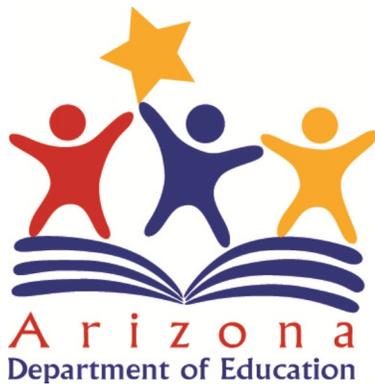


Arizona Department of Education



Student Accountability Information System

Student Database Transaction Requirements

SAIS Transactions

Version 1.0

Last updated: February 1, 2012

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

The Arizona Department of Education, a state educational agency, is an equal opportunity employer and affirms that it does not discriminate on the basis of race, religion, color, national origin, age, sex, or handicapping condition.

Table of Contents

Revisions.....	7
About This Document.....	8
Author.....	8
Contacts.....	8
Document References.....	8
Document Distribution / Postings.....	8
Document Filename.....	8
Transactions.....	9
001 Student Enrollment.....	9
Transaction Elements.....	9
Changing Elements.....	14
Membership Type.....	14
Element Optionality.....	14
001.1 Step 1: Verification.....	16
001.2 Step 2: Validation.....	19
001.3 Step 3: SAIS Database Update.....	40
System Messages.....	41
002 Student Readmission.....	45
Transaction Elements.....	45
Changing Elements.....	47
Element Optionality.....	47
002.1 Step 1: Verification.....	48
002.2 Step 2: Validation.....	49
002.3 Step 3: SAIS Database Update.....	55
System Messages.....	56
003 Student Withdrawal.....	58
Note on Enrollments, Withdrawals, and Readmissions.....	58
ER/WR (Register Transfers).....	59
Withdrawal on last scheduled day of school.....	59
Automatic Withdrawals.....	59
Withdrawal Reason Codes.....	59
Transaction Elements.....	60
Changing Elements.....	61
Element Optionality.....	61
003.1 Step 1: Verification.....	62
003.2 Step 2: Validation.....	62
003.3 Step 3: SAIS Database Update.....	66
System Messages.....	67
004 Student Absence.....	68
Transaction Elements.....	69
Changing Elements.....	70
Element Optionality.....	70
004.1 Step 1: Verification.....	71
004.2 Step 2: Validation.....	71
004.3 Step 3: SAIS Database Update.....	75
System Messages.....	75
005 Student Personal Information.....	76
Transaction Elements.....	76
Changing Elements.....	80

Element Optionality.....	81
005.1 Step 1: Verification.....	82
005.2 Step 2: Validation.....	83
005.3 Step 3: SAIS Database Update.....	85
System Messages.....	85
006 Student Membership Change.....	87
Changing a Register ID Mid-Year.....	87
Transaction Elements.....	87
Changing Elements.....	88
Element Optionality.....	88
006.1 Step 1: Verification.....	89
006.2 Step 2: Validation.....	90
006.3 Step 3: SAIS Database Update.....	90
System Messages.....	91
007 Student DOR Transfer.....	91
Retroactive Changes.....	92
Transaction Elements.....	92
Changing Elements.....	94
Element Optionality.....	94
007.1 Step 1: Verification.....	95
007.2 Step 2: Validation.....	95
007.3 Step 3: SAIS Database Update.....	100
System Messages.....	100
008 Student FTE.....	102
Student Membership FTE.....	103
FTE Rules.....	103
FTE & Membership Intervals.....	103
Transaction Elements.....	105
Changing Elements.....	107
Element Optionality.....	107
008.1 Step 1: Verification.....	108
008.2 Step 2: Validation.....	108
008.3 Step 3: SAIS Database Update.....	114
System Messages.....	115
009 Student Grade Transfer.....	116
Promotion and Demotion during the school year.....	116
Transfer to a new grade register within the same school year.....	116
Promotion at the end of a school year.....	117
Retention at the end of a school year.....	117
No-Shows.....	117
Transaction Elements.....	117
Changing Elements.....	118
Element Optionality.....	119
009.1 Step 1: Verification.....	120
009.2 Step 2: Validation.....	120
009.3 Step 3: SAIS Database Update.....	126
System Messages.....	127
010 Student Payer Factors.....	129
How to enter a Special Enrollment Code for the first time.....	129
How to exit an existing Special Enrollment Code and enter a new one.....	129
How to exit an existing Special Enrollment Code and not enter a new one.....	129
Transaction Elements.....	130
Changing Elements.....	131
Element Optionality.....	131
Note on Dates.....	133

Notes on Special Enrollment Code.....	133
010.1 Step 1: Verification.....	134
010.2 Step 2: Validation.....	134
010.3 Step 3: SAIS Database Update.....	142
System Messages.....	144
011 Student Needs.....	145
Need Entry and Exit Dates.....	146
Needs-only students.....	146
NCLB Indicators.....	147
Homeless (Unaccompanied Youth) Needs.....	147
Immigrant Needs.....	147
Transaction Elements.....	147
Changing Elements.....	148
Element Optionality.....	148
Transaction Messages.....	149
System Messages.....	166
012 Student Assessment.....	167
Assessment Rules.....	168
Transaction Elements.....	168
Changing Elements.....	170
Element Optionality.....	170
Transaction Messages.....	171
System Messages.....	180
013 Language Program Participation.....	182
Language Rules.....	182
How to Change a Student's Scheduling Track Mid-Year.....	183
Transaction Elements.....	183
Changing Elements.....	184
Element Optionality.....	184
Transaction Messages.....	185
System Messages.....	199
014 SPED Service Participation.....	200
Funded SPED District of Residence (DOR).....	200
Uses of the SPED Service Participation transaction.....	201
How to Change a Student's Scheduling DOR, or Grade Mid-Year.....	202
SPED School Concurrency.....	202
Transaction Elements.....	202
Changing Elements.....	204
Element Optionality.....	205
SPED Service DOR.....	206
SPED Year End Exit Codes.....	206
Transaction Messages.....	208
System Messages.....	224
015 Support Program Participation.....	226
Uses of the Support Program Participation transaction.....	226
Transaction Elements.....	227
Changing Elements.....	229
Element Optionality.....	229
Transaction Messages.....	230
System Messages.....	238
016 Student Year End Status.....	239
Transaction Elements.....	240
Changing Elements.....	241
Element Optionality.....	241
016.1 Step 1: Verification.....	242

