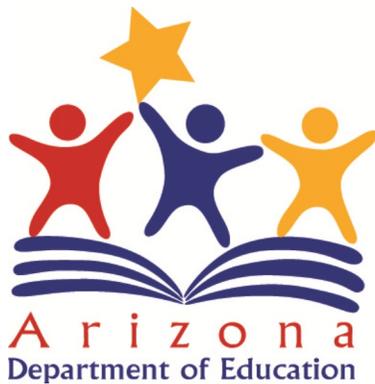


Arizona Department of Education



# **Student Accountability Information System**

## **Student Database Transaction Requirements**

### **Transaction Elements**

Version 8.0

Last updated: December 28, 2011

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: 08/04/2011 Version 8.0 Published**

Ver	New information	Old information	Source
8.0	Updated to DITA XML formatting		B Conlin
8.0	Deleted Membership Share		B Conlin
8.0	Deleted Foreign Exchange Indicator		B Conlin
8.0	Added SPED School Concurrency to SAIS Date Elements by Subject Area, SAIS Data Elements: Field Names, Transaction Data Elements Sorted Alphabetically table, and Transaction Data Elements Sorted by Transaction.		B Conlin
8.0	Changed Ethnicity Code to Empty field, added American Indian or Alaskan Native, Asian, Black or African American, Hispanic/ Latino, Native Hawaiian or other Pacific Islander, White new fields for 001 Student Enrollment & 005 Student Personal Information.		B Conlin
8.0	Updated Living in Household Indicator for FY2008 through FY2010 Required for Early Childhood Block Grant, FY2011 Required for First Things First.		B Conlin
8.0	Added 020 Community College transaction to Transaction Data Elements Sorted By Transaction table.	Missing	B Conlin

**Table 2: 11/30/2006 Version 7.0 PUBLISHED**

Ver	New information	Old information	Source
7.0	<b>SAIS Data Elements by Subject Area</b> Added: <ul style="list-style-type: none"> <li>• Primary Nighttime Residence to Need</li> <li>• SPED Federal Primary Indicator</li> <li>• Early Childhood Program Participation</li> <li>• Early Childhood Preschool Assessment</li> </ul>	Previously did not exist	
7.0	<b>SAIS Data Elements: Field Names</b> Added: <ul style="list-style-type: none"> <li>• Primary Nighttime Residence to Need</li> <li>• SPED Federal Primary Indicator</li> <li>• Early Childhood Program Participation</li> <li>• Early Childhood Preschool Assessment</li> </ul>	Previously did not exist	

Ver	New information	Old information	Source
7.0	<b>Transaction Data Elements Sorted Alphabetically</b> Added: <ul style="list-style-type: none"> <li>• Primary Nighttime Residence to Need</li> <li>• SPED Federal Primary Indicator</li> <li>• Early Childhood Program Participation</li> <li>• Early Childhood Preschool Assessment</li> </ul>	Previously did not exist	
7.0	<b>Transaction Data Elements Sorted by Transaction</b> Added: <ul style="list-style-type: none"> <li>• Primary Nighttime Residence to Need</li> <li>• SPED Federal Primary Indicator</li> <li>• Early Childhood Program Participation</li> <li>• Early Childhood Preschool Assessment</li> </ul>	Previously did not exist	

**Table 3: 01/09/2006 Version 4.0 PUBLISHED**

Ver	New information	Old information	Source
4.0	<b>Objective</b> Removed transaction type <ul style="list-style-type: none"> <li>• 019 Student SPED Service DOR Transfer</li> </ul>	SPED DOR change now occurs via the 014 transaction	J. Whelan – IT Business Analyst
4.0	<b>SAIS Data Elements by Subject Area</b> <ul style="list-style-type: none"> <li>• Added AzEIP indicator (021-Initial IEP transaction)</li> <li>• Added Assessment Date per sub-test</li> <li>• Added Assessment Score per sub-test</li> <li>• Added Assessment Proficiency Level per sub-test</li> <li>• Added Overall Assessment Proficiency Level</li> <li>• Added Overall Total Composite Scaled Score</li> <li>• Added Group Name (022 – Test Label transaction)</li> <li>• Added Program Exit Date (015 – Support Program Participation transaction)</li> <li>• Added Receiving CTDS (015 – Support Program Participation transaction)</li> <li>• Removed SPED Neighborhood School ID</li> <li>• Removed all elements from transaction 019 Student SPED Service DOR Transfer</li> <li>• Removed Assessment Code</li> <li>• Removed Assessment Result Code</li> </ul>	If added, previously did not exist - if removed, no longer collected as of FY2006	J. Whelan – IT Business Analyst

Ver	New information	Old information	Source
4.0	<p><b>SAIS Data Elements – Field Names</b></p> <ul style="list-style-type: none"> <li>• Added AzEIP indicator (021-Initial IEP transaction)</li> <li>• Added Assessment Date per sub-test</li> <li>• Added Assessment Score per sub-test</li> <li>• Added Assessment Proficiency Level per sub-test</li> <li>• Added Overall Assessment Proficiency Level</li> <li>• Added Overall Total Composite Scaled Score</li> <li>• Added Group Name (022 – Test Label transaction)</li> <li>• Added Program Exit Date (015 – Support Program Participation transaction)</li> <li>• Added Receiving CTDS (015 – Support Program Participation transaction)</li> <li>• Removed SPED Neighborhood School ID</li> <li>• Removed all elements from transaction 019 Student SPED Service DOR Transfer</li> <li>• Removed Assessment Code</li> <li>• Removed Assessment Result Code</li> </ul>	If added, previously did not exist - if removed, no longer collected as of FY2006	J. Whelan – IT Business Analyst
4.0	<p><b>Transaction Data Elements Sorted Alphabetically</b></p> <ul style="list-style-type: none"> <li>• Added AzEIP indicator (021-Initial IEP transaction)</li> <li>• Added Funded SPED DOR for the ‘change’ operation code section for the 014 transaction</li> <li>• Added Funded SPED DOR for the ‘delete’ operation code section for the 014 transaction</li> <li>• Added Assessment Date per sub-test</li> <li>• Added Assessment Score per sub-test</li> <li>• Added Assessment Proficiency Level per sub-test</li> <li>• Added Overall Assessment Proficiency Level</li> <li>• Added Overall Total Composite Scaled Score</li> <li>• Added Group Name (022 – Test Label transaction)</li> <li>• Added Program Exit Date (015 – Support Program Participation transaction)</li> <li>• Added Receiving CTDS (015 – Support Program Participation transaction)</li> <li>• Removed SPED Neighborhood School ID</li> <li>• Removed all elements from transaction 019 Student SPED Service DOR Transfer</li> <li>• Removed Assessment Code</li> <li>• Removed Assessment Result Code</li> </ul>	If added, previously did not exist - if removed, no longer collected as of FY2006	J. Whelan – IT Business Analyst

Ver	New information	Old information	Source
4.0	<b>Transaction Data Elements Sorted by Transaction</b> <ul style="list-style-type: none"> <li>• Added AzEIP indicator (021-Initial IEP transaction)</li> <li>• Added Assessment Date per sub-test</li> <li>• Added Assessment Score per sub-test</li> <li>• Added Assessment Proficiency Level per sub-test</li> <li>• Added Overall Assessment Proficiency Level</li> <li>• Added Overall Total Composite Scaled Score</li> <li>• Added all elements for 022 Student Test Label transaction</li> <li>• Added Program Exit Date (015 – Support Program Participation transaction)</li> <li>• Added Receiving CTDS (015 – Support Program Participation transaction)</li> <li>• Removed SPED Neighborhood School ID</li> <li>• Removed all elements from transaction 019 Student SPED Service DOR Transfer</li> <li>• Removed Assessment Code</li> <li>• Removed Assessment Result Code</li> </ul>	If added, previously did not exist - if removed, no longer collected as of FY2006	J. Whelan – IT Business Analyst
4.0	<b>Recommended Values for Missing Elements</b> <ul style="list-style-type: none"> <li>• Modified Tribal Name</li> </ul>	Further explanation due to support program validation	J. Whelan – IT Business Analyst

