete the need; nothing else exists for the need for this student.</i></p> <p>Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.</p> <p>Set a flag stating that the existing SdStudentNeed must be deleted</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-003	<p><b>SAIS Database Update</b></p> <p>If any verification or validation edit failed with severity level of <b>ERROR</b>, DO NOT PERFORM THIS STEP.</p>		N		
SD-TX015-SUP-003.1	<p><b>Add Support Program Participation</b></p> <p>If the flag is set to add a new SdStudentNeeds, then:</p> <p>Write new rows of the SdStudentNeeds table to SAIS Student database.</p> <p>Write new row of the program services participation table to SAIS Student database.</p>		N		
SD-TX015-SUP-003.2	<p><b>Delete Support Program Participation</b></p> <p>The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in those rows.</p> <p>Delete the existing row of the program services participation table from the SAIS Student database.</p> <p>If the flag is set to delete the existing SdStudentNeeds, then:</p> <p>Delete the existing row of the SdStudentNeeds table from the SAIS Student database.</p>		N		

## 021 Initial IEP

This transaction applies to Preschool age students or younger. SAIS will only accept *021 Initial IEP* (page 136) transactions for those children who are less than 5 years of age by September 1<sup>st</sup> of the current fiscal year.

IDEA requires for FAPE purposes that we must account for *021 Initial IEP* (page 136) for students less than three years old (pre-preschool) **BEFORE they receive SPED services**. IDEA requires ADE to collect this information from LEA's/schools.

 **Note:** A student may be considered 3 years old if they are within 90 days of their 3<sup>rd</sup> birthday (A.R.S. § 15-771.G).

IDEA requires that the state ensure that each eligible child receive a free, appropriate public education (FAPE) no later than the child's 3<sup>rd</sup> birthday.(USC 300.121, 34 CFR § 300.101(b)) FAPE is not, in all cases, the same as the first service delivery date. Prior to FY2005 when ADE begins collecting this information, Arizona under-reported our success on FAPE for 3 year olds because the SAIS system only had information on children **receiving services** by their 3<sup>rd</sup> birthday.

In addition to the above FAPE requirement, beginning in FY2006, an *021 Initial IEP* (page 136) must be submitted for those students with SPED Service participation who are less than 5 years of age by September 1<sup>st</sup> of the current fiscal year (Preschool exit age validation criteria), This validation will occur in Integrity, but is noted here for information purposes.

Beginning in FY2006, SAIS will accept an *021 Initial IEP* (page 136) Date element in the current fiscal year or one fiscal year prior in the *021 Initial IEP* (page 136) transaction.

Beginning in FY2006, submitters of *021 Initial IEP* (page 136) must indicate if the student was enrolled in an Arizona Early Intervention Program (AzEIP).

## Students not yet on SAIS

Since this transaction collects information on children not yet receiving services, it stands to reason that they will not be in the SAIS database prior to receiving their *021 Initial IEP* (page 136). Therefore, data for these children will require the same considerations as that for "Needs-Only" students (described earlier in this document in *Needs-only students* (page 48). The below box describes how to get a SAIS student identifier (the "SAIS ID") for the children being reported on this *021 Initial IEP* (page 136) transaction.

In most cases the child will not already have been assigned a SAIS student identifier. In these cases, before the *021 Initial IEP* (page 136) may be submitted to ADE, the district must submit a *005 Student Personal Information* transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

After the child has been assigned a SAIS ID, use that SAIS ID when submitting the *021 Initial IEP* (page 136) transaction for that child.

## Transaction Elements

The following structure describes the elements in this transaction.

**Table 43: 021 Initial IEP Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 021	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Initial IEP C = Change an existing Initial IEP D = Delete an existing Initial IEP	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Initial IEP Date	INITIEPDT	10	D	The date of the Initial IEP meeting that ensures FAPE.	
Proposed Service Initiation Date	SVCINITDT	10	D	The proposed date for the initiation of services.	
AzEIP Indicator	AZEIP	1	L	Defines if student is enrolled in an Arizona Early Intervention Program.	

