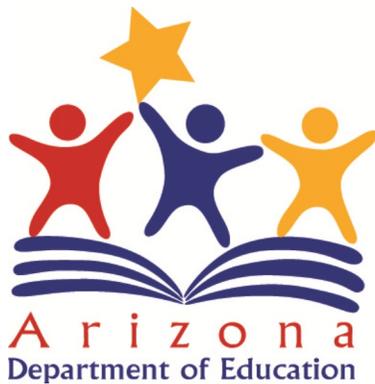


Arizona Department of Education



Student Accountability Information System

Student Database Transaction Requirements

Transaction Usage Summary

Version 2.0

Last updated: December 28, 2011

Arizona Department of Education
Information Technology Department
1535 W. Jefferson Street
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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 2.0 Published

Ver	New information	Old information	Source
2.0	Updated to DITA XML formatting		B Conlin
2.0	Deleted references to Student Membership Share		B Conlin

Table 2: 05/10/2001 Version 1.3 Published

Ver	New information	Old information	Source
1.3	Transaction Usage Summary #23: Removed Example	Example: Student is Homebound but receives district SPED Services.	Incorrect information

Table 3: 03/06/2001 Version 1.2 Published

Ver	New information	Old information	Source
1.2	Transaction Usage Summary #18: Delete and Add for Absence Reason Code	Change for Absence Reason Code	Incorrect information
1.2	Transaction Usage Summary # 5: Changing Track Number	Did not exist	Design change

Table 4: 02/06/2001 Version 1.1 Published

Ver	New information	Old information	Source
1.1	Transaction Usage Summary : Enrollment	New Enrollment	Incorrect verbiage

01/29/2001 Version 1.0 Transaction Usage Summary section: reformatted Transaction ID/Name, Operation column

10/05/2000 First Draft Published

About This Document

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Document Purpose

The purpose of this document is to provide the schools, districts and their student management vendor's guidance on required SAIS transaction activity, based on student events.

Since the school is the source of SAIS information all of the events are specified as actions for schools even if the events are captured at a centralized database residing in the district.

This document describes expected automatic data extraction from the local database only, and does not attempt to describe the local data input screens or the steps a data entry person must take to capture the information into the school database. The vendors will define specific data entry procedures.

Contacts

For comments, corrections, or other information about this document, contact the ADE IT Department at 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

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

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

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

Assumptions

1. The calendars must be created and in place before the beginning of the school year.
2. Schools will not report a student before that student is physically present.
3. The term Student refers to an enrolled student (unless otherwise noted, i.e. student was withdrawn).

Transaction Usage Matrix

Table 5: Transaction Usage Matrix

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
1	First time enrollment in school.	Any time during the school year	001 Student Enrollment, ADD	One of the following Enrollment Activity Codes must be used: E2 - E11 or E13 - E16.
2	Student returns to same School at beginning of new School year.	Beginning of the school year	001 Student Enrollment, ADD	One of the following Enrollment Activity Codes must be used: E1 or E12. IF Applicable, School submits Needs and Program Participation transactions with an ADD operation for this school year.
3	Student enrollment submitted in error.	Any time during the school year	001 Student Enrollment, DELETE	This will delete all of the following data: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance. SAIS will retain the 005 Student Personal Information in the database.
4	Reported enrollment date is wrong.	Any time during the school year	001 Student Enrollment, DELETE (removes incorrect information) AND 001 Student Enrollment, ADD (adds corrected information)	This will delete all of the following data on SAIS: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance, if any have been submitted. SAIS will retain the 005 Student Personal Information in the database. School must resubmit all the relevant transaction for the membership (i.e. absences that occurred after the new enrollment date).
5	Reported Track Number for a student is incorrect.	Any time during the school year	001 Student Enrollment, DELETE (removes incorrect information) AND 001 Student Enrollment, ADD (adds corrected information)	This will delete all of the following data on SAIS: absences, withdrawals, payer factors, grade memberships, membership portions, and attendance, if any have been submitted. SAIS will retain the 005 Student Personal Information in the database. School must resubmit all the relevant transaction for the membership (i.e. absences that occurred after the new enrollment date).
6	Student registers for first time in this school in new school year and fails to attend.	Beginning of the school year	No action required.	Since the enrollment transaction is not sent until the student is in attendance there is no need to delete an enrollment.