**Table 4: 09/23/2004 Version 3.0 PUBLISHED**

Ver	New information	Old information	Source
3.0	<b>All</b> Removed references to Membership Share	Data element was retired in FY2005	C. Cree, MIS – Business Analysis
3.0	<b>Objective</b> Added new transaction types <ul style="list-style-type: none"> <li>• 020</li> <li>• 021</li> <li>• 022</li> </ul>	Previously did not exist	C. Cree, MIS – Business Analysis
3.0	<b>SAIS Data Elements by Subject Area</b> <ul style="list-style-type: none"> <li>• Added Assessment Score</li> <li>• Added Community College elements</li> <li>• Added Initial IEP elements</li> <li>• Removed Membership Share</li> </ul>	Previously did not exist or was retired in FY2005	C. Cree, MIS – Business Analysis

Ver	New information	Old information	Source
3.0	<b>SAIS Data Elements – Field Names</b> Added data elements: <ul style="list-style-type: none"> <li>• Assessment Score</li> <li>• Community college Entity ID</li> <li>• Community College Entry Date</li> <li>• Community College Exit Date</li> <li>• Community College Classes</li> <li>• Initial IEP Date</li> <li>• Proposed Service Initiation Date Removed</li> <li>• School Membership Share</li> </ul>	Previously did not exist or was retired in FY2005	C. Cree, MIS – Business Analysis
3.0	<b>Transaction Data Elements Sorted Alphabetically</b> <ul style="list-style-type: none"> <li>• Added Assessment Score</li> <li>• Added Community College elements</li> <li>• Added Initial IEP elements</li> <li>• Removed Membership Share</li> </ul>	Previously did not exist or was retired in FY2005	C. Cree, MIS – Business Analysis
3.0	<b>Transaction Data Elements Sorted by Transaction</b> <ul style="list-style-type: none"> <li>• Added Assessment Score</li> <li>• Added Community College elements</li> <li>• Added Initial IEP elements</li> <li>• Removed Membership Share</li> </ul>	Previously did not exist or was retired in FY2005	C. Cree, MIS – Business Analysis

**Table 5: 05/01/2003 Version 2.0 Published**

Ver	New information	Old information	Source
2.0	Revised <b>Revisions</b> paragraph to match standard SAIS chapter content	previous version was out of date	Charity Torrez, MIS Technical Writer
2.0	Revised <b>About This Document</b> chapter to match standard SAIS chapter content	previous version was out of date	Janice McGoldrick, MIS Software Development Mgr
2.0	Entire document: <ul style="list-style-type: none"> <li>• Renamed transaction 015 Support Program Participation; <b>NOTE: elements changed to match transaction now being implemented for the first time, for FY2003-04</b></li> <li>• Corrected the element name "Responsible Party"; description expanded to "first name of the adult OR PARTY responsible for the student"</li> <li>• added element "Withdrawal Reason"</li> </ul>	<ul style="list-style-type: none"> <li>• previously referred to as "Supplementary" Program Participation; previously published with note that it would be implemented in the future</li> <li>• incorrectly listed in various places as "Responsible adult" and "Mother"</li> <li>• new element to be collected FY2003-04 not in regular SAIS data transactions but with a separate collection utility to be defined later</li> </ul>	Janice McGoldrick, MIS Software Development Mgr

Ver	New information	Old information	Source
2.0	<b>Transaction Data Elements Sorted By Transaction:</b> Added NOTE that the information shows the elements in each transaction, and it does not imply record layouts. Removed "empty field" place holders.	note did not previously exist	Janice McGoldrick, MIS Software Development Mgr

**Table 6: 06/01/2001 Version 1.5 Published**

Ver	New information	Old information	Source
1.5	Chapter <b>About This Document:</b> Added new section <b>Document References</b> identifying location of other SAIS documents referred to in this publication. Synchronized Change Management section with other SAIS documents.	did not exist	standard SAIS chapter content
1.5	Deleted duplicate entry for Foreign Exchange Indicator in <i>Transaction Data Elements Sorted Alphabetically</i> table	Foreign Exchange Indicator entry	eliminated duplicate
1.5	To the description of Need Entry Date added "For SPED needs, this element will be used solely to determine the school year during which the need occurred" in <i>Transaction Data Elements Sorted Alphabetically</i> table	Description read "date the student entered the state of having this Need".	expand description
1.5	To the description of Need Exit Date added "For SPED needs, this element will not be used" in <i>Transaction Data Elements Sorted Alphabetically</i> table	Description read "date the student exited the state of having this Need".	expand description
1.5	Need Level Code marked as "no longer collected" in all transactions.	description stated "Primary or Secondary Need; relevant only for Need codes in the SPED need group; used only for Vouchers System See <i>Transaction Requirements: Code Values – Need Level.</i> "	eliminated unnecessary data element
1.5	Neighborhood School Indicator (and Old ... and New ...) marked as "no longer collected" in all transactions.	description stated "Shows if this school is the closest school to the student's home within the boundaries of the district in which the school is located."	eliminated unnecessary data element
1.5	Added " <b>Recommended values for missing elements</b> " chapter.	did not exist	defines ADE recommendations for temporary values to be provided for as-yet uncollected elements

**Table 7: 03/12/2001 Version 1.4 Published**

Ver	New information	Old information	Source
1.4	added section <b>SAIS Data Elements by Subject Area</b>	did not exist	clarification

Ver	New information	Old information	Source
1.4	added section <b>Element Optionality to Objective</b> chapter	separate notes were included at the beginning of each section	centralized clarifying information

**Table 8: 03/08/2001 Version 1.3 Published**

Ver	New information	Old information	Source
1.3	all sections: added note on where to find element optionality designations	did not exist	clarification
1.3	reordered change notes for element "Operation Code" to be in transaction number order	were listed as transaction number order within membership or needs subject area	enhanced document readability
1.3	section name changed to <b>Transaction Data Elements Sorted Alphabetically</b> to reflect how the elements are specified in each transaction	was named <b>Data Elements Sorted Alphabetically</b>	enhanced document readability
1.3	section name changed to <b>Transaction Data Elements Sorted by Transaction</b> to reflect how the elements are specified in each transaction	was named <b>Data Elements Sorted by Transaction</b>	enhanced document readability
1.3	added new section <b>SAIS Data Elements</b> , containing just the SAIS data elements, without regard to how they are used in the transactions	did not exist	enhanced document readability

**Table 9: 02/26/2001 Version 1.2 Published**

Ver	New information	Old information	Source
1.2	<b>all elements:</b> descriptions synchronized across all transactions, from the detailed Transaction Requirements documents	some updates to elements' descriptions were not promulgated throughout all transactions	error correction
1.2	<b>Contacts:</b> fixed hyperlink for SAIS project contact	hyperlinked to email address that didn't match the displayed email address	error correction
1.2	<b>005 Student Personal Information; Previous School Entity ID:</b> field length fixed to 9	previously listed as 12	error correction
1.2	<b>019 Student SPED Service DOR Transfer; Old Neighborhood School Indicator:</b> abbreviated name fixed to SPEDNEIGHSCHL (the needs-related element)	previously referred to OLDNEIGHSCHL (the membership-related element)	error correction

**Table 10: 01/23/2001 Version 1.1 Published**

Ver	Transaction or Element	Change	Reason
1.1	Assessment Code, Assessment Date, Assessment Result Code	Removed 013 English Acq. Prog. Part. from trans list	Per changes to Needs Requirements English Acquisition Program Participation transaction.
1.1	Attendance Start Date, Attendance End Date, Attendance Minutes	Removed "Old" and "New" elements and added these	To agree with Enrollment Requirements document
1.1	First Date of Membership	Changed Date of First Membership to First Date of Membership	To agree with Enrollment Requirements document