016.2 Step 2: Validation.....	242
016.3 Step 3: SAIS Database Update.....	245
System Messages.....	245
017 Student Attendance.....	246
Attendance Time Periods.....	247
Submitting both absence and attendance.....	248
Examples.....	248
Transaction Elements.....	249
Changing Elements.....	250
Element Optionality.....	250
017.1 Step 1: Verification.....	251
017.2 Step 2: Validation.....	251
017.3 Step 3: SAIS Database Update.....	257
System Messages.....	258
018 Student Summer Withdrawal.....	260
Timeline of Summer Withdrawals.....	260
Relationship of Summer Withdrawal to Year End Status.....	261
Summer Withdrawal vs. Summer School.....	261
Frequently Asked Questions Regarding Summer Withdrawal.....	261
Withdrawal Reason Codes.....	262
Transaction Elements.....	262
Changing Elements.....	264
Element Optionality.....	264
018.1 Step 1: Verification.....	265
018.2 Step 2: Validation.....	265
018.3 Step 3: SAIS Database Update.....	269
System Messages.....	269
019 SPED Service DOR Transfer.....	270
System Messages.....	270
020 Community College Classes.....	272
Transaction Elements.....	272
Changing Elements.....	273
Element Optionality.....	273
020.1 Step 1: Verification.....	274
020.2 Step 2: Validation.....	275
020.3 Step 3: SAIS Database Update.....	277
System Messages.....	277
021 Initial IEP.....	278
Students not yet on SAIS.....	278
Transaction Elements.....	279
Changing Elements.....	279
Element Optionality.....	280
Transaction Messages.....	280
System Messages.....	285
022 Student Test Label.....	286
Transaction Elements.....	286
Changing Elements.....	287
Element Optionality.....	287
Transaction Messages.....	288
System Messages.....	292
023 Early Childhood Program Participation.....	292
Transaction Elements.....	292
Changing Elements.....	294
Element Optionality.....	295
Transaction Rules.....	296

Definitions.....	296
System Messages.....	297
024 Early Childhood Preschool Assessment.....	298
Transaction Elements.....	299
Changing Elements.....	300
Element Optionality.....	300
Transaction Rules.....	302
Definitions.....	302
System Messages.....	302
Issues.....	304

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.

10/01/2011 First Draft version published

About This Document

Author

Janice McGoldrick, Managing Consultant, Spherion Technology Architects

Bob Conlin, ADE IT Department, Technical Writer

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 SAIS Transactions.pdf.

Transactions

This document was created from content originally in Transaction Requirements: Membership and Transaction Requirements: Needs. This document is organized by transaction number order.

001 Student Enrollment

In general, schools are expected to admit children who reside in the school district and who meet the requirements for enrollment in one of the grades or programs offered in the school. An enrollment transaction is required for any person that generates state educational funds (whether or not he or she receives instruction in a state school) and who meets age requirements for the grade attended. There are two enrollment transactions, one reflecting the admission of a new student to a school or the continuing enrollment of a student as of the first day of school, and the other reflecting the readmission of a student to a school.

SAIS requires an Enrollment transaction for a student enrolling in a school for the first time and for a student who continues to be enrolled as of the first day of school each fiscal year. The Student ID must be used, in addition to the School Student ID, if the student has previously been assigned an ADE Student identifier. This transaction requires:

- membership information
- personal information
- grade placement information
- previous school information

This transaction may be used to add a student's membership to the SAIS database or to delete a membership that is already on the SAIS database.



Note: Caution should be taken before submitting a delete operation for this transaction. Deleting a membership will cause all information associated with that membership to be deleted: withdrawal information, all FTE information, all absences and attendance, and the grade memberships.

Transaction Elements

The following structure describes the elements in this transaction.

Table 1: 001 Student Enrollment Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 001	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new or continuing membership D = Delete an existing membership	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership.  Note: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
Membership Type	MEMTYPE	1	C	Indicates whether this is the main, ancillary, or AOI membership for this student <i>See Code Values – Membership Type</i>	FY2006
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student Last Name on Legal Document, e.g., Jr., Sr., III	
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.	
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.	
Gender Code	GENDERCD	1	C	Student gender <i>See Code Values – Gender</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>Empty field: Ethnicity Code</i>	<i>empty field: formerly</i> ETHNICCD	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>	This field, Ethnicity Code, replaced by six federally mandated ethnicity/ race fields for FY2011.
Birth Date	DOB	10	D	Student date of birth	
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born <i>See Code Values – Country</i>	
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born <i>See Code Values – States</i>	
<i>empty field: formerly Foreign Exchange Indicator: element no longer collected</i>	<i>empty field: formerly</i> FORGNXCHG	1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Normal Graduation Year	NORMGRADYR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9 th grade.	
Funded District of Residence	DISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code	
Home Language Code	HMLANGCD	2	C	The language spoken at home <i>See Code Values – Home Language</i>	
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult 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.	
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult 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.	
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Enrollment Activity Code	ACTVCD	3	C	Type of membership activity. This is the "E" code. <i>See Code Values – Activity</i>	
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 Code Values – Student Membership FTE</i>	
<i>empty field: formerly School Membership Share: element no longer collected</i>	<i>empty field: formerly MBRSHR</i>	4	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>	
Special Enrollment Code 1, 2, 3	SPECENRCD	2	C	Special dispensation granted for a membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>	
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>	
<i>empty field (formerly Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned <i>See Code Values – Grade</i>	
Concurrent School Entity ID	CNCSCH	9	S	other Arizona school attended by the student concurrently; CTDS code	
Concurrent School Student ID	CNCSCHSTUID	12	S	School-generated student identifier assigned by <u>Concurrent School Entity ID</u>	
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.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Previous School Student ID	PREVSTUID	12	S	Student identifier in <u>Previous School Entity ID</u> ; School-generated student identifier if Previous School Entity ID is Arizona school, blank if a non-Arizona school. This information is required only for students who transferred from another Arizona school.	
Previous State Code	PREVSTATE	2	C	State in which the previous school was located. This information is required only for students who transferred from a school in the United States. <i>See Code Values – States</i>	
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.)	
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)	NEW FIELD effective FY2011 Required.
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	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	NEW FIELD effective FY2011.
Black or African American	BL	1	L	Person has origins in any of the black racial groups of Africa. Value "1" = YES	NEW FIELD effective FY2011.
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	NEW FIELD effective FY2011.