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
7	Student is readmitted to same School.	Following a 003 Student Withdrawal in the same school Year	002 Student Readmission, ADD	
8	Student readmission submitted in error.	Any time during the school year	002 Student Readmission, DELETE	If any other transactions that have been entered including: absences, withdrawals, payer factor changes, grade transfers and attendance, this information will be removed from the SAIS tables.
9	Student Withdraws from School. Student NOT in a Program or Service.	Any time during the school year	003 Student Withdrawal, ADD	
10	Student Withdraws from School. Student is active in a Program/Service (P/S) and will be exiting the P/S.	Any time during the school year	003 Student Withdrawal, ADD AND Appropriate P/S, CHANGE (to add Exit Dates)	School must exit the student from programs/ services. P/S exits is short for the following group of transactions with CHANGE operations reporting exit dates: <ul style="list-style-type: none"> • 013 Language Program Participation • 014 SPED Service Participation • 015 Support Program Participation**
11	Student Withdraws from School. Student is active in SPED P/S and will NOT exit the SPED P/S.	Any time during the school year	003 Student Withdrawal, ADD	SPED P/S will be linked to the existing personal information.
12	Reported withdrawal date is wrong.	Any time during the school year	003 Student Withdrawal, DELETE (removes incorrect information) AND 003 Student Withdrawal, ADD (adds corrected information)	School must also change Exit Dates for any relevant P/S.
13	Withdrawal submitted in error.	Any time during the school year	003 Student Withdrawal, DELETE	If Applicable, school must also change previously submitted P/S exits.
14	Student absent 10 consecutive days without an excuse.	Any time during the school year	003 Student Withdrawal, ADD	

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
15	Student absent during one day for a single reason.	Any time during the school year	004 Student Absence, ADD	Submission of Absence is mandatory for all students except disabled preschool, homebound and students in alternative programs, as they will be approved by School Finance.
16	Student absent different portions of a single day for different reasons.	Any time during the school year	004 Student Absence, ADD (An ADD transaction is required for EACH reason)	Each Absence amount will have a different reason. Since statute dictates that a quarter day is the smallest countable increment of a School day for membership purposes, there can be a maximum of 4 discrete reasons for absence in a single day.
17	Student absent for consecutive school days for same reason.	Any time during the school year	004 Student Absence, ADD (one transaction for EACH day absent)	School will submit for each day or portion of the day missed.
18	Reported Absence date is wrong.	Any time during the school year	004 Student Absence, DELETE (removes incorrect information) AND 004 Student Absence, ADD (add corrected information)	
19	Absence Reason Code for a submitted absence date needs to be changed based on new information.		004 Student Absence, DELETE (removes incorrect information) AND 004 Student Absence, ADD (add corrected information)	
20	Absence Amount for a submitted absence date needs to be changed based on new information.	Any time during the school year	004 Student Absence, CHANGE	
21	Absence was submitted in error.	Any time during the school year	004 Student Absence, DELETE	
22	Personal information is wrong or has changed.	Any time during the school year	005 Student Personal Information, CHANGE	Refer to elements in the 005 Student Personal Information transaction.