Ver	Transaction or Element	Change	Reason
1.1	Enrollment Type	Removed from document	Previously removed from Enrollment Requirements
1.1	First Name	Changed to First Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Last Name	Changed to Last Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Last Name at Birth	Dropped	Unable to find an occurrence of this element in either Requirements document
1.1	Last Name Student Goes By	Added	To agree with Enrollment and Needs Requirements
1.1	Middle Name	Changed to Middle Name on Legal Document	To agree with Enrollment and Needs Requirements
1.1	Mother's First Name, Mother's Last Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	Name Extension	Added "on Legal Document"	To agree with Enrollment and Needs Requirements
1.1	Need Code, Need Entry Date, Need Exit Date	Removed 013 English Acq. Prog. Part. from trans list	Per changes to Needs Requirements English Acquisition Program Participation transaction.
1.1	New Attendance Start Date, New Attendance End Date, New Attendance Minutes	Removed – see Attendance Start Date above	To agree with Enrollment Requirements document
1.1	New First Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	New FTE End Date	Added missing element	To agree with Enrollment Requirements
1.1	New FTE Start Date	Added missing element	To agree with Enrollment Requirements
1.1	New Last Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	New Middle Name	Added "on Legal Document"	To agree with Enrollment Requirements
1.1	Nickname	Changed to Nickname Student Goes By	To agree with Enrollment Requirements
1.1	Old Attendance Start Date, Old Attendance End Date, Old Attendance Minutes	Removed – see Attendance Start Date above	To agree with Enrollment Requirements document
1.1	Old FTE End Date	Added missing element	To agree with Enrollment Requirements
1.1	Old FTE Start Date	Added missing element	To agree with Enrollment Requirements
1.1	Track Number	Updated description and added transactions 007, 008, 009, 010, & 017	To agree with Enrollment Requirements

Ver	Transaction or Element	Change	Reason
1.1	All Transactions	<ul style="list-style-type: none"> <li>• Changed First Name, Last Name, Middle Name and Name Extension to include “on Legal Document”</li> <li>• Changed Date of First Membership to First Date of Membership</li> <li>• Deleted Enrollment Type</li> <li>• Deleted Last Name at Birth</li> <li>• Added Last Name Student Goes By</li> <li>• Changed Mother’s First Name and Mother’s last name to include “on Legal Document”</li> <li>• Changed Nickname to Nickname Student Goes By</li> <li>• Updated description of Previous State Code</li> <li>• Updated description of Track Number</li> <li>• Updated description of Tribal Name</li> </ul>	To agree with Enrollment Requirements
1.1	002 Student Readmission	<ul style="list-style-type: none"> <li>• Changed Date of First Membership to First Date of Membership</li> <li>• Updated description of Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	004 Student Absence	<ul style="list-style-type: none"> <li>• Added Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	005 Student Personal Info Change	<ul style="list-style-type: none"> <li>• Changed New First Name, New Last Name, New Middle Name, Old First Name, Old Last Name, Old Middle Name and Name Extension to include “on Legal Document”</li> <li>• Changed Date of First Membership to First Date of Membership</li> <li>• Deleted Last Name at Birth</li> <li>• Added Last Name Student Goes By</li> <li>• Changed Mother’s First Name and Mother’s last name to include “on Legal Document”</li> <li>• Changed Nickname to Nickname Student Goes By</li> <li>• Updated description of Previous State Code</li> <li>• Changed Effective Date to Capture Date</li> </ul>	To agree with Enrollment Requirements
1.1	006 Student Membership Change	<ul style="list-style-type: none"> <li>• Changed Date of First Membership to First Date of Membership</li> <li>• Updated description of Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	007 Student DOR Transfer	<ul style="list-style-type: none"> <li>• Added Track Number</li> </ul>	To agree with Enrollment Requirements

Ver	Transaction or Element	Change	Reason
1.1	008 Student FTE & Share	<ul style="list-style-type: none"> <li>Added missing elements New FTE End Date, New FTE Start Date, Old FTE End date, Old FTD Start Date</li> <li>Added Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	009 Student Grade Transfer	<ul style="list-style-type: none"> <li>Added Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	010 Student Payer Factors	<ul style="list-style-type: none"> <li>Added Track Number</li> </ul>	To agree with Enrollment Requirements
1.1	013 Student Eng. Acq. Prog. Participation	<ul style="list-style-type: none"> <li>Removed the following elements: Assessment Code, Assessment Date, Assessment Result Code, Need Code, Need Entry Date, &amp; Need Exit Date</li> </ul>	To agree with Needs Requirements
1.1	016 Student Status	<ul style="list-style-type: none"> <li>Changed Date of First Membership to First Date of Membership</li> </ul>	To agree with Enrollment Requirements
1.1	017 Student Attendance	<ul style="list-style-type: none"> <li>Removed "Old" and "New" from Attendance End Date and Attendance Start Date</li> <li>Added Track Number</li> </ul>	To agree with Enrollment Requirements

11/17/2000 Version 1.0 Published

07/10/2000 First Draft Published

# About This Document

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## Author

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Buell Brown, Business Analyst, Spherion Technology Architects

Janice McGoldrick, Managing Consultant, Spherion Technology Architects

## 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 Elements.pdf.

# Objective

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The Objective of this document is to provide a quick reference tool to find information on each SAIS data element, including its full name, abbreviated name (this relates to the column name in the SAIS database), data types, field length, description, and which SAIS transactions use the element.

The element information is presented twice, in two different formats:

- The first is a list of all elements listed alphabetically by element name.
- The second list is organized by Transaction ID. These transactions are the record layouts by which districts submit these data elements to SAIS.

The transactions referred to in this document are the following:

### *Membership-related transactions*

- 001 Student Enrollment
- 002 Student Readmission
- 003 Student Withdrawal
- 004 Student Absence
- 005 Student Personal Information
- 006 Student Membership Change
- 007 Student District of Residence Transfer
- 008 Student FTE
- 009 Student Grade Transfer
- 010 Student Payer Factors
- 016 Student Year End Status
- 017 Student Attendance
- 018 Student Summer Withdrawal
- 020 Community College Classes
- 022 Test Label

### *Needs-related transactions*

- 011 Student Need
- 012 Student Assessment
- 013 English Acquisition Program Participation
- 014 SPED Service Participation
- 015 Support Program Participation
- 019 Student SPED Service DOR Transfer
- 021 Initial IEP
- 023 Early Childhood Program Participation
- 024 Early Childhood Pre-school Assessment

A full description of each transaction, the verification and validation logic, and element optionality can be found in the **Transaction Requirements: Membership** and in the **Transaction Requirements: Needs** documents. Additionally, an overview of each transaction, including only its description, submission elements, and optionality tables can be found in the **Transaction Requirements: Transaction Overview** document .

## Element Optionality

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**Note:** Not all elements are required by SAIS. Additionally, in some cases element optionality depends upon the context of the transaction being submitted. For specific element optionality, see the detailed requirements documents, **SAIS Student Database Transaction Requirements: Membership** and **SAIS Student Database Transaction Requirements: Needs**. Optionality information is also included in the synopsis of these two documents, called **SAIS Student Database Transaction Requirements: Transaction Overview**.

## SAIS Data Elements by Subject Area

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See the section on [Element Optionality](#) (page 15).