Field name	Abbreviated name	Len	Data type	Description	Remarks
White	WH	1	L	Person has origins in any of the original peoples of Europe, the Middle East, or North Africa. Value "1" = YES	NEW FIELD effective FY2011.

Note:

1. The Special Enrollment code data element can be submitted as a blank. This is the default value.
2. If a blank was submitted in error for the Special Enrollment code with a Student Enrollment, the "add" operation must be used to change a blank to a valid value. It is not possible to add a valid Special Enrollment code using the "change" operation.
3. If a Special Enrollment code previously submitted with a *001 Student Enrollment* (page 9) needs to be removed, the "delete" operation must be used. It is not possible to replace a previously submitted Special Enrollment code with a blank using the "change" operation.

Changing Elements

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

The "change" operation is not valid for this transaction.

Membership Type

In the *001 Student Enrollment* (page 9) transaction, the school must specify its role in the student's education. This code is called the Membership Type. Three classifications of Membership Type exist:

- Main: the school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction; and
- Ancillary: the school provides some instruction for the student, but is not responsible for managing the curriculum.
- AOI: the school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction.

For further information, see [001.2A.1 Membership Type](#) (page 20).

Element Optionality

This table defines whether each element is optional or required for each combination of Membership Type, and Operation Code, and whether the student is new to SAIS (not all but some E3, E6, E11, and E15 enrollments).



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

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

Table 2: Student Enrollment Transaction Element Optionality

Element	Add: new student to SAIS, main school	Add: existing student in SAIS, main school	Add: new student to SAIS, ancillary school	Add: existing student in SAIS, ancillary school	Delete
Transaction ID	R	R	R	R	R
Vendor Defined Field	X	X	X	X	X
Operation Code	R	R	R	R	R
Entity ID	R	R	R	R	R
School Student ID	R	R	R	R	X
Student ID		R		R	R
First Day of Membership	R	R	R	R	R
Track Number	R	R	R	R	R
Membership Type	R	R	R	R	X
First Name on Legal Document	R	R	R	R	R
Middle Name on Legal Document					
Last Name on Legal Document	R	R	R	R	R
Name Extension on Legal Document					X
Nickname Student Goes By					X
Last Name Student Goes By	R	R	R	R	X
Gender Code	R	R	R	R	X
<i>element no longer collected: Ethnicity Code effective FY2011</i>	X	X	X	X	X
Birth Date	R	R	R	R	X
Country of Birth Code	4	4	4	4	X
State of Birth Code	5	5	5	5	X
<i>element no longer collected: Foreign Exchange Indicator</i>	X	X	X	X	X
Normal Graduation Year	3	3			
Funded District of Residence	R	R	R	R	X
Home Language Code	R	R			X
Responsible Party's First Name on Legal Document	R	R			X
Responsible Party's Last Name on Legal Document	R	R			X
Tribal Name					X
Enrollment Activity Code	R	R	R	R	X

Element	Add: new student to SAIS, main school	Add: existing student in SAIS, main school	Add: new student to SAIS, ancillary school	Add: existing student in SAIS, ancillary school	Delete
Student Membership FTE	R	R	R	R	X
<i>element no longer collected: School Membership Share</i>	X	X	X	X	X
Special Enrollment Code	2	2	2	2	X
Tuition Payer Code	R	R	R	R	X
<i>element no longer collected: Neighborhood School Indicator</i>	X	X	X	X	X
Grade Level Code	R	R	R	R	X
Concurrent School Entity ID			R	R	X
Concurrent School Student ID			R	R	X
Previous School Entity ID	1	1	1	1	X
Previous School Student ID					X
Previous State Code					X
Register ID	R	R	R	R	X
Hispanic/ Latino	6	6	6	6	X
American Indian or Alaskan Native	6	6	6	6	X
Asian	6	6	6	6	X
Black or African American	6	6	6	6	X
Native Hawaiian or other Pacific Islander	6	6	6	6	X
White	6	6	6	6	X

1. Previous School Entity ID has predefined code values if the school is an Arizona school.
2. A blank, missing, or null Special Enrollment Code signifies that this is a normal enrollment.
3. Normal Graduation Year is required for all high school students who are not special needs-only students.
4. Country of Birth Code is always required **except if the country is the USA or one of its territories or holdings** (but the values for the USA or its territories or holdings may be submitted).
5. State of Birth Code is always required **if the country is the USA or one of its territories or holdings**. If the country was not the USA, its territories or holdings, then this field may be left blank OR the code "ZZ" (the value for "not a US state, territory, or Armed Forces or other holding") may be populated here.
6. 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, White.



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

001.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

001.1.1 Allowed data format

All submitted data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date, and an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.

If the value in any element does not match the SAIS-defined data type, then:

- Report the discrepancy as: **ERROR** message -9009.
- **Solution:** Resubmit this transaction, with each element in its allowed format only.

001.1.2 Allowed code values

Some elements have a set of pre-defined allowed values. For these elements SAIS cannot accept a value not in this list. [Table 2: Student Enrollment Transaction Element Optionality](#) (page 15) identifies elements limited to proscribed code values. These values can be found in **Transaction Code Values** document, except for Transaction ID, which varies by transaction, and Operation Code, whose possible values of A, C, and D vary by transaction.

If any element with predefined allowed code values contains an unallowed value, then:

- Report the discrepancy using the appropriate error message found in the table below.