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Initial IEP Date
- Proposed Service Initiation Date
- AzEIP

## Element Optionality

This table defines whether each element is optional or required depending upon Operation Code.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

- R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 44: Initial IEP Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Initial IEP Date	R	R	R

Element	Add	Change	Delete
Proposed Service Initiation Date	R	R	X
AzEIP Indicator	R	R	X

## Transaction Messages

-  **Note: System Message Numbers:** As stated at the beginning of this document in [General Requirements](#) (page 35), the system messages defined in this document have been changed. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

### SD-TX021-IEP-002.2.1

Allow the submission of an [021 Initial IEP](#) (page 136) transaction where the **Initial IEP** Date is in the current or current minus one FY.

- **ERROR** message -36007: **Initial IEP** date must be in the current fiscal year or one prior fiscal year

### SD-TX021-IEP-002.3A.2

ESS only needs **Initial IEP** data for preschool age and younger. This information is not needed for any other grade or age group.

- **ERROR** message -36006: **Initial IEP** data need only be submitted for PS age and younger students less than 5 years of age by September 1<sup>st</sup>; {birthdate}

**Table 45: System Messages for Initial IEP**

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-001	<b>Verification</b> Perform every step in Verification, even if errors are encountered. Report all errors. If the value in any element does not match the SAIS-defined data type, then Report the discrepancy	<b>ERROR</b> message -9009  <b>Solution:</b> Resubmit this transaction, with each element in its allowed format only	N		
SD-TX021-IEP-001.1	<b>Operation Code</b> If <u>Operation Code</u> not A (add) or C (change) or D (delete), then report the discrepancy.	<b>ERROR</b> message -9000  <b>Solution:</b> Resubmit this transaction with the correct <u>Operation Code</u>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-001.2	<p><b>Missing Fields</b></p> <p>Using <a href="#">Table 44: Initial IEP Transaction Element Optionality</a> (page 138), perform the same validation as for SD-TX011-ND-001.3.</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p><b>ERROR</b> message -36001</p> <p>Missing required element: Initial IEP Date</p> <p><b>ERROR</b> message -36002</p> <p>Missing required element: Proposed Service Initiation Date</p> <p><b>ERROR</b> message -36005</p> <p>Missing required element: AzEIP Indicator (FY2006)</p> <p><b>Solution:</b> Resubmit this transaction with information in every required field</p>	N		
SD-TX021-IEP-002	<p><b>Validation</b></p> <p><i>Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <a href="#">Table 44: Initial IEP Transaction Element Optionality</a> (page 138) above</i></p>		N		
SD-TX021-IEP-002.1	<p><b>Entity / LEA</b></p> <p>Perform the validation contained in SDTX011ND-002.1</p>		N		
SD-TX021-IEP-002.2	<p><b>Fiscal Year</b></p> <p>Set the temporary element <b>Fiscal Year</b> for use throughout the remaining validations.</p> <p>Set <b>Fiscal Year</b> to the fiscal year identified by the <u>Fiscal Year Entry in the Header Record</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.2.1	<p><b>Fiscal Year</b></p> <p>The Initial IEP Date must be in the current or current minus one <i>Fiscal Year</i>.</p>	<p><b>ERROR</b> message -36007</p> <p>Initial IEP date must be in the current fiscal year or one prior fiscal year</p>	N		
SD-TX021-IEP-002.3	<p><b>Operation Code</b></p> <p>From here on, Validation relies on the <u>Operation Code</u>.</p> <p>Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u>.</p>		N		
SD-TX021-IEP-002.3A.1	<p><b>Student Identifiers</b></p> <p>SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> transaction. If the <u>Student</u> <b>not</b> found in the SdStudents table then report the discrepancy.</p>	<p><b>ERROR</b> message -9010</p> <p><b>Solution:</b> If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> or <i>005 Student Personal Information</i> to create the student on SAIS to precede this information change, then resubmit this transaction</p>	N		