**Table 11: SAIS Data Elements by Subject Area**

### Student information

ADE-generated Student Identifier (SAIS ID)  
 Birth: Date, Country, State (if country of birth is USA)  
 Capture Date (effective date of change)  
 Ethnicity Code (element no longer collected after FY2011)  
 Student Names: First, Middle, Last Name & extension (Jr., III, etc.) on Legal Document; First (nickname) & Last Name Student Goes By, Tribal Name  
 Gender Code  
 Home Language Code  
 Responsible Party: Mother's or father's or guardian's or responsible party's First & Last Name on Legal Document  
 Normal Graduation Year (cohort group)  
 Ethnicity Options (effective FY2011): select one or more of: Hispanic/Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, or White

### Membership information

Absence: Date, Amount, Reason  
 Attendance: Start & End Dates, Minutes (duration)  
 Concurrent School : Entity ID (school identifier), student identifier  
 Activity Code: Enrollment, Withdrawal, Readmission, Year-End, Summer Withdrawal  
 Funded District of Residence Grade:  
 Grade Level, Register ID  
 School membership: Entity ID (school identifier), student identifier, Track Number (calendar), Enrollment (or Readmission) & Withdrawal (or Summer Withdrawal) Dates, Type  
 Previous School: State Code, Entity ID if Arizona school (school identifier), student identifier

Special Enrollment Code (e.g., CEC code)  
 Student Membership FTE (full or part time status)  
 Test Label – Group Name  
 Tuition Payer Code (e.g., state-funded or private paid)  
 Withdrawal Reason  
 Community College: Entity ID, Entry Date, Exit Date, Classes

### Special needs-related information

Need: Code, Entry & Exit Dates, Primary Nighttime Residence (for Homeless need)  
 Assessment: Date (per sub-test; Oral, Reading, Writing),  
 Assessment: Score (per sub-test; Oral, Reading, Writing),  
 Assessment: Proficiency Level (per sub-test; Oral, Reading, Writing)  
 Assessment: Overall Assessment Result  
 Assessment: Overall Composite Scaled Score  
 Assessment: Overall Proficiency Level  
 SPED Service Code, Entity ID (school identifier), Entry & Exit Dates, Grade, Exit Reason, Funded District of Residence, Federal Primary Indicator , School Concurrency  
 Program Code, Entry & Exit Dates, Exit Reason (for language and support programs)  
 Receiving CTDS (support program) Initial IEP: Initial IEP Date, Proposed Service Initiation Date, AzEIP Indicator  
 Early Childhood: Preschool Program Type, Program Partner ID, Family Income Indicator, Living in Household Indicator, Mother / Father Employment Status

### System processing-related information

Transaction ID  
 Operation Code  
 Vendor-Defined Field

## SAIS Data Elements: Field Names

Following are the elements collected by SAIS, using the field names found on the transaction definitions.

 **Note:** See the section on [Element Optionality](#) (page 15).

**Table 12: SAIS Data Elements: Field Names**

Absence Amount	Last Name Student Goes By	Program Exit Reason Code
Absence Date	Living in Household Indicator	Program Partner ID
Absence Reason Code	Membership Type	Proposed Service Initiation Date (Initial IEP)
American Indian or Alaskan Native (effective FY2011)	Middle Name on Legal Document	Reading Assessment Date
Asian (effective FY2011)	Mother Employment Status	Reading Assessment Score
Assessment Date	Responsible Party's First Name on Legal Document	Reading Proficiency Level
Attendance End Date	Responsible Party's Last Name on Legal Document <i>these two elements do not necessarily have to refer to the student's mother: they should simply capture the name of an adult or a party responsible for the student</i>	Readmission Activity Code
Attendance Minutes		Readmission Date
Attendance Start Date		Receiving CTDS
AzEIP Indicator		Register ID
Birth Date		Responsible Entity ID
Black or African American (effective FY2011)	Name Extension on Legal Document	School Student ID
Capture Date (effective date)	Native Hawaiian or other Pacific Islander (effective FY2011)	Special Enrollment Code
Community College Entity ID	Need Code	SPED School Concurrency
Community College Entry Date	Need Entry Date	SPED Exit Reason Code
Community College Exit Date	Need Exit Date	SPED Federal Primary Indicator
Community College Classes	Nickname Student Goes By	SPED Grade
Concurrent School Entity ID	Normal Graduation Year	SPED Service Code
Concurrent School Student ID	Operation Code	SPED Service Entry Date
Country of Birth Code	Oral Assessment Date	SPED Service Exit Date
Enrollment Activity Code	Oral Assessment Score	State of Birth Code
Entity ID	Oral Proficiency Level	Student ID (SAIS ID)
Ethnicity Code (element no longer collected after FY2011)	Overall Assessment Result	Student Membership FTE
Family Income Indicator	Overall Proficiency Level	Summer Withdrawal Activity Code
Father Employment Status	Overall Total Composite Scaled Score	Summer Withdrawal Date
First Day of Membership	Preschool Assessment Type	Track Number
First Name on Legal Document	Preschool Program Type	Transaction ID
Funded District of Residence	Previous School Entity ID	Tribal Name
Funded SPED Service DOR	Previous School Student ID	Tuition Payer Code
Gender Code	Previous State Code	Vendor Defined Field
Grade Level Code	Primary Nighttime Residence	White (effective FY2011)
Group Name	Program Code	Withdrawal Activity Code
Hispanic/Latino (effective FY2011)	Program Entry Date	Withdrawal Date
Home Language Code	Program Exit Date	Withdrawal Reason
Initial IEP Date		Writing Assessment Date
Last Name on Legal Document		Writing Assessment Score
		Writing Proficiency Level
		Year End Status Code

## Transaction Data Elements Sorted Alphabetically

See the section *Element Optionality* (page 15).

**Table 13: Transaction Data Elements Sorted Alphabetically**

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Absence Amount	ABSAMT	4	C	The portion of the day the student was absent  <i>See Transaction Code Values – Absence Amount</i>	004 Student Absence	
Absence Date	ABSDT	10	D	The date of the absence	004 Student Absence	
Absence Reason Code	ABRSNCD	2	C	The reason for the absence  <i>See Transaction Code Values – Absence Reason</i>	004 Student Absence	
American Indian or Alaskan Native	AM	1	L	Person has origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Value “1” = YES	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011.
Asian	AS	1	L	Person has origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Value “1” = YES	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011.