Error Msg. #	Error Message
-11023	Unallowed value in element: Membership Type Code
-11024	Unallowed value in element: Enrollment Type Code
-11025	Unallowed value in element: Ethnicity Code Message removed in FY2011
-11026	Unallowed value in element: Country of Birth Code
-11027	Unallowed value in element: State of Birth Code
-11028	Unallowed value in element: Home Language Code **
-11029	Unallowed value in element: Enrollment Activity Code
-11030	Unallowed value in element: Student Membership FTE Code
-11031	Unallowed value in element: School Membership Share Code Message removed in FY2005
-11032	Unallowed value in element: Special Enrollment Code
-11033	Unallowed value in element: Tuition Payer Code
-11034	Unallowed value in element: Grade Level Code
-11035	Unallowed value in element: Previous State Code
-11036	Unallowed value in element: Gender Code

- ** In FY2007, the list of valid Home Language Codes was expanded. Refer to the latest version of the System Messages document on the SAIS design documents Web page.
- **Solution:** Resubmit this transaction with only allowed code values in the appropriate fields.

001.1.3 Operation Code

If Operation Code **not** A (add) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.

- **Solution:** Resubmit this transaction with the correct Operation Code.

001.1.4 Missing Fields

Table 2: Student Enrollment Transaction Element Optionality (page 15) identifies whether each field is required or optional. An element's optionality depends on whether the school is a main or ancillary school (Membership Type) and whether the transaction is an add or delete operation (Operation Code).

Depending upon Membership Type and Operation Code, if any required fields are missing, then:

- Report the discrepancy using the appropriate error message found in the table below.

Error Msg. #	Error Message
-9001	Missing required element: Operation Code
-9002	Missing required element: SAIS Student ID <i>SAIS Student ID is not required if this is a potentially new student to Arizona (E3, E6, E11, E15) OR if this is the first year this school has been submitting data to SAIS</i>
-9003	Missing required element: First Name on legal document
-9004	Missing required element: Last Name on legal document
-9005	Missing required element: CTDS (Equivalent to Entity ID)
-9006	Missing required element: School Student ID
-9008	Missing required element: Track Number
-11001	Missing required element: Enrollment Date
-11002	Missing required element: Membership Type
-11003	Missing required element: Last Name at Birth
-11004	Missing required element: Gender Code
-11005	Missing required element: Ethnicity Code Message removed in FY2011
-11006	Missing required element: Birth Date
-11008	Missing required element: Foreign Exchange Indicator Message removed in FY2005
-11009	Missing required element: District of Residence
-11010	Missing required element: Home Language Code
-11011	Missing required element: Responsible Party's First Name
-11012	Missing required element: Responsible Party's Last Name
-11013	Missing required element: School Membership Share Message removed in FY2005
-11014	Missing required element: Tuition Payer Code
-11016	Missing required element: Grade Level Code
-11017	Missing required element: Concurrent School Entity ID

Error Msg. #	Error Message
-11018	Missing required element: Concurrent School Student ID
-11019	Missing required element: Student Membership FTE
-11020	Missing required element: Enrollment Activity Code
-11021	Missing required element: Enrollment Type
-11022	Missing required element: Register ID
	Missing required element: Ethnicity (FY2011)
	Missing required element: At least one Race must be selected (FY2011)

- **Solution:** Resubmit this transaction with information in every required field.

001.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [001.3 Step 3: SAIS Database Update](#) (page 40) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Membership Type and Operation Code. This is defined in [Table 2: Student Enrollment Transaction Element Optionality](#) (page 15).

001.2.1 Entity / LEA

Don't go beyond this point if the LEA does not exist in the system.

 **Note:** A student must attend — receive instruction — at an LEA that is considered to be a school. In other words, the LEA (identified by **Entity ID**) cannot be a district office.

Don't go beyond this point if the LEA is not identified in the system as a AOI school. (4/28/05; TC)

 **Note:** The SAIS system shall not accept AOI student transactions for the current school year if the submitting school is not defined in the SAIS system database as a AOI school before the initial submission.

If the **Entity ID** not found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from Entity ID.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from Entity ID. (4/28/05; TC)

001.2.2 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [001.2.A Add operation](#) (page 20).

If Operation Code = D (delete), then:

- Perform [001.2D Delete Operation](#) (page 39).

001.2A Add operation

001.2A.1 Membership Type

Set Student Details table from [Membership Type](#).

As mentioned earlier, [Membership Type](#) identifies the school's role in the student's education for this Membership Interval (A detailed discussion of Membership Intervals can be found later in the section for the [008 Student FTE](#) (page 102) transaction.) Three types of [Membership Type](#) exist:

- Main: for a single Membership Interval*, the main school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction; and
- Ancillary: for a single Membership Interval*, the ancillary school provides some instruction for the student, but is not responsible for managing the curriculum.
- AOI: for a single Membership Interval*, the AOI school is responsible for managing the student's curriculum and may or may not provide all of the student's instruction.

*Briefly, a Membership Interval is the period of time in this membership during which all funding-related elements remain the same. A membership will typically have one Membership Interval, but may have more than one, if many elements change during the course of that membership. Further discussion of Membership Intervals can be found later in the section for the [008 Student FTE](#) (page 102) transaction.

[Membership Type](#) establishes the primacy of the student's details. Logically, there should not be more than one concurrent "main" school, but because of different districts' submission timetables, SAIS will allow "main" schools to overlap. If the submitted membership is a "main" and the existing concurrent membership is an "ancillary", then the "main" membership's personal information elements take precedence over those already on SAIS.

The following rules apply to membership types.

1. A student may be in membership in 2 or more schools concurrently. In the vast majority of cases, however, a student is in membership in only one school during any one period of time.
2. There may be more than one main school for each Membership Interval for a student.
 - If SAIS receives more than one "main school" membership for a student during a single Membership Interval, we will warn the submitting district upon receipt of all subsequent ones, advising the submitter of the discrepancy.
 - If SAIS receives an "ancillary school" membership transaction for a student without a corresponding main school already on file, we will proceed to process the transaction.

If the enrollment transaction is reported by a AOI school and:

- If [Membership Type](#) is not "T"
 - Report the discrepancy as **ERROR** message -13037 – Membership Type not valid for specified school: AOI schools can only have AOI memberships.
 - **Solution:** Resubmit this transaction including the valid [Membership Type](#) of "T".