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
23	A student needs to be added but will not have a membership.	Any time during the school year	005 Student Personal Information, ADD	This can be used to enter only personal information for a student. Will also be used in cooperation with 011 Student Needs transactions.
24	Enrollment Membership info is incorrect or has changed.	Any time during the school year	006 Student Membership Change, CHANGE	Refer to elements in 006 Student Membership Change transaction.
25	Student moves to a new District of Residence (DOR).	Any time during the school year	007 Student DOR Transfer, ADD	If as the result of this transaction a gap or overlap between DOR intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
26	Reported DOR End Date and/or Neighborhood School Indicator is wrong or has changed.	Any time during the school year	007 Student DOR Transfer, CHANGE	
27	Reported DOR Start Date is wrong or has changed or District of Residence is wrong.	Any time during the school year	007 Student DOR Transfer, DELETE (removes incorrect information) AND 007 Student DOR Transfer, ADD (adds corrected information)	
28	New DOR submitted in error	Any time during the school year	007 Student DOR Transfer, DELETE	
29	New FTE values have been established.	Any time during the school year	008 Student FTE, ADD	If as the result of this transaction a gap or overlap between FTE intervals is created, a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
30	FTE values or end dates are wrong.	Any time during the school year	008 Student FTE, CHANGE	
31	FTE Start Date is/are wrong.	Any time during the school year	008 Student FTE, DELETE (removes incorrect information) AND 008 Student FTE, ADD (adds corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
32	New FTE value submitted in error	Any time during the school year	008 Student FTE, DELETE	
33	Student is Promoted or demoted during the school year.	Any time during the school year	009 Student Grade Transfer, ADD	If as the result of this transaction a gap or overlap between Grade intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
34	The Grade Exit Date, Grade Exit Code, Grade Level Code or Grade Register ID is/ are wrong.	Any time during the school year	009 Student Grade Transfer, CHANGE	
35	The Grade Entry Date is wrong.	Any time during the school year	009 Student Grade Transfer, DELETE (removes incorrect information) AND 009 Student Grade Transfer, ADD (adds corrected information)	
36	A Grade Transfer was submitted in error.	Any time during the school year	009 Student Grade Transfer, DELETE	
37	The Old Grade Level is incorrect and needs to be changed.	Any time during the school year	009 Student Grade Transfer, CHANGE	
38	A special enrollment (i.e., CEC-A, CEC-B, Open Enrollment) is granted.	Any time during the school year	010 Student Payer Factors, ADD	If as the result of this transaction a gap or overlap between Special Enrollment intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
39	Student has a new Tuition Payer.	Any time during the school year	010 Student Payer Factors, ADD	If as the result of this report a gap or overlap between Tuition Payer intervals is created a warning message will be returned on the transmissions results page so that corrective transactions can be reported.
40	The Special Enrollment End Date and/or Tuition Payer End Date is/ are wrong.	Any time during the school year	010 Student Payer Factors, CHANGE	

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
41	The Special Enrollment Start Date, Special Enrollment Code, Tuition Payer Start Date and/or Tuition Payer Code is/are wrong.	Any time during the school year	010 Student Payer Factors, DELETE (removes incorrect information) AND 010 Student Payer Factors, ADD (adds corrected information)	
42	A student's tuition payer change was submitted in error.	Any time during the school year	010 Student Payer Factors, DELETE	
43	Student's membership lasted through scheduled last day of School, achieving a particular status.	After the scheduled last day of school	016 Student Year End Status, ADD	Examples of Year End Status: <ul style="list-style-type: none">• Graduated• Attended• Promoted See a complete in Transaction Code Values.
44	The year end status code that was submitted is incorrect and needs to be changed.	After last scheduled day of last school year	016 Student Year End Status, CHANGE	
45	Year End Status submitted in error	After last scheduled day of last school year	016 Student Year End Status, DELETE	
46	Weekly attendance reported for a student.	Any time during the school year	017 Student Attendance, ADD	Mandatory for disabled Preschool and homebound students. Optional for other students in addition to absence. See School Finance Handbook.
47	Corrections made to the Attendance End Date and/or Attendance minutes.	Any time during the school year	017 Student Attendance, CHANGE	
48	Correction made to Attendance Start Date.	Any time during the school year	017 Student Attendance, DELETE (removes incorrect information) AND 017 Student Attendance, ADD (adds corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
49	Student attendance submitted in error.	Any time during the school year	017 Student Attendance, DELETE	
50	Student fails to return to same school at beginning of new school year.	Beginning of the school year	018 Student Summer Withdrawal, ADD	
51	Student whose membership lasted through scheduled last day of school reports that he/she will not attend this school this year and supplies a reason.	After last scheduled day of last school year	018 Student Summer Withdrawal, ADD	Activity Code should reflect why student couldn't attend this School this year.
52	Corrections made to the Summer Activity Code.	After last scheduled day of last school year	018 Student Summer Withdrawal, CHANGE	
53	Summer Withdrawal submitted in error.	After last scheduled day of last school year	018 Student Summer Withdrawal, DELETE	
NEEDS				
54	Diagnosis confirms that student has a Need.	Any time during the school year	011 Student Needs, ADD	The Student Need transaction is used to advise SAIS of the entrance and/or ending of a student's state of having the reported need. See List of applicable Needs in Transaction Code Values, located on the ADE web site.
55	Diagnosis indicates that a student is no longer in previously submitted Need	Any time during the school year	011 Student Needs, CHANGE	A change operation is used to report exit from Need state.
56	The Need Exit Date and/or Need Level Code is/are wrong.	Any time during the school year	011 Student Needs, CHANGE	
57	The Need Code and/or the Need Entry Date is/are wrong.	Any time during the school year	011 Student Needs, DELETE (removes incorrect information) AND 011 Student Needs, ADD (adds corrected information)	