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
<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>	Element no longer used; formerly in: 012 Student Assessment	
<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>	Element no longer used; formerly in: 012 Student Assessment	
Assessment Date	ASSDATE	10	D	The date the student took the assessment		
Attendance End Date	ATTENDDT	10	D	The date this reported attendance period ended	017 Student Attendance	
Attendance Minutes	ATTMIN	5	I	The amount of time, in minutes, that the student received instruction during the reported attendance period	017 Student Attendance	
Attendance Start Date	ATTSTARTDT	10	D	The date this reported attendance period started	017 Student Attendance	
AzEIP Indicator	AZEIP	1	L	Defines if student is enrolled in an Arizona Early Intervention Program.	021 Initial IEP	
Birth Date	DOB	10	D	Student date of birth	001 Student Enrollment 005 Student Personal Information	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Black or African American	BL	1	L	Person has origins in any of the black racial groups of Africa. Value "1" = YES	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011.
Capture Date	EFFDATE	10	D	The date this change information was captured. This is sometimes referred to as "effective date".	005 Student Personal Information	
Community College Entity ID	CCENTITYID	9	S	School identifier; CTDS code of the community college	020 Community College Classes	
Community College Entry Date	CCENTRYDT	10	D	The date the student's instruction began at the community college.	020 Community College Classes	
Community College Exit Date	CCEXITDT	10	D	The date the student's instruction ended at the community college.	020 Community College Classes	
Community College Classes	CCNUMCLASS	2	I	The number of classes counting toward the student's high school graduation requirements.	020 Community College Classes	
Concurrent School Entity ID	CNCSCH	9	S	other Arizona school attended by the student concurrently; CTDS code	001 Student Enrollment	
Concurrent School Student ID	CNCSCHSTUID	12	S	School-generated student identifier assigned by <u>Concurrent School Entity ID</u>	001 Student Enrollment	
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born <i>See Transaction Code Values – Country</i>	001 Student Enrollment 005 Student Personal Information	
Enrollment Activity Code	ACTVCD	3	C	Type of enrollment activity. This is the "E" code. <i>See Transaction Code Values – Activity</i>	001 Student Enrollment 006 Student Membership Change	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	all transactions	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Empty field: Ethnicity Code	ETHNICCD	3	C	Student ethnic origin <i>See Transaction Code Values – Ethnicity</i>	001 Student Enrollment 005 Student Personal Information	This field, Ethnicity Code, replaced by six federally mandated ethnicity/ race fields for FY2011.
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		
Father Employment Status	OLDTUITPAYRCD	1	B	Used in conjunction with Living in Household Indicator if living with Father or Both		
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this enrollment.   <b>Note:</b> In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.	001 Student Enrollment 003 Student Withdrawal 006 Student Membership Change 016 Student Year End Status 018 Student Summer Withdrawal	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	all transactions 005 Student Personal Information : "New First Name on Legal Document"	
Funded District of Residence	DISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code	001 Student Enrollment 002 Student Readmission	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Funded SPED Service DOR	SPEDDORID	9	S	The school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code	014 SPED Service Participation	
Gender Code	GENDERCD	1	C	Student gender <i>See Transaction Code Values – Gender</i>	001 Student Enrollment 005 Student Personal Information	
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned <i>See Transaction Code Values – Grade</i>	001 Student Enrollment 002 Student Readmission	
Group Name	GRPNM	15	S	Testing group name which, if provided, will be used to sort the labels within that grade. Typically, this field will contain Teacher's name or Room numbers.	022 Student Test Labels	
Hispanic/ Latino	HI	1	L	A person of Cuban, Mexican, Puerto Rican, or other Spanish culture or origin, regardless of race. Value = "1" or "0" (1 = YES, 0 = NO)	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011 Required.
Home Language Code	HMLANGCD	2	C	The language spoken at home <i>See Transaction Code Values – Home Language</i>	001 Student Enrollment 005 Student Personal Information	
Initial IEP Date	INITIEPDT	10	D	The date of the initial IEP meeting that ensures FAPE.	021 Initial IEP	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	all transactions	
Last Name Student Goes By	LASTNMGOESBY	40	S	The last name the student goes by. This may be the same as Last Name on Legal Document.	001 Student Enrollment 005 Student Personal Information	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
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 Transaction Code Values - Preschool Early Childhood Block Grant - Living in Household Indicator</i>	023 Early Childhood Program Participation	Effective FY2011
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary enrollment for this student  <i>See Transaction Code Values – Membership Type</i>	001 Student Enrollment 002 Student Readmission 006 Student Membership Change	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	all transactions	
Mother Employment Status	NEWSPECENREND	1	B	Used in conjunction with Living in Household Indicator if living with Mother or Both		
Native Hawaiian or other Pacific Islander	PI	1	L	Person has origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Value "1" = YES	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011.