If the enrollment transaction is reported by a non-AOI school and:

- If [Membership Type](#) is "T"
 - Report the discrepancy as **ERROR** message -13037 – Membership Type not valid for specified school: AOI Memberships only allowed for AOI schools.
 - **Solution:** Resubmit this transaction including the valid [Membership Type](#) of "M" or "A".

All AOI enrollment transactions (membership or needs) shall be validated by the SAIS system for an enrollment in the prior year (A.R.S. § 15-808.B). Kindergarten students shall not be subjected to this validation.

If the enrollment transaction is reported and had no membership in the prior school year:

- Report the discrepancy as **WARNING** message -@@ – The student was not enrolled in a public school in Arizona, in the prior year (FY20XX). Please ensure that you have valid documentation.

All AOI Kindergarten (KG) enrollments (membership or needs) shall elicit a warning message (A.R.S. § 15-808.B).

If the KG enrollment transaction is reported:

- Report the discrepancy as **WARNING** message -@@ – Please ensure that the Kindergarten student {SAISID} has a sibling who is currently enrolled and attending the AOI program.
3. *During a single fiscal year, SAIS will retain fundamental "student" information only from the most recent main school. These **Personal Elements** are listed below.*

First Name on Legal Document	Birth Date	Tribal Name
Middle Name on Legal Document	Country of Birth Code	Hispanic/Latino
Last Name on Legal Document	State of Birth Code	American Indian or Alaskan Native
Name Extension on Legal Document	Normal Graduation Year	Asian
Nickname Student Goes By	Home Language Code	Black or African American
Last Name Student Goes By	Responsible Party's First Name on Legal Document	Native Hawaiian or other Pacific Islander
Gender Code	Responsible Party's Last Name on Legal Document	White

*All remaining elements are **Membership-Related Elements**.*

First Day of Membership	Special Enrollment Code	Previous School Entity ID
Track Number	Tuition Payer Code	Previous School Student ID
Enrollment Activity Code	Grade Level Code	Previous State Code
Student Membership FTE	Concurrent School Entity ID	Register ID
	Concurrent School Student ID	Funded District of Residence

4. *For a single Membership Interval, personal information submitted by the student's main school always overrides personal information submitted by the student's ancillary school.*

If an "add" operation for an ancillary school membership is processed before that of the main school, all submitted elements would be added to the SAIS database. However, once the main school's submission is received, all elements submitted by this main school will be added to the SAIS database, effectively overriding the earlier settings from the ancillary school.

5. *Critical personal information from the student's ancillary school, when submitted, should match those elements submitted by the main school. When there is a mismatch, the main school's data takes precedence and the ancillary school should be apprised of the discrepancy. These critical elements are:*

Gender Code	Asian
Birth Date	Black or African American
Home Language Code	Native Hawaiian or other Pacific Islander
Hispanic/Latino	White
American Indian or Alaskan Native	

001.2A.2 Student Identifiers

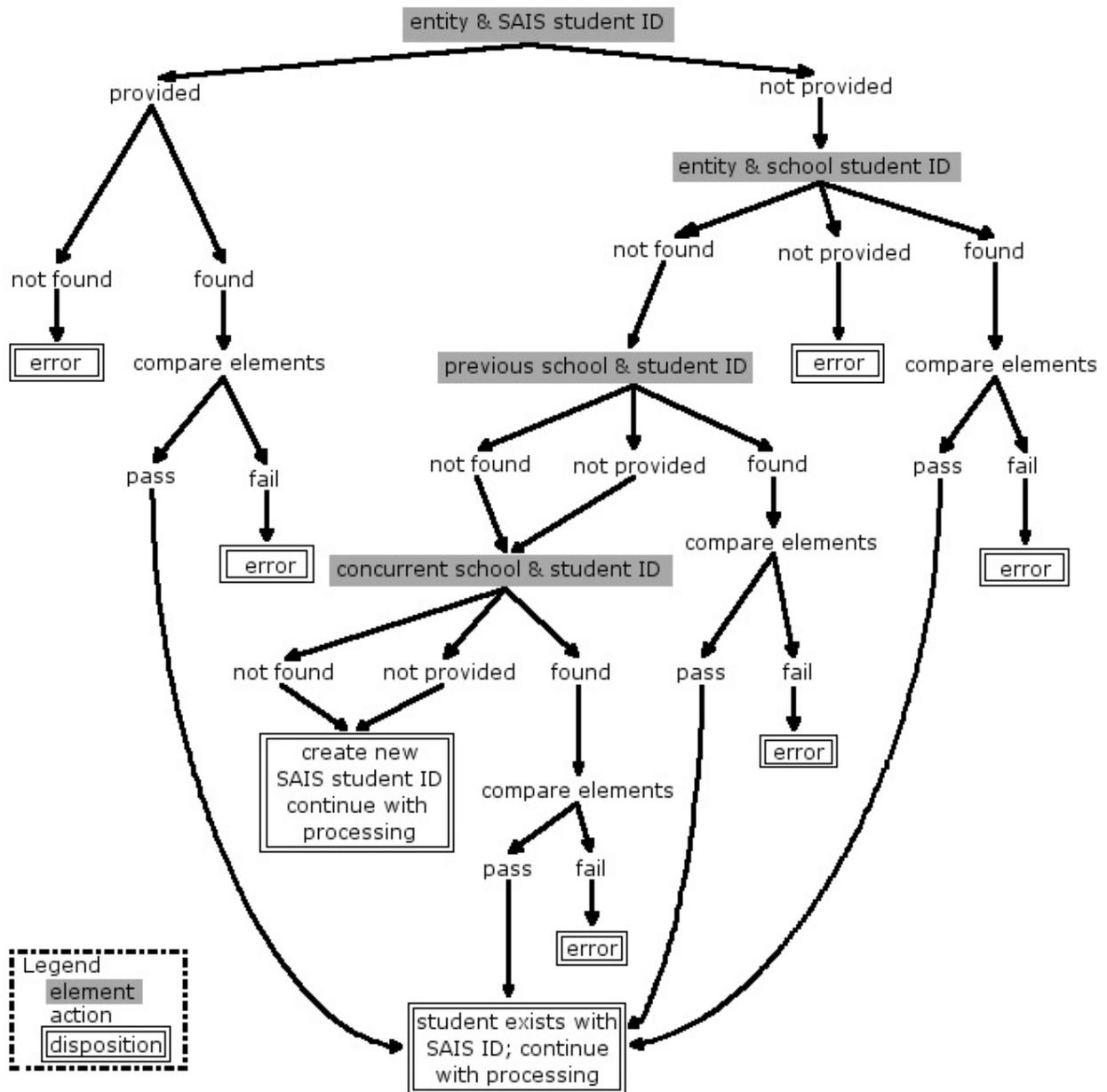


Figure 1: Determining the SAIS Student ID for Enrollment Transaction

The above diagram depicts how to find an existing SAIS Student ID for the *001 Student Enrollment* (page 9) transaction.