SD-TX021-IEP-002.3A.2	<p><b>Find Initial IEP</b></p> <p>Attempt to retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u>) is found in Initial IEP table, then:</p> <p><i>an Initial IEP already exists on the database. Report the discrepancy. DO NOT CONTINUE</i></p>	<p><b>ERROR</b> message -36003</p> <p>An Initial IEP already exists on SAIS</p> <p><b>Solution</b> : None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.3A.2	<b>Initial IEP Age validation</b> Initial IEP data need only be submitted for PS age and younger students less than 5 years old by Sept. 1 <sup>st</sup> of current FY.	<b>ERROR</b> message -36006  Initial IEP data need only be submitted for PS age and younger students less than 5 years of age by September 1 <sup>st</sup> ; {birthdate}	N		
SD-TX021-IEP-002.3A.3	<b>Check Initial IEP</b> Validate that IF the student has SPED services at this school that it started on or after the Initial IEP date. Otherwise, report the discrepancy.  Validate that the incoming Initial IEP date is the same as or earlier than the Proposed Service Initiation Date. Otherwise, report the discrepancy.	<b>WARNING</b> message -236002  <b>Solution:</b> None  <b>WARNING</b> message -236003  <b>Solution:</b> None	N		
SD-TX021-IEP-002.3A.4	If this edit ended successfully (no severity level of WARNING or ERROR), then:  Set student ID of the Initial IEP from <u>Student ID</u> .  Set Initial IEP date from <u>Initial IEP Date</u> .  Set proposed service initiation date from <u>Proposed Service Initiation Date</u> .  Set FiscalYear to <b>Fiscal Year</b>		N		
SD-TX021-IEP-002.3C.1	<b>Change Operation</b> Find Existing Initial IEP Retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.  If ( <u>Entity ID</u> + <u>Student ID</u> ) is <b>not</b> found in Initial IEP table, then:  <i>no matching Initial IEP exists on the database</i> , report the discrepancy. <b>DO NOT CONTINUE WITH THIS EDIT.</b>  Else, if this row <b>is</b> already on the database, then: <b>CONTINUE WITH THIS EDIT:</b>	<b>ERROR</b> message -36004  <b>Solution:</b> None	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.3C.2	If the proposed service initiation date on the Initial IEP table = <u>Proposed Service Initiation Date</u> AND Initial IEP date = <u>Initial IEP Date</u> , report the discrepancy. <b>DO NOT UPDATE THE DATABASE.</b>	<b>WARNING</b> message -209000  <b>Solution:</b> None. No update will be made to SAIS	N		
SD-TX021-IEP-002.3C.3	<b>Check Initial IEP</b> Perform SD-TX021-IEP-002.3A.3		N		
SD-TX021-IEP-002.3C.4	<b>Change all Changeable Elements</b> If all edits ended successfully (no severity level of WARNING or ERROR), then:  Set Initial IEP date from <u>Initial IEP Date</u>  Set proposed service initiation date from <u>Proposed Service Initiation Date</u> .		N		
SD-TX021-IEP-002.3D	<b>Delete Operation</b> Retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.  If (Entity ID + Student ID + Initial IEP Date) is <b>not</b> found in Initial IEP table, then:  <i>no matching Initial IEP exists on the database. Report the discrepancy. DO NOT CONTINUE</i>	<b>ERROR</b> message -36004  <b>Solution:</b> None	N		
SD-TX021-IEP-003	<b>SAIS Database Update</b> If any verification or validation edit failed with severity level of <b>ERROR</b> , DO NOT PERFORM THIS STEP.		N		
SD-TX021-IEP-003.1	<b>Add Initial IEP</b> Write new row of Initial IEP to SAIS Student database		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-003.2	<p><b>Change Initial IEP</b></p> <p>The row in the Initial IEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</p> <p>Write updated row of Initial IEP to SAIS Student database</p>		N		
SD-TX021-IEP-003.3	<p><b>Delete Initial IEP</b></p> <p>The row in the Initial IEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</p> <p>Delete the selected current row of Initial IEP</p>		N		