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult or party responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.	001 Student Enrollment 005 Student Personal Information	
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The first name of the adult or party responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on a legal document used for registration. This is used for matching purposes only.	001 Student Enrollment 005 Student Personal Information	
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student Last Name on Legal Document, e.g., Jr., Sr., III	001 Student Enrollment 005 Student Personal Information	
Need Code	NEEDCD	5	C	Need code in the relevant need group <i>See Transaction Code Values – Need</i>	011 Student Need 014 SPED Service Participation 015 Support Program Participation	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. <i>For SPED needs, this element will be used solely to determine the school year during which the need occurred.</i>	011 Student Need 014 SPED Service Participation 015 Support Program Participation	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. <i>For SPED needs, this element will not be used.</i>	011 Student Need 014 SPED Service Participation	
<i>empty field (formerly Need Level Code: element no longer collected)</i>	<i>empty field: formerly NEEDLVLCD</i>	2	C	<i>This element will not be needed in SAIS at this time and any value submitted will be ignored. It is used only for the Vouchers System, which is not included in SAIS at this time.</i>	<i>This field is no longer used in any transaction; it was formerly in: 011 Student Need and 014 SPED Service Participation</i>	
<i>empty field (formerly Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element will not be needed in SAIS at this time and any value submitted here will be ignored. It is used only for the Needs area, and is specifically included there,</i>	<i>This field is no longer used in any transaction; it was formerly in: 001 Student Enrollment 002 Student Readmission 006 Student Membership Change</i>	
New First Name on Legal Document	FIRSTNM	30	S	The student's new first name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information	
New FTE End Date	NEWFTEENDDT	10	D	The date this FTE value ceased	008 Student FTE	
New FTE Start Date	NEWFTESTRTDT	10	D	The effective date of this FTE value	008 Student FTE	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
New Funded District of Residence	NEWDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; funded DOR; CTDS code	007 Student DOR Transfer	
New Funded DOR End Date	NEWDOREND	10	D	The date this CTDS ceased being the student's funded district of residence	007 Student DOR Transfer	
New Funded DOR Start Date	NEWDORSTRTDT	10	D	The date this CTDS became the student's funded district of residence	007 Student DOR Transfer	
New Grade Exit Code	NEWGDEXITCD	2	C	The reason this student exited the New Grade Level Code. <i>See Transaction Code Values – Grade Exit Code</i>	009 Student Grade Transfer	
New Grade Exit Date	NEWGDEXITDT	10	D	The date the student last attended the New Grade Level Code.	009 Student Grade Transfer	
New Grade Level Code	NEWGDLVLCD	3	C	The new grade to which the student is assigned. <i>See Transaction Code Values – Grade</i>	009 Student Grade Transfer	
New Grade Register ID	NEWREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the New Grade Level Code.	009 Student Grade Transfer	
New Grade Start Date	NEWGDSTARTDT	10	D	The date the student started in the New Grade Level Code.	009 Student Grade Transfer	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
New Last Name on Legal Document	LASTNM	40	S	The student's new last name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information	
New Middle Name on Legal Document	MIDDLENM	30	S	The student's new middle name as it appears on the legal document provided for registration. For an add, this should be identical to the correlating old information above. For a change, this is the information that should be updated to SAIS.	005 Student Personal Information	
New Special Enrollment Code	NEWSPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence  <i>See Transaction Code Values – Special Enrollment</i>	010 Student Payer Factors	
New Special Enrollment End Date	NEWSPECENREND	10	D	The date the special dispensation was terminated	010 Student Payer Factors	
New Special Enrollment Start Date	NEWSPECENRSTRDT	10	D	The date the special dispensation took effect	010 Student Payer Factors	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
New Student Membership FTE	NEWMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership. This is the new information.  <i>See Transaction Code Values – Student Membership FTE</i>	008 Student FTE	
New Tuition Payer Code	NEWTUITPAYRCD	2	C	Individual or organization responsible for the tuition  <i>See Transaction Code Values – Tuition Payer</i>	010 Student Payer Factors	
New Tuition Payer End Date	NEWTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition	010 Student Payer Factors	
New Tuition Payer Start Date	NEWTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	010 Student Payer Factors	
Nickname Student Goes By	NICKNM	30	S	A familiar form of a name given instead of or in addition to the student's first, middle, and/or last name. This may be the same as First Name on Legal Document.	001 Student Enrollment  005 Student Personal Information	
Normal Graduation Year	NORMGRADYR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first enrollment in 9 <sup>th</sup> grade or its equivalent.	001 Student Enrollment  005 Student Personal Information	
Old First Name on Legal Document	OLDFIRSTNM	30	S	Student first name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Old FTE End Date	OLDFTEENDDT	10	D	The date this FTE value ceased	008 Student FTE	
Old FTE Start Date	OLDFTESTRTDT	10	D	The effective date of this FTE value	008 Student FTE	
Old Funded District of Residence	OLDDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; funded DOR; CTDS code	007 Student DOR Transfer	
Old Funded DOR End Date	OLDDOREND	10	D	The date this CTDS ceased being the student's funded district of residence	007 Student DOR Transfer	
Old Funded DOR Start Date	OLDDORSTRTDT	10	D	The date this CTDS became the student's funded district of residence	007 Student DOR Transfer	
Old Grade Exit Code	OLDGDEXITCD	2	C	The reason this student exited the grade that is on SAIS.  <i>See Transaction Code Values – Grade Exit Code</i>	009 Student Grade Transfer	
Old Grade Exit Date	OLDGDEXITDT	10	D	The date the student last attended the grade that is on SAIS.	009 Student Grade Transfer	
Old Grade Level Code	OLDGDLVLCD	3	C	The grade on SAIS that this student exited.  <i>See Transaction Code Values – Grade</i>	009 Student Grade Transfer	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Old Grade Register ID	OLDREGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school for the grade that is on SAIS. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)	009 Student Grade Transfer	
Old Grade Start Date	OLDGDSTARTDT	10	D	The date during this school year when the student started in the grade that is on SAIS.	009 Student Grade Transfer	
Old Last Name on Legal Document	OLDLASTNM	40	S	Student last name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information	
Old Middle Name on Legal Document	OLDMIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration. For an add, this should be identical to "new" information below. For a change, this is the information already on SAIS.	005 Student Personal Information	
Old School Membership	OLDMBRSHR	4	C	The portion of state aid this school is claiming for the overall timeframe covered by this membership.	008 Student FTE	
Old Share End Date	OLDSHRENDT	10	D	The date this Share value ceased	008 Student FTE	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Old Share Start Date	OLDSHRSTRTDT	10	D	The effective date of this Share value	008 Student FTE	
Old Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence  <i>See Transaction Code Values – Special Enrollment</i>	010 Student Payer Factors	
Old Special Enrollment End Date	OLDSPECENREND	10	D	The date the special dispensation was terminated	010 Student Payer Factors	
Old Special Enrollment Start Date	OLDSPECENRSTRTDT	10	D	The date the special dispensation took effect	010 Student Payer Factors	
Old Student Membership FTE	OLDMBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership.  <i>See Transaction Code Values – Student Membership FTE</i>	008 Student FTE	
Old Tuition Payer Code	OLDTUITPAYRCD	2	C	Individual or organization responsible for the tuition  <i>See Transaction Code Values – Tuition Payer</i>	010 Student Payer Factors	
Old Tuition Payer End Date	OLDTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition	010 Student Payer Factors	
Old Tuition Payer Start Date	OLDTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	010 Student Payer Factors	
Oral – Assessment Date	ASSMNTDT	10	D	The date the oral assessment sub-test was finalized.	012 Student Assessment	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Oral - Assessment Score	ASSMNTSCORE	3	I	The oral SELP sub-test scaled score.	012 Student Assessment	
Oral - Proficiency Level		2	C	The proficiency level achieved during the SELP oral sub-test.	012 Student Assessment	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Operation Code	OPPCD	1	S	<p><b>001 Student Enrollment</b></p> <p>A = Add a new or continuing enrollment</p> <p>D = Delete an existing enrollment</p> <p><b>002 Student Readmission</b></p> <p>A = Add a new readmission</p> <p>D = Delete an existing readmission</p> <p><b>003 Student Withdrawal</b></p> <p>A = Add a new withdrawal</p> <p>C = Change an existing withdrawal</p> <p>D = Delete an existing withdrawal</p> <p><b>004 Student Absence</b></p> <p>A = Add new absence</p> <p>C = Change an existing absence</p> <p>D = Delete an existing absence</p> <p><b>005 Student Personal Information</b></p> <p>A = Add only a student's characteristics to SAIS</p> <p>C = Change student's existing characteristics</p> <p><b>006 Student Membership Change</b></p> <p>C = Change existing membership details</p>	all transactions	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Operation Code (continued)	OPRCD	1	S	<p><b>007 Student DOR Transfer</b></p> <p>A = Add a new DOR</p> <p>C = Change an existing DOR</p> <p>D = Delete an existing DOR</p> <p><b>008 Student FTE</b></p> <p>A = Open a new FTE value</p> <p>C = Change an existing FTE value or end date</p> <p>D= Delete an existing FTE</p> <p><b>009 Student Grade Transfer</b></p> <p>A = Add a new grade transfer</p> <p>C = Change an existing grade placement</p> <p>D = Delete an existing grade placement</p> <p><b>010 Student Payer Factors</b></p> <p>A = Add new tuition factor(s): special enrollment <b>and/or</b> tuition payer</p> <p>C = Change existing tuition factor(s)</p> <p>D = Delete existing payer factor(s)</p> <p><b>011 Student Need</b></p> <p>A = Add new Program Participation</p> <p>C = Change existing Assessment Result Code, Need Exit Date, Program Exit Date, Program Exit Reason Code</p> <p>D = Delete Program Participation</p>	all transactions	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Operation Code (continued)	OPRCD	1	S	<p><b>012 Student Assessment</b></p> <p>A = Add new Assessment</p> <p>C = Change Assessment Result Code</p> <p>D = Delete Assessment</p> <p><b>013 English Acquisition Program Participation</b></p> <p>A = Add new Program Participation</p> <p>C = Change existing Assessment Result Code, Need Exit Date, Program Exit Date, Program Exit Reason Code</p> <p>D = Delete Program Participation</p> <p><b>014 SPED Service Participation</b></p> <p>A = Add new SPED Service and, possibly, Need</p> <p>C = Change Need Exit Date, SPED Exit Date, SPED Exit Reason Code, SPED Grade, Funded SPED Service DOR</p> <p>D = Delete a SPED Service Participation, Funded SPED Service DOR</p> <p><b>015 Support Program Participation</b></p> <p>A = Add new Support Program Participation and, possibly, Need</p> <p>D = Delete a Support Program Participation</p>	all transactions	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Operation Code (continued)	OPRCD	1	S	<p><b>016 Student Year End Status</b></p> <p>A = Add a new Student Year End Status Code</p> <p>C = Change an existing Student Year End Status Code</p> <p>D = Delete an existing Student Year End Status Code</p> <p><b>017 Student Attendance</b></p> <p>A = Add a new attendance</p> <p>C = Change an existing attendance</p> <p>D = Delete an existing attendance</p> <p><b>018 Student Summer Withdrawal</b></p> <p>A = Add a new Summer Withdrawal Activity Code</p> <p>C = Change an existing Summer Withdrawal Activity Code</p> <p>D = Delete an existing Summer Withdrawal Activity Code</p> <p><b>020 Community College Classes</b></p> <p>A = Add new Community College classes</p> <p>C = Change an existing Community College classes</p> <p>D = Delete existing Community College classes</p>	all transactions	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Operation Code (continued)	OPPCD	1	S	<b>021 Initial IEP</b> A = Add new Initial IEP C = Change an existing Initial IEP D = Delete an existing Initial IEP  <b>022 Student Test Labels</b> A = Add new Group Name C = Change an existing Group Name D = Delete existing Group Name	all transactions	
Overall Assessment Result	ASSMNTRSCD	2	C	The overall assessment result  <i>See Transaction Code Values – Assessment Results</i>	012 Student Assessment	
Overall Total Composite Scaled Score		3	I	The total composite scaled score achieved by the student after all sub-test results have been scored.	012 Student Assessment	
Overall Proficiency Level		2	C	The overall proficiency level achieved.	012 Student Assessment	
Preschool Assessment Type	PSASSTYPE	2	C	Assessment Type that student received  <i>See Transaction Code Values – Preschool Assessments</i>		
Preschool Program type	PSPROGTYPE	2	C	Program in which student is participating	023 Early Childhood Program Participation	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Previous School Entity ID	PREVSCHLID	9	S	School identifier of school attended prior to this school; CTDS code if Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.	001 Student Enrollment 005 Student Personal Information	
Previous School Student ID	PREVSTUID	12	S	Student identifier in <u>Previous School Entity ID</u> ; School-generated student identifier if <u>Previous School Entity ID</u> is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.	001 Student Enrollment 005 Student Personal Information	
Previous State Code	PREVSTATE	2	C	State in which school attended prior to this school dwells. This information is required only for students who transferred from a school in the United States.  <i>See Transaction Code Values - States</i>	001 Student Enrollment 005 Student Personal Information	
Primary Nighttime Residence	TBD	2	C	Type of Primary Nighttime Residence – This field will only be required when reporting a Homeless need.  <i>See Transaction Code Values – Primary Nighttime Residence</i>	011 Student Need	
Program Code	PROGSVCCD	2	C	Type of program or service  <i>See Transaction Code Values – Language Programs, Support Programs</i>	013 Language Program Participation 015 Support Program Participation	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Program Entry Date	PSEINTRDT	10	D	The date the student entered the program/ service	013 Language Program Participation 015 Support Program Participation	
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/ service	013 Language Program Participation 015 Support Program Participation	
Program Exit Reason Code	PSEXITRSNCD	5	C	Reason for exiting the English Acquisition program  <i>See Transaction Code Values – Language Program Exit Reason</i>	013 Language Program Participation	
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		
Proposed Service Initiation Date	SVCINITDT	10	D	The proposed date for the initiation of services.	021 Initial IEP	
Reading - Assessment Date		10	D	The date the reading SELP sub-test was finalized.	012 Student Assessment	
Reading - Assessment Score		3	I	The reading SELP sub-test scaled score.	012 Student Assessment	
Reading - Proficiency Level		2	C	The proficiency level achieved during the SELP reading sub-test.	012 Student Assessment	
Readmission Activity Code	ACTVCD	3	C	Type of readmission. This is the "R" code.  <i>See Transaction Code Values – Activity</i>	002 Student Readmission	
Readmission Date	READMDATE	10	D	The date this activity occurred	002 Student Readmission	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Receiving CTDS		9	S	Receiving School CTDS. This field will be required only when reporting a Transportation/ School Choice support program.	015 Support Program Participation	
Register ID	REGISTERID	4	I	Identifier allocated by the district for the attendance reporting unit to which this student is assigned by this school. An example of a reporting unit might be grade level within a school, or a classroom within a grade level. (Taken from ADM reporting bubble sheet, form ADE 41-006B Rev. 7/96.)	001 Student Enrollment 002 Student Readmission	
Responsible Entity ID	RESPENTITYID	6	S	Responsible District or Charter Holder CTD Number		
School Student ID	SCHLSTUID	12	S	School-generated student identifier	all transactions	
Special Enrollment Code	SPECENRCD	2	C	Special dispensation granted for a single enrollment (e.g., CEC-B) allowing the student to attend this school, which is outside his normal funded district of residence  <i>See Transaction Code Values – Special Enrollment</i>	001 Student Enrollment 002 Student Readmission	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
SPED School Concurrency	TBD	1	C	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.	014 SPED Service Participation	
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service  <i>See Transaction Code Values – Program/Service Exit Reason</i>	014 SPED Service Participation	
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.	014 SPED Service Participation	
SPED Grade	SPEDGRADE	3	C	The grade level of the SPED services provided  <i>See Transaction Code Values – Grade</i>	014 SPED Service Participation	
<i>empty field (formerly SPED Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly SPEDNEIGHSCHL</i>	<i>1</i>	<i>L</i>	<i>This element will not be needed in SAIS at this time and any value submitted here will be ignored.</i>	<i>this field is no longer used; it was formerly in:  014 SPED Service Participation</i>	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
SPED Service Code	SPEDPROGSVCCD	2	C	Type of SPED service <i>See Transaction Code Values – SPED Service</i>	014 SPED Service Participation	
SPED Service Entry Date	SPEDENTRDT	10	D	The date the student entered the program/ service	014 SPED Service Participation	
SPED Service Exit Date	SPEDEXITDT	10	D	The date the student exited the program/ service	014 SPED Service Participation	
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born <i>See Transaction Code Values – States</i>	001 Student Enrollment 005 Student Personal Information	
Student ID	STUDENTID	10	I	ADE-generated student identifier	all transactions	
Student Membership FTE	MBRFTE	4	C	The full-time equivalency of the student's participation in the school regular program for this membership <i>See Transaction Code Values – Student Membership FTE</i>	001 Student Enrollment 002 Student Readmission	
Summer Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal activity that occurred during the summer break <i>See Transaction Code Values – Activity (Summer Withdrawal Activity only)</i>	018 Student Summer Withdrawal	
Summer Withdrawal Date	SUMWDDATE	10	D	The date during the summer break that the student's summer withdrawal occurred.	018 Student Summer Withdrawal	