A new *001 Student Enrollment* (page 9) allows up to four sets of student identifiers on the transaction. If the submitted identifiers* point to different students on the SAIS database, SAIS will reject the transaction.

- * Except for previous student information; see *001.2A.2.3 Previous school student information* (page 24).

Note the following difference between the process for New Membership (defined as students new to the Arizona SAIS system — some, but not all, *001 Student Enrollment* (page 9) transactions with Enrollment Activity Code = E3, E6, E11, and E15) and that for all other transactions.

- Optionality of identifiers

Table 3: New Membership Optionality of Identifiers

Element	Description	Student Enrollment transaction for New Membership	All other transactions
School Student ID	school-generated student identifier	required	optional
Student ID	ADE-generated student identifier	optional	required

- A new SAIS-generated student identifier (Student ID) can only ever be generated for a New Membership. As stated above, a New Membership would be a student with an Enrollment Activity Code of E3 or E6; some E11's or E15's might be eligible as well (if he or she was never a student in Arizona before going to the detention facility).
- The SAIS-generated student identifier is required for the *001 Student Enrollment* (page 9) when Enrollment Activity Code is not E3 or E6 or E11 or E15 and the student is not new to Arizona.
- The SAIS-generated student identifier is required for all other transactions not covered above.
- Only *001 Student Enrollment* (page 9) collects previous school information.
- Only *001 Student Enrollment* (page 9) collects concurrent school information.

001.2A.2.1 SAIS Student ID

Student ID is the ADE-generated SAIS student identifier. It is an optional field in this transaction and should not contain information if the student has never previously been in membership in the Arizona school system. When the submitting entity has populated this field but that information is not found in the SAIS student database, SAIS should reject the transaction and advise the submitter of the discrepancy. Additionally, if the field is populated but the corresponding student in the SAIS student database is an obvious mismatch with the submitted elements, SAIS must advise the submitter of that fact without divulging any identifying information about the other student. The notion of the restriction here is to subdue generation of a new student ID, deterring duplicate student information and, more importantly, to protect the identity and privacy of every student reported to ADE.

 **Note:** The SAIS Student identifier should be present in all transactions other than *001 Student Enrollment* (page 9) "add" operation and the *005 Student Personal Information* (page 76) "add" operation. Whenever it is missing, ADE will advise the LEA, who must then investigate why the SAIS identifier is not being used.

If Student ID has been submitted then

- Get the **most recent occurrence** of this Student ID on the SAIS database.
- If there is a main and one or more ancillary memberships for the same Membership Interval, get the main membership.
- If the ID is **not** found in the Student Details table, then:
 - Report the discrepancy as: **ERROR** message -9010.
 - **Solution:** Resubmit this transaction, with the correct SAIS Student ID.
- Else, if the ID **is** found in the Student Details table, then:
 - Perform **Compare students**, in the **Transaction Requirements: Integrity Checking Processes** document, using submitted elements and the SAIS database's most recent student catalogue of characteristics.
 - If the student described in this transaction does **not** match the student identified by this Student ID in the SAIS database, then:
 - Report the discrepancy as: **ERROR** message -9011.
 - **Solution:** Resubmit this transaction, with the correct SAIS Student ID.
 - *DO NOT CONTINUE*
 - Else, if there **is** a match, then:

- If there are only non-essential discrepancies between the other membership and this one,

Issue an informational message

- Report the possible discrepancy as: **INFORMATION** message -411012.
- If this edit ended successfully (no severity level of ERROR), then:
 - Set Student Details table from Student ID.

Else, If Student ID has **NOT** been submitted and Activity Code is **NOT** = E3 or E6 or E11 or E15

- Report the discrepancy as: **ERROR** message -11053.
- **Solution:** Resubmit this transaction, with the correct SAIS Student ID.

001.2A.2.2 School Student ID

Processing for this section is similar to that performed above in [001.2A.2.1 SAIS Student ID](#) (page 23), making the following substitutions:

- Instead of message -9010, use message -11054.
- Instead of message -9011, use message -11040.
- Use message -411012 again here.

The steps required are described below.

1. Check SAIS for prior existence of Entity + School Student ID. Get the most recent row.

- Case a. If the submitted Entity ID + School Student ID is found on SAIS, do a comparison between the submitted elements and those on SAIS.
- Case b. If the submitted Entity ID + School Student ID does not already exist in SAIS, a "no hit" is okay. There is nothing to compare – there is no prior evidence of this student on SAIS.

2. Complete this validation depending upon the outcome of Step 1.

- Case a. If SAIS student ID does not already exist in SAIS, then:
 - If Student ID (the SAIS-generated student identifier) was not submitted:
 - Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level ERRORS (process [001.3A Add Enrollment](#) (page 40)).
- Case b. if the matching between the submitted elements and those found on SAIS failed,
 - Issue an error.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from School Student ID.

001.2A.2.3 Previous school student information

- Previous School Entity ID should identify the most recent other Arizona school this student attended.
- Previous School Student ID should contain the student ID assigned by the school listed in Previous School Entity ID.



Note: Neither Previous School Entity ID nor Previous School Student ID will be populated to the SAIS database. When a previous school is an Arizona school, **these two elements are used only to find the previous SAIS student identifier** if one has already been issued. When the previous school is outside Arizona, these elements have no relevance to SAIS.

- Previous State Code identifies the state in which the most recent other school this student attended is located.



Note: Previous State Code is used for mobility studies done by ADE's Research & Evaluation group. It will be populated on SAIS.