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
58	Assessment has been completed.	Any time during the school year	012 Student Assessment, ADD	Submission of Assessment Transaction is required only for students suspected as lacking English Proficiency or requesting Assessment.
59	The Assessment Result Code is wrong.	Any time during the school year	012 Student Assessment, CHANGE	
60	Corrections made to the Assessment Code or Assessment Date.	Any time during the school year	012 Student Assessment, DELETE (removes incorrect information) AND 012 Student Assessment, ADD (adds corrected information)	
61	Student admitted to a program for an established language need.	Any time during the school year	013 Language Program Participation, ADD	
62	Corrections to LEP Program Exit Date and/or Program Exit Reason Code.	Any time during the school year	013 Language Program Participation, CHANGE	
63	Student is admitted to a SPED Service for an established SPED need Category.	Any time during the school year	014 SPED Service Participation, ADD	This will add both the Need and the Program/Service.
64	Student is transferred to a different service while staying in the current need.	Any time during the school year	014 SPED Service Participation, CHANGE AND 014 SPED Service Participation, ADD	A “change” operation to submit the Service exit for the previously submitted Service. An “add” operation to submit the Service entry for new Service.
65	Re-diagnosis indicates a student has additional SPED needs.	Any time during the school year	014 SPED Service Participation, ADD	Currently SAIS will allow more than one need to have a Need Level Code of PR (Primary). Differentiation of Need Level Code will be included in the 2 nd Phase in relation to Vouchers.

Test Case	Student Event	Event Time	Transaction- ID/ Name & Operation	Notes
66	Re-diagnosis indicates a students Need has changed from the previously submitted Need.	Any time during the school year	014 SPED Service Participation, CHANGE AND 014 SPED Service Participation, ADD	A "change" operation to submit the exit from the previously submitted Need and Service. An "add" operation to submit the Service entry for new Need. (and Service if the student has already started receiving a Service for the Need).
67	Corrections made to the Need Level Code or Need Exit Date for a SPED Student.	Any time during the school year	014 SPED Service Participation, CHANGE	
68	Corrections made to the SPED Exit Date, SPED Exit Reason Code and/or SPED Grade.	Any time during the school year	014 SPED Service Participation, CHANGE	
69	Corrections made to the SPED Service Code and/or SPED Service Entry Date.	Any time during the school year	014 SPED Service Participation, DELETE (removes incorrect information) AND 014 SPED Service Participation, ADD (removes corrected information)	
70	Student assigned or placed in a Supplementary Program.	Any time during the school year	015 Support Program Participation**, ADD	The Support Program Participation transaction is used to advise of the entrance and/or ending of a student's state of having the reported need and program participation.

With all transactions that have a date range, an "add" operation will be able to **change** the "Old" elements that are not key elements and will **add** the "New" elements.

With all transactions that have a date range, a "delete" operation will be able to **change** the "Old" elements that are not key elements and will **delete the referenced row from the database**.

With all transactions that have a date range, a "change" operation will **ignore** anything in the "Old" elements and will **change** the elements

specified "New".

**Support Program Participation will not be included until Phase 2

Issues

This area is used to record new issues.