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	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.)	all transactions <i>except</i> 005 Student Personal Information 011 Student Need 012 Student Assessment 020 Community College Classes 021 Initial IEP 022 Student Test Label	
Transaction ID	TRANSID	3	I	ID value to distinguish the transaction type; this is the three-digit number at the beginning of the transaction name	all transactions	
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used for matching purposes only.	001 Student Enrollment 005 Student Personal Information	
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition  <i>See Transaction Code Values – Tuition Payer</i>	001 Student Enrollment 002 Student Readmission	
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	all transactions	
White	WH	1	L	Person has origins in any of the original peoples of Europe, the Middle East, or North Africa. Value “1” = YES	001 Student Enrollment 005 Student Personal Information	NEW FIELD effective FY2011.

Field Name	Abbreviation	Len	Data type	Description	Transaction ID value and transaction name	Remarks
Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal. This is the "W" code. <i>See Transaction Code Values – Activity</i>	003 Student Withdrawal	
Withdrawal Date	WDDATE	10	D	The withdrawal activity date. This is the last day of attendance.	003 Student Withdrawal	
Withdrawal Reason				The reason for the student's withdrawal activity. The reasons being collected for FY2003-04 are: <ul style="list-style-type: none"> <li>• withdrawal due to school choice: individual transfer option</li> <li>• withdrawal due to school choice: underperforming school</li> <li>• withdrawal due to school choice: school labeled as persistently dangerous</li> </ul>	<i>For FY2003-04, this element is not being collected with the regular SAIS data transactions, but with a separate data collection utility to be identified by SAIS in the early FY2003-04.</i>	
Writing - Assessment Date		10	D	The date the writing SELP sub-test was finalized.	012 Student Assessment	
Writing - Assessment Score		3	I	The writing SELP sub-test scaled score.	012 Student Assessment	
Writing - Proficiency Level		2	C	The proficiency level achieved during the SELP writing sub-test.	012 Student Assessment	
Year End Status Code	YEARENDSTAT	3	C	Student's academic status at the end of the school year <i>See Transaction Code Values – Activity (Year End Status only)</i>	016 Student Year End Status	

## Transaction Data Elements Sorted By Transaction



**Note:** The information in this table reflects the existence of elements in each transaction. It does not imply record layouts (the elements are not necessarily in order, empty fields are not noted here, etc.)



**Note:** See the section *Element Optionality* (page 15).

**Table 14: Transaction Data Elements Sorted By Transaction**

Transaction ID value and transaction name	Field name
001 Student Enrollment	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	Membership Type
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Name Extension on Legal Document
	Nickname Student Goes By
	Last Name Student Goes By
	Gender Code
	Empty field: Ethnicity Code (do not use after FY2010)
	Birth Date
	Country of Birth Code
	State of Birth Code
	Normal Graduation Year
	Funded District of Residence
	Home Language Code
	Responsible Party's First Name on Legal Document
	Responsible Party's Last Name on Legal Document
	Tribal Name
	Enrollment Activity Code

Transaction ID value and transaction name	Field name
	Student Membership FTE
	Special Enrollment Code
	Tuition Payer Code
	Grade Level Code
	Concurrent School Entity ID
	Concurrent School Student ID
	Previous School Entity ID
	Previous School Student ID
	Previous State Code
	Register ID
	Hispanic/ Latino
	American Indian or Alaskan Native
	Asian
	Black or African American
	Native Hawaiian or other Pacific Islander
	White
002 Student Readmission	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Readmission Date
	Track Number
	Membership Type
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Funded District of Residence
	Readmission Activity Code
	Student Membership FTE
	Special Enrollment Code
	Tuition Payer Code