If only **ONE OF** Previous School Entity ID and Previous School Student ID was submitted, then:

- Report the discrepancy as: **WARNING** message -211003.
- **Solution:** No action necessary; this information is optional.

If the student previously attended school in Arizona, we will attempt to find the SAIS ID issued to this student based on the previous school student information provided here.

If Previous State Code was not submitted

- Set Previous State Code to "ZZ".

If Previous State Code = AZ

- If Previous School Entity ID and Previous School Student ID have both been submitted, then:

together, these conditions signify that the previous school is inside Arizona

- If Previous School Entity ID is **not** found in the Student database, then:

Arizona school not on SAIS database

- Report the discrepancy as: **WARNING** message -211008.
- **Solution:** Resubmit the *001 Student Enrollment* (page 9) transaction with the correct Previous School Entity ID, Previous School Student ID, and, possibly, Previous State Code, should be submitted.
- Else, if Previous School Entity ID + Previous School Student ID is **not** found in the Student database, then:

student not found on SAIS database

- Report the possible discrepancy as: **WARNING** message -211001.
- **Solution:** This student will be sent to SAIS's Matching Queue, where ADE will attempt to match the incoming transaction to the student previously added to the SAIS database.



Note: If there is not a reasonable match, report back to the school that their new student doesn't match an existing student in SAIS without divulging information on the existing student. If there is a reasonable match, use the existing SAIS student ID. If there is not a reasonable match OR if there is no previous student, generate a new SAIS ID. For further information, see section **Compare students** in the **Integrity Checking Processes** document.

- Else, if Previous School Entity ID + Previous School Student ID is found, then:
 - Get the most recent occurrence
 - *SAIS must attempt to verify that the student in this new transaction is the same person as the student with that School Student ID already on SAIS. SAIS will do a reasonability check on birth, gender, etc.*
 - Perform **Compare students** (see above note) using the SAIS student ID.
 - If the submitted details **match** the existing student's details on the SAIS database,
 - Use the existing SAIS student ID for this submitted transaction
 - Report this as: **INFORMATION** message -411001.
 - Else if the submitted details **DO NOT match** the existing details on SAIS,
 - Report the possible discrepancy as: **WARNING** message -211002
 - If all remaining edits end successfully (no **ERRORs** or **FATALs**),
 - Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level **ERRORs** (process *001.3A Add Enrollment* (page 40)).

If this edit ended successfully (no severity level of **ERROR**), then:

- If Previous State Code is not "ZZ"



Note: Previous State Code was already verified in Step 1: [001.1.2 Allowed code values](#) (page 17).

- Set Student Details table from [Previous State Code](#).

001.2A.2.4 Concurrent student information

Concurrent school information consists of the following elements.

- *Concurrent School Entity ID should identify another Arizona school this student attends at the same time as this submitted membership. If the student is in membership in more than two Arizona schools concurrent with this submitted Student Enrollment, then Concurrent School Entity ID should contain the most significant other Arizona school the student attends concurrently.*
- *Concurrent School Student ID should contain the student ID assigned by the school identified in Concurrent School Entity ID.*

Neither Concurrent School Entity ID nor Concurrent School Student ID will be populated to the SAIS database. These two elements are used to find the previous SAIS student identifier if one has already been issued, to verify that the two memberships refer to the same person, and to establish the primacy of the student's details, which is driven by Membership Type (e.g., if the submitted membership is a "main" and the existing concurrent membership is an "ancillary", then the submitted membership's personal information elements take precedence over those already on SAIS; for additional information, see section [001.2A.1 Membership Type](#) (page 20)).

Processing for this section is similar to that performed above in [001.2A.2.3 Previous school student information](#) (page 24), making the following substitutions:

- *Instead of message -211008, use message -211004.*
- *Instead of message -211001, use message -211005.*
- *Instead of message -411001, use message -411002.*
- *Instead of message -211002, use message -211006.*
- *Instead of message -211003, use message -211007.*

The steps required are described below.

1. *Check SAIS for prior existence of concurrent entity + concurrent school student ID. Get the most recent row.*
 - *Case a. If the submitted concurrent entity + concurrent school student ID is found on SAIS, do a comparison between the submitted elements and those on SAIS.*
 - *Case b. If the submitted concurrent entity + concurrent school student ID does not already exist in SAIS, a "no hit" is okay. There is nothing to compare – there is no prior evidence of this student on SAIS.*
2. *Complete this validation depending upon the outcome of Step 1.*
 - *Case a. If SAIS student ID does not already exist in SAIS, then:*
 - *If Student ID (the SAIS-generated student identifier) was not submitted:*

Set a flag to issue a new SAIS student identifier at the end of processing provided there are no severity level ERRORS (process [001.3A Add Enrollment](#) (page 40))
 - *Case b. if the matching between the submitted elements and those found on SAIS failed,*
 - *Issue an error.*

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from [School Student ID](#).

001.2A.3 Membership Scenarios

The following cases illustrate just some of the different scenarios that will occur with memberships with regard to student identifiers.