## Early Childhood

From FY2007 forward, SAIS will begin collecting Early Childhood Program Participation and Early Childhood Preschool Assessment. This additional data requires the creation of two new transaction types – *023 Early Childhood Program Participation* (page 145) and *024 Early Childhood Preschool Assessment* (page 150) respectively.

### 023 Early Childhood Program Participation

*023 Early Childhood Program Participation* (page 145) transaction is designed to capture the elements that are directly related to the Programs in which Preschool students participate.

#### Transaction Elements

The following structure describes the elements in this transaction.

**Table 46: 023 Early Childhood Program Participation Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 023	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add New Preschool Program Participation C = Change Existing Preschool Program Participation information D = Delete a Preschool Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where student is participating in the Preschool program	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Preschool Program Type	PSPROGTYPE	2	C	Program in which student is participating <i>See Code Values – Preschool Programs</i>	
Program Entry Date	PGMENTRYDATE	10	D	The date the student entered the program	
Program Exit Date	PGMEXITDATE	10	D	The date the student exited the program	
Program Partner ID	PROGPARTID	9	S	School identifier; CTDS code, of district, charter or other agency reporting data on Entity's behalf, OR with which the Entity has a relationship	
Family Income Indicator	FMLYINCIND	1	B	Used for students enrolled in the Even Start or Family Literacy Program to who whether the family is at or below the poverty level	
Living in Household Indicator	LIVHSHLDIND	2	C	FY2008 thru FY2010: Used for students enrolled in the Early Childhood Block Grant Program to determine parental employment status  FY2011: Used for students enrolled in the First Things First (FTF) to determine parental employment status  <i>See Code Values – Early Childhood Block Grant - Living in Household Indicator</i>	
Mother Employment Status	NEWSPECENREND	1	B	Used in conjunction with Living in Household Indicator if living with Mother or Both	
Father Employment Status	OLDTUITPAYRCD	1	B	Used in conjunction with Living in Household Indicator if living with Father or Both	
Adult Education ID	ADULTEDID	10	A	ADE-generated Adult Education identifier. Used in conjunction with Preschool Program types State Family Literacy and Title I Even Start only.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
PPVT III or PALS-PreK Exempt		2	C	Used for students enrolled in the Early Childhood State Family Literacy or Title I Even Start programs who are exempt from taking the PPVT III or PALS-PreK assessment(s).  <i>See Code Values – Early Childhood Preschool Exceptions for Title I Even Start and State Family Literacy</i>	

## Changing Elements

See the section [How To Change Specific SAIS Elements](#) (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Preschool Exit Date
- Program Partner ID
- Family Income Indicator
- Living in Household Indicator
- Mother Employment Status
- Father Employment Status
- Adult Education ID
- PPVT III or PALS-PreK Exempt

## Element Optionality

This table defines whether each element is required or optional.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 47: Early Childhood Program Participation Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X

Element	Add	Change	Delete
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Preschool Program Type	R	R	R
Program Entry Date	R	R	R
Program Exit Date		3	X
Program Partner ID		3	X
Family Income Indicator	4	3	X
Living in Household Indicator	1	3	X
Mother Employment Status	2	3	X
Father Employment Status	2	3	X
Adult Education ID	4	3	X
PPVT III or PALS-PreK Exempt	5	3	X

1. If Preschool Program Type is First Things First (or Early Childhood Block Grant prior to FY2011), then this field is required, otherwise it shall be ignored. *If Preschool Program Type is Early Childhood Block Grant, then this field is required, otherwise it will be ignored.*
2. If Living in Household Indicator is provided, these fields could be required dependant on the value of the indicator.
3. At least one of these elements must be different on SAIS for this to be a valid change
4. If Preschool Program Type is Title I Even Start (or State Family Literacy prior to FY2011), then this field is required, otherwise it shall be ignored.
5. If Preschool Program Type is Title I Even Start (or State Family Literacy prior to FY2011), then this field is optional, otherwise it shall be ignored.

## Transaction Rules

The following rule(s) will be applied to the *023 Early Childhood Program Participation* (page 145) transaction.

SD-TX023-ECP-001 (FY2008 – present)

If a Preschool student does not have a membership in SAIS, this transaction will not be accepted.

- **ERROR** message -38201

Student must have a preschool membership in SAIS to participate in an Early Childhood Program.

SD-TX023-ECP-002 (FY2008 to FY2010)

An Adult Education ID must be submitted when the Preschool Program type is either State Family Literacy or Title I Even Start.

- **ERROR** message -@@

An Adult Education ID must be submitted when the Preschool Program type is either State Family Literacy or Title I Even Start.

SD-TX023-ECP-@ @@@ (FY2008 to present)

SAIS shall validate the use of exemption code 4 (age). To successfully submit an exemption code = 4, SAIS shall validate that the student is not 5 years old by September 1<sup>st</sup> of the following fiscal year.

- **ERROR** message -@@

Student must not reach the age of 5 by September 1<sup>st</sup> of the following fiscal year to use the age exemption; (BirthDate).

SD-TX023-ECP-@@@ (FY2011 to present)

An Adult Education ID must be submitted when the Preschool Program type is Title I Even Start.

- **ERROR** message -@@

An Adult Education ID must be submitted when the Preschool Program type is Title I Even Start.

## Definitions

Following are definitions for data elements used in the [023 Early Childhood Program Participation](#) (page 145) transaction.