Transaction ID value and transaction name	Field name
	Grade Level Code
	Register ID
003 Student Withdrawal	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Withdrawal Activity Code
	Withdrawal Date
	004 Student Absence
Vendor Defined Field	
Operation Code	
Entity ID	
School Student ID	
Student ID	
Absence Date	
Track Number	
First Name on Legal Document	
Middle Name on Legal Document	
Last Name on Legal Document	
Absence Amount	
Absence Reason Code	
005 Student Personal Information	
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID

Transaction ID value and transaction name	Field name
	Student ID
	Capture Date
	Old First Name on Legal Document
	Old Middle Name on Legal Document
	Old Last Name on Legal Document
	New First Name on Legal Document
	New Middle Name on Legal Document
	New Last Name on Legal Document
	Name Extension on Legal Document
	Nickname Student Goes By
	Last Name Student Goes By
	Gender Code
	Empty Field: Ethnicity Code (do not use after FY2010)
	Birth Date
	Country of Birth Code
	State of Birth Code
	Normal Graduation Year
	Home Language Code
	Responsible Party's First Name on Legal Document
	Responsible Party's Last Name on Legal Document
	Tribal Name
	Previous School Entity ID
	Previous School Student ID
	Previous State Code
	Hispanic/ Latino
	American Indian or Alaskan Native
	Asian
	Black or African American
	Native Hawaiian or other Pacific Islander
	White
006 Student Membership Change	Transaction ID
	Vendor Defined Field
	Operation Code

Transaction ID value and transaction name	Field name
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Enrollment Activity Code
	Membership Type
	Track Number
007 Student District of Residence Transfer	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Funded District of Residence
	Old Funded DOR Start Date
	Old Funded DOR End Date
	New Funded District of Residence
New Funded DOR Start Date	
New Funded DOR End Date	
008 Student FTE	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number

Transaction ID value and transaction name	Field name
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Student Membership FTE
	Old FTE Start Date
	Old FTE End Date
	New Student Membership FTE
	New FTE Start Date
	New FTE End Date
009 Student Grade Transfer	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Grade Level Code
	Old Grade Start Date
	Old Grade Register ID
	Old Grade Exit Date
	Old Grade Exit Code
	New Grade Level Code
	New Grade Start Date
New Grade Register ID	
New Grade Exit Date	
New Grade Exit Code	
010 Student Payer Factors	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID

Transaction ID value and transaction name	Field name
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Old Special Enrollment Code
	Old Special Enrollment Start Date
	Old Special Enrollment End Date
	New Special Enrollment Code
	New Special Enrollment Start Date
	New Special Enrollment End Date
	Old Tuition Payer Code
	Old Tuition Payer Start Date
	Old Tuition Payer End Date
	New Tuition Payer Code
	New Tuition Payer Start Date
	New Tuition Payer End Date
011 Student Need	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	Need Entry Date
	Need Exit Date
	Primary Nighttime Residence
012 Student Assessment	Transaction ID
	Vendor Defined Field

Transaction ID value and transaction name	Field name
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Oral – Assessment Date
	Oral - Assessment Score
	Oral - Proficiency Level
	Reading - Assessment Date
	Reading - Assessment Score
	Reading - Proficiency Level
	Writing - Assessment Date
	Writing - Assessment Score
	Writing - Proficiency Level
	Overall Assessment Result
	Overall Total Composite Scaled Score
013 Language Program Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Program Code
	Program Entry Date
	Program Exit Date
	Program Exit Reason Code
014 SPED Service Participation	Transaction ID
	Vendor Defined Field

Transaction ID value and transaction name	Field name
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	Need Entry Date
	Need Exit Date
	SPED Service Code
	SPED Service Entry Date
	SPED Service Exit Date
	SPED Exit Reason Code
	SPED Grade
	Funded SPED Service DOR
	SPED Federal Primary Indicator
	SPED School Concurrency
015 Support Program Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Need Code
	Need Entry Date
	Program Code
	Program Entry Date

Transaction ID value and transaction name	Field name
	Program Exit Date
	Receiving CTDS
016 Student Year End Status	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Year End Status Code
	017 Student Attendance
Vendor Defined Field	
Operation Code	
Entity ID	
School Student ID	
Student ID	
Track Number	
First Name on Legal Document	
Middle Name on Legal Document	
Last Name on Legal Document	
Attendance Start Date	
Attendance End Date	
Attendance Minutes	
018 Student Summer Withdrawal	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID

Transaction ID value and transaction name	Field name
	First Day of Membership
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Summer Withdrawal Activity Code
	Summer Withdrawal Date
020 Community College	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Community College Entity ID
	Community College Entry Date
	Community College Exit Date Community College Classes
021 Initial IEP	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Initial IEP Date
	Proposed Service Initiation Date
	AzEIP Indicator
022 Student Test Labels	Transaction ID

Transaction ID value and transaction name	Field name
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Group Name
023 Early Childhood Program Participation	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Preschool Program Type
	Program Entry Date
	Program Exit Date
	Program Partner ID
	Family Income Indicator
	Living in Household Indicator
	Mother Employment Status
	Father Employment Status
024 Early Childhood Preschool Assessment	Transaction ID
	Vendor Defined Field
	Operation Code
	Entity ID
	School Student ID
	Student ID

Transaction ID value and transaction name	Field name
	Track Number
	First Name on Legal Document
	Middle Name on Legal Document
	Last Name on Legal Document
	Responsible Entity ID
	Preschool Assessment Type
	Assessment Date
	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

## Recommended Values for Missing Elements

SAIS requires collection of some data elements that were not previously collected by schools and their districts.

Recognizing that it places an undue burden on the districts to collect every piece of this information at initial implementation, ADE has identified default values that may be used by the districts for the first year of implementation only. After the first year, each instance of the following values must be replaced with accurate information. The following table shows interim values that ADE recommends for the districts to use. Elements not included in this table must contain accurate data.

Other possible values:

- "not available"
- "emancipated" (in place of Responsible Party's First/Last Name on Legal Document if child is an emancipated minor)
- "refused" (if parent refuses to supply the information)
- "unknown"
- "not collected"

 **Note:** This is a system solution only. Districts should instruct their data entry clerks to leave missing information blank, and use their SMS system to supply the defaults specified here only when the data file is being prepared for submission to ADE. In this way, it will remain obvious to the person collecting the information that the data element is missing a value and must still be collected eventually.

**Table 15: Recommended values for missing elements**

Field name	Len	Data type	Value if information is not yet collected in first year of SAIS
Country of Birth Code	2	C	code value for "unknown or unspecified country"
Home Language Code	2	C	code value for either "Other Indian" or "Other Non-Indian" language
Last Name Student Goes By	40	S	default to the value in <b>Last Name on Legal Document</b> for the submission file only
Responsible Party's First Name on Legal Document	30	S	"unknown"
Responsible Party's Last Name on Legal Document	40	S	"unknown"
Need Level Code	2	C	this element is not being collected by SAIS: whether blank or not, any value submitted will be ignored
Neighborhood School Indicator, as well as its counterparts in the Student DOR Transfer transaction: New (and Old) Neighborhood School Indicator <i>do not confuse this with <b>SPED Neighborhood School Indicator</b></i>	1	L	these elements are not being collected by SAIS: whether blank or not, any value submitted will be ignored
Nickname Student Goes By	30	S	leave blank
Previous State Code	2	C	SAIS's acceptable code values do not include a value for an unknown state; however, for the first year of SAIS, this value is required only for mid-year transfer students

Field name	Len	Data type	Value if information is not yet collected in first year of SAIS
State of Birth Code	2	C	SAIS's acceptable code values do not include a value for an unknown state; however, this value is required only when <b>Country of Birth Code</b> is blank or contains the code for the United States
Tribal Name	20	S	Must be populated if student participates in a JOM Support Program, in which case entering a tribal name is required.

# Issues

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This area is used to record new issues.