1. Last SAIS row has an earlier fiscal year than the submitted First Day of Membership. This is a new membership.
Populate all remaining elements: Personal Elements (see [001.2A.1 Membership Type](#) (page 20), item 3) and Membership Elements (see [001.2A.1 Membership Type](#) (page 20), item 3).
2. New transaction is a "main" membership and another "main" membership already exists on SAIS for this student this fiscal year.
Report the discrepancy as: **WARNING** message -11052 and **WARNING** message -211011.
Populate all remaining elements: Personal Elements and Membership Elements.
Solution: There are many possibilities. If the SAIS row is for the wrong student, it must be deleted and resubmitted for the correct student. If the submitted transaction's student identifiers, or First Day of Membership is wrong, this information must be deleted and this transaction resubmitted. If the submitted transaction's Membership Type or the SAIS row's Membership Type is incorrect, this information can be corrected by using a [006 Student Membership Change](#) (page 87) transaction to fix the appropriate data.
3. Membership received after previous membership and withdrawal for this fiscal year. This is OK except it should be a [002 Student Readmission](#) (page 45); submitter sent more information than required.
Populate all remaining elements: Personal Elements and Membership Elements.
4. Membership received after previous membership in the same school for this fiscal year. No withdrawal on file for previous membership.
Report the discrepancy as: **ERROR** message -11052.
Populate all remaining elements: Personal Elements and Membership Elements.
Solution: If the SAIS row is for the wrong student, it must be deleted and resubmitted for the correct student. If the submitted transaction's student identifiers, Membership Type or First Day of Membership is wrong, this information must be deleted and this transaction resubmitted.
5. Membership received for a more recent First Day of Membership than already on SAIS for the same fiscal year. Submitted membership is an ancillary school. Membership on SAIS is a main school.
Personal information from an ancillary school does not take precedence over that from a main school. Update only the membership-related elements.
If any of the submitted personal information elements are different than those on file, SAIS will issue an informational message stating that ancillary school's elements were not applied since a main school already exists on SAIS for the fiscal year.
6. Retroactive membership for main school received. Main school membership is already on SAIS for this fiscal year, but for a more recent First Day of Membership.
Transaction will be rejected. Retroactive memberships in an existing school are not accepted by SAIS, as this would cause an overlapping membership since the withdrawal date cannot be specified on the [001 Student Enrollment](#) (page 9) transaction. The later membership would have to be deleted, and both memberships resubmitted in the order in which they occurred.
7. Membership for main school received. A membership is already on SAIS for the fiscal year, but for an earlier First Day of Membership.
Personal information from the most recent main school in a fiscal year takes precedence. Populate all remaining elements: Personal Elements and Membership Elements.
8. Retroactive membership received that is from an earlier fiscal year than the most recent membership on SAIS.
Personal information from an earlier fiscal year does not take precedence over that from a later fiscal year. Update only the Membership Elements, provided the fiscal year fits the criteria stated in section [Changes to prior years' data](#) in chapter [Membership](#).
9. Membership received that is from a more recent fiscal year than the most recent membership on SAIS.
Personal information from the most recent fiscal year takes precedence, regardless of school type. Populate all remaining elements: Personal Elements and Membership Elements.

001.2A.4 Track Number

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

- Set **Fiscal Year** to the fiscal year identified by the First Day of Membership.

If the school has more than one track for the fiscal year of this membership, the track in which this student is enrolled must be identified.

If Track Number is **not** submitted

- If school has more than one track for this **Fiscal Year** then:

Track Number is missing

- Report the discrepancy as **ERROR** message -9008.
- **Solution:** Resubmit this transaction including the valid Track Number.
- Else, if school has **zero or one** track for this **Fiscal Year**:
 - If First Day of Membership < the first day OR > the last day of school for this school, then:
 - Report the discrepancy as **ERROR** message -9016.
 - **Solution:** Resubmit this transaction including the valid First Day of Membership.

Else, if Track Number is submitted

- If Track Number is not valid for this Entity ID for this **Fiscal Year** then:

not a valid Track Number for this school during this school year

- Report the discrepancy as **ERROR** message -9007.
- **Solution:** Resubmit this transaction including the valid Track Number.
- *The First Day of Membership must be within the school's calendar for the fiscal year of this transaction. If the school has more than one track, the date must fall within the calendar for the stated Track Number for the year.*
- If (First Day of Membership < the LEA's school year start date OR > the LEA's school year end date) for this Track Number for this **Fiscal Year** then:
 - Report the discrepancy as **ERROR** message -9016.
 - **Solution:** Resubmit this transaction including the valid First Day of Membership.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from Track Number.

001.2A.5 First Day of Membership

If First Day of Membership is not a valid session day (for this Track Number), then:

LEA has submitted a membership starting on an invalid date.

- Report the discrepancy as: **ERROR** message -9016.
- **Solution:** Fix the calendar or let this reject and resubmit with the correct membership date.

Pre-FY2009: If the school is identified as a Technology Assisted Project Based Instruction (AOI) school, then the track number must be "0".

FY2009: All AOI student records shall be treated as a standard school and have a Track Number of non-zero.

If Track Number is **not** "0"

- Report the discrepancy as **ERROR** message -9007 – Invalid Track Number.
- **Solution:** Resubmit this transaction including the valid Track Number.

If the school is identified as a non-Technology Assisted Project Based Instruction (AOI) school, then the track number must be non-zero.

If Track Number is **not** non-zero

- Report the discrepancy as **ERROR** message -9007 – Invalid or Missing Track Number.
- **Solution:** Resubmit this transaction including the valid Track Number.

001.2A.5.1 First Day of Membership / Calendar

Determine if this transaction is for the current fiscal year or a previous fiscal year. If LEA has submitted a transaction for a previous fiscal year, issue an informational message.

If First Day of Membership < current fiscal year start (for this Track Number), then:

LEA has submitted a transaction for a prior fiscal year.

- Report the possible discrepancy as: **INFORMATION** message -411003.
- **Solution:** None required.

Else, if First Day of Membership > current fiscal year end (for this Track Number), then:

LEA has submitted a transaction for a future fiscal year: this is not allowed in SAIS.

- Report the discrepancy as: **ERROR** message -11044.
- **Solution:** If the First Day of Membership is in error, this transaction must be resubmitted with the correct First Day of Membership. If the First Day of Membership is correct, the submitter must wait to submit this transaction until after the correct fiscal year has begun.

001.2A.5.2 First Day of Membership / valid membership



Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error. Logically, the only time this problem can occur is when an SAIS receives for the same student with {key noted above}: A) an membership "add" operation; B) a withdrawal "add" operation; C) a readmission "add" operation; D) a withdrawal "delete" operation.

Perform this section for current and past memberships (i.e., only if the Student Details table is not dated in the future).

A new membership requires that there be no existing membership on file for this student during the **Fiscal Year** specified by the First Day of Membership. If a [001 Student Enrollment](#) (page 9) transaction has been submitted when a [002 Student Readmission](#) (page 45) is more appropriate, SAIS will accept the transaction, provided the submitted First Day of Membership is more recent than the membership already on SAIS for the relevant **Fiscal Year**.

Find **all** Memberships for (Entity ID + Student ID {+ Track Number} + {**Fiscal Year** of First Day of Membership}).

Perform the following edit for every Membership that was found above.

A prior membership or readmission exists.

- If Student Details table contains **the same as** this transaction First Day of Membership, then:

duplicate membership/readmission has been submitted.