**Table 48: Early Childhood Program Definitions**

Element	Description
School CTDS (Required)	CTDS number of the school where the program is being provided. All HeadStart / private schools providing preschool services must apply to ADE to receive a CTDS number.
Program Type (Required)	This field would determine which PS programs a student is participating in, for example: Title I Even Start   <b>Note:</b> A preschool Student may participate in multiple programs. An <a href="#">023 Early Childhood Program Participation</a> (page 145) transaction will need to be submitted to SAIS for each program.
Program Entry Date (Required)	The date that the student enters the program defined in Program Type
Program Exit Date (Optional)	The date that the student is exited/withdrawn from the program defined in Program Type
Family Income Indicator ( Required, only if PS Program Type is Even Start or Family Literacy)	This will be a Y/N (1, 0) indicator to list whether a family is at or below the poverty level (100%).
Living in Household Indicator - Required only if Program Type is First Things First (for FY2011 to present) or Early Childhood Block Grant (FY2008 through FY2010).	This indicator is a required field if the Program Type is First Things First (for FY2011 to present) or Early Childhood Block Grant (FY2008 through FY2010): If required, the values of this indicator can be: <ul style="list-style-type: none"> <li>• Mother - If the indicator is marked as Mother, then the Mother Employment Status below becomes a required field and must be entered</li> <li>• Father - If the indicator is marked as Father, then the Father Employment Status below becomes a required field and must be entered</li> <li>• Both - If the indicator is marked as Both, then both the Mother Employment Status and the Father Employment Status fields must be entered</li> <li>• Not living with either parent - If the indicator is marked as Not living with either parent, then neither the Mother Employment Status nor Father Employment Status must be entered</li> </ul>
Mother Employment Status - (Optional, depending on Living in Household Indicator above)	This is needed for Federal reporting for the First things First program (for FY2011 to present) or Early Childhood Block Grant (for FY2008-2010). This shall be a Yes / No indicator.

Element	Description
Father Employment Status - (Optional, depending on Living in Household Indicator above)	This is needed for Federal reporting for the First things First program (for FY2011 to present) or Early Childhood Block Grant (for FY2008-2010) This shall be a Y/N (1, 0) indicator.
Program Partner ID (Optional)	CTDS number of the district, charter, or other agency that is entering the data on behalf of the entity OR CTDS number of the district or charter with which the entity shares a relationship. This field will be used in cases where:  A district, charter or other agency is designated to report data to SAIS on behalf of the entity, to ensure there is way to determine who submitted the data in SAIS, and for the submitting district, charter or other agency to be able to view the data. When an entity has a relationship with a district or charter school, this field should be used to report the CTDS of that district or charter.
Adult Education ID	Identifier used by the Title 1 Even Start program
PPVT III or PALS-PreK Exempt	Child is exempt from assessment on the PPVT-III and the PALS PreK if the child is participating in Title I Even Start (for FY2008 through present) or State Family Literacy (for FY2008- FY2010), but does not meet the age requirement to be assessed, has not received 6 months of instruction, or is a child with a hearing impairment, a vision impairment or a language barrier.

## 024 Early Childhood Preschool Assessment

From FY2007 forward, SAIS will be collecting Early Childhood Assessments. Statutory references include:

- The Arizona Department of Education (Department) will adopt one or a small number of appropriate, comprehensive, valid and reliable assessments for progress monitoring and for measuring outcome indicators in preschool children in any or all early childhood programs administered by the Department. Local educational agencies and their schools will select an allowed assessment and assess the preschool student in order to monitor progress of children and to meet the requirements of the 2004 Individuals with Disabilities Education Improvement Act (IDEA), Part B, Section 619, or to provide accountability data for the State Early Childhood Block Grant (A.R.S. § 15-1251) or to provide accountability data for the State Family Literacy Program (A.R.S. § 15-191.01) and Title 1 Even Start Program (Title 1, Part B, Subpart 3). This adoption is in addition to the two assessments currently required for Title 1 Even Start Programs (Peabody Picture Vocabulary Test and Preschool Assessment of Literacy Skills – Pre-K).

This transaction is designed to capture the elements that are directly related to the Assessment administered to Preschool children.

### Transaction Elements

The following structure describes the elements in this transaction.

**Table 49: 024 Early Childhood Preschool Assessment Transaction Elements**

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 024	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add New Preschool Assessment C = Change Existing Preschool Assessment information D = Delete a Preschool Assessment	
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where Preschool Assessment was given	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Responsible Entity ID	RESPENTITYID	6	S	Responsible District or Charter Holder CTD Number	
Preschool Assessment Type	PSASSTYPE	2	C	Assessment Type that student received <i>See Code Values – Preschool Assessments</i>	
Assessment Date	ASSDATE	10	D	The date the student took the assessment	
Test Score 1	TESTSCORE1	3	I	Score of Test Area	
Test Score 2	TESTSCORE2	3	I	Score of Test Area	
Test Score 3	TESTSCORE3	3	I	Score of Test Area	
Test Score 4	TESTSCORE4	3	I	Score of Test Area	
Test Score 5	TESTSCORE5	3	I	Score of Test Area	
Test Score 6	TESTSCORE6	3	I	Score of Test Area	
Test Score 7	TESTSCORE7	3	I	Score of Test Area	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Test Score 8	TESTSCORE8	3	I	Score of Test Area	
Test Score 9	TESTSCORE9	3	I	Score of Test Area	
Test Score 10	TESTSCORE10	3	I	Score of Test Area	
Test Score 11	TESTSCORE11	3	I	Score of Test Area	
Test Score 12	TESTSCORE12	3	I	Score of Test Area	

## Changing Elements

See the section *How To Change Specific SAIS Elements* (page 155) at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Responsible Entity ID
- Test Score 1
- Test Score 2
- Test Score 3
- Test Score 4
- Test Score 5
- Test Score 6
- Test Score 7
- Test Score 8
- Test Score 9
- Test Score 10
- Test Score 11
- Test Score 12

## Element Optionality

This table defines whether each element is required or optional.



**Note:** When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.

R: the element is required  
 X: any value in the submitted element will be ignored  
 {blank}: the element is optional; a valid value will be captured in SAIS

**Table 50: Early Childhood Preschool Assessment Transaction Element Optionality**

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X

Element	Add	Change	Delete
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Responsible Entity ID	R	2	
Preschool Assessment Type	R	R	R
Assessment Date	R	R	R
Test Score 1	R	2	X
Test Score 2	1	2	X
Test Score 3	1	2	X
Test Score 4	1	2	X
Test Score 5	1	2	X
Test Score 6	1	2	X
Test Score 7	1	2	X
Test Score 8	1	2	X
Test Score 9	1	2	X
Test Score 10	1	2	X
Test Score 11	1	2	X
Test Score 12	1	2	X

1. The amount of Test Scores required will depend on the Assessment Type; this will be shown in the Preschool Assessment Type table in the Codes Value document
2. At least one of these elements must be different on SAIS for this to be a valid change

#### Notes on Early Childhood Assessment Test Scores

- There will be a minimum of 1 test score and a maximum of 12 test scores, depending on the amount of Test Areas within the Assessment Type given.
- The amount of test areas will be stored in the Assessment Type Codes Values.
- This value must be numeric.
- The acceptable range for test score submission is 0-999.
- The score must be a whole number.

### Transaction Rules

The following rule(s) will be applied to the **Early Childhood Assessment** transaction.

SD-TX024-ECA-001

If the number of submitted **Early Childhood Assessment** test scores does not match the number of Early Assessment stated in the Codes Values document , this transaction will not be accepted.

- **ERROR** message -39008

Number of Test Scores must be equal to the number of Test Areas of the given Assessment Type.

## Definitions

Following are definitions for data elements used in the **Early Childhood Assessment** transaction.

**Table 51: Early Childhood Assessment Definitions**

Element	Description
School CTDS (Required)	CTDS number of the school where the assessment is given.
Responsible Entity ID (CTD) (Required)	This is either the District or Charter Holder CTD number. This could be different from the School CTDS number in cases where the student is assessed at an institution other than one of the District or Charters schools.
Test Type (Required)	This field determines which preschool Assessment test was administered, it corresponds to the Program Type in which the student is participating.
Test Date (Required)	The date that the assessment is administered
Test Scores (Required)	<ul style="list-style-type: none"> <li>• There will be a minimum of 1 test score and a maximum of 10 test scores, depending on the number of Test Areas within the Assessment Type given.</li> <li>• The amount of test areas will be stored in the Assessment Type Codes Values.</li> <li>• This value must be numeric.</li> </ul>

## How To Change Specific SAIS Elements

"Change" operations – transactions with an Operation Code of "C" – will update data on the SAIS tables. The notable exception to this rule is that a "change" operation will not change an existing Special Enrollment code from a valid value to a blank when a blank is submitted with the change transaction. Every element on the transaction must be submitted, but only those elements with values different from those already on SAIS will undergo the edits described in this document. The following general rules apply to "change" operations for all Student Database transactions except where explicitly noted otherwise.

- All elements on the transaction must be submitted, including empty fields for any optional elements that have no values. SAIS will compare the submitted values to those already on SAIS, and then update the elements that have changed.
- Which elements may be changed depends upon the transaction submitted. They are listed in the section for each transaction titled **Changing Elements**.
- Keys to a database row may not be altered with a "change" operation. The rows containing existing key information must be deleted from the database (by submitting a transaction with a "delete" operation and the old data) and the new key information re-added (by submitting a transaction with an "add" operation and the new data). If SAIS detects that the value for a key field on the "change" operation differs from the value already on SAIS, the transaction will be rejected.
- Start dates, signified by terms such as "start", "begin", "enter", "open", "effective", etc., may not be changed with a "change" operation. Start dates almost always form part of the key to a database row. These can only be changed using the method described above.
- End dates, signified by terms such as "end", "exit", "close", etc.) *usually* may be changed with a "change" operation. Usually, end dates are **not** part of the key to a database row.

As stated in the first bullet item above, every element on the transaction must be submitted. Elements that allow spaces or nulls (such as the student's middle name) may be "blanked out" on SAIS by submitting an empty field (submitting nothing between the "comma" field delimiters – no element delimiters, no values). An example follows.

These are the first 12 elements at the beginning of the **Student Enrollment** transaction.

**Table 52: First 12 Elements of Student Enrollment**

Element	Data type	Value
Transaction ID	I	001
Vendor Defined Field	S	anything
Operation Code	S	C
Entity ID	S	010201001
School Student ID	S	99-1-1-73294
Student ID	I	1234567890
First Day of Membership	D	1999/08/23
Track Number	I	1
Membership Type	C	M
First Name on Legal Document	S	Judy
Middle Name on Legal Document	S	
Last Name on Legal Document	S	Jetson
(continued)	...	...

Using the delimiters documented earlier in *Internal File Structure Definition* (page 40), below is how the first 12 elements of this transaction would look.

001, "anything", "C", "010201001", "99-1-1-73294", 1234567890, #1999/08/23#, 1, {M}, "Judy", , "Jetson", ...

The following table lists the transaction(s) used to change each data element for the membership area.

**Table 53: Transaction to Change for Elements**

Element	Transaction to change
Assessment Code	<i>012 Student Assessment</i> (page 69) "change" operation
Assessment Date	<i>012 Student Assessment</i> (page 69) "change" operation <i>012 Student Assessment</i> (page 69) "delete" operation <i>012 Student Assessment</i> (page 69) "add" operation
Assessment Result Code	<i>012 Student Assessment</i> (page 69) "change" operation
AzEIP	<i>021 Initial IEP</i> (page 136) "change" operation
Overall Assessment Result Code	<i>012 Student Assessment</i> (page 69) "change" operation
Entity ID	Reverse existing data <b>all transactions</b> submitted (all transactions are eligible) <ul style="list-style-type: none"> <li>"delete" operation to erase existing data,</li> <li>Then resubmit <b>all transactions</b> with the correct Entity ID</li> <li>"add" operation to add new data</li> </ul>
First Name on Legal Document	<i>005 Student Personal Information</i> "change" operation
Funded SPED Service DOR	<i>014 SPED Service Participation</i> (page 100) "change" operation. (This field is not to be confused with the District of Residence associated with a student membership.)
Initial IEP Date	<i>021 Initial IEP</i> (page 136) "change" operation
Language Participation Status	<i>013 Language Program Participation</i> (page 82) "change" operation
Last Name on Legal Document	<i>005 Student Personal Information</i> "change" operation
Middle Name on Legal Document	<i>005 Student Personal Information</i> "change" operation
Need Code	<ol style="list-style-type: none"> <li><i>011 Student Needs</i> (page 47) "delete" operation to erase existing data, then "add" operation to add new data</li> <li><i>014 SPED Service Participation</i> (page 100) "delete" operation to erase existing data, then "add" operation to add new data</li> <li><i>015 Support Program Participation</i> (page 125) "delete" operation to erase existing data, then "add" operation to add new data</li> </ol>
Need Entry Date	<ol style="list-style-type: none"> <li><i>011 Student Needs</i> (page 47) "delete" operation to erase existing data, then "add" operation to add new data</li> <li><i>014 SPED Service Participation</i> (page 100) "delete" operation to erase existing data, then "add" operation to add new data</li> </ol>
Need Exit Date	<i>011 Student Needs</i> (page 47) "change" operation. <i>This is valid for homebound needs only.</i>
Operation Code	not applicable: cannot be changed
Overall Proficiency Level	<i>012 Student Assessment</i> (page 69) "change" operation

Element	Transaction to change
Proficiency Level	<i>012 Student Assessment</i> (page 69) "change" operation
Program Code	<ol style="list-style-type: none"> <li><i>013 Language Program Participation</i> (page 82) "delete" operation to erase existing data, then "add" operation to add new data</li> <li><i>015 Support Program Participation</i> (page 125) "delete" operation to erase existing data, then "add" operation to add new data</li> </ol>
Program Entry Date	<ol style="list-style-type: none"> <li><i>013 Language Program Participation</i> (page 82) "delete" operation to erase existing data, then "add" operation to add new data</li> <li><i>015 Support Program Participation</i> (page 125) "delete" operation to erase existing data, then "add" operation to add new data</li> </ol>
Program Exit Date	<i>013 Language Program Participation</i> (page 82) "change" operation
Program Exit Reason Code	<i>013 Language Program Participation</i> (page 82) "change" operation
Proposed Service Initiation Date	<i>021 Initial IEP</i> (page 136) "change" operation
Receiving CTDS	<i>015 Support Program Participation</i> (page 125) "change" operation
School Student ID	<i>006 Student Membership Change</i> "change" operation
SPED Exit Reason Code	<i>014 SPED Service Participation</i> (page 100) "change" operation
SPED Grade	<p>Correcting a SPED Grade SAIS:</p> <ul style="list-style-type: none"> <li>Grade change NOT involving PS: <ul style="list-style-type: none"> <li><i>014 SPED Service Participation</i> (page 100) "change" operation</li> </ul> </li> <li>Grade change involving PS: <ol style="list-style-type: none"> <li><i>014 SPED Service Participation</i> (page 100) "delete" operation for the old grade</li> <li><i>014 SPED Service Participation</i> (page 100) "add" operation for the new grade</li> </ol> </li> </ul> <p>Mid-year SPED Grade transfer (all grades):</p> <ol style="list-style-type: none"> <li><i>014 SPED Service Participation</i> (page 100) "change" operation to exit the service on the last day in the old grade, and</li> <li><i>014 SPED Service Participation</i> (page 100) "add" operation to add the service starting with the new grade.</li> </ol>
SPED Service Code	<i>014 SPED Service Participation</i> (page 100) "delete" operation to erase existing data, then "add" operation to add new data
SPED Service DOR	<i>the correct name of this element is "Funded SPED Service DOR"</i>
SPED Service DOR Entry Date	<i>019 SPED Service DOR Transfer</i> (page 124) "change" operation
SPED Service DOR Exit Date	<i>019 SPED Service DOR Transfer</i> (page 124) "change" operation
SPED Service Entry Date	<i>014 SPED Service Participation</i> (page 100) "delete" operation to erase existing data, then "add" operation to add new data
SPED Service Exit Date	<i>014 SPED Service Participation</i> (page 100) "change" operation

Element	Transaction to change
Student ID	<p><i>001 Student Enrollment</i> "delete" operation to erase existing data, then <i>001 Student Enrollment</i> "add" operation to add new data.</p> <p> <b>Warning:</b> This will delete all information associated with this student's memberships. A delete operation should be done with extreme caution.</p>
Student Language Status Code	<i>013 Language Program Participation</i> (page 82) "change" operation
Total Composite Scaled Score	<i>012 Student Assessment</i> (page 69) "change" operation
Track Number	<p>If it's for a SPED service, <i>014 SPED Service Participation</i> (page 100) "delete" operation to erase existing data, then "add" operation to add new data.</p> <p>If it's for a language program, <i>013 Language Program Participation</i> (page 82) "delete" operation to erase existing data, then "add" operation to add new data.</p>
Vendor Defined Field	not applicable: not stored in SAIS, so cannot be changed

# Issues

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This area is used to record new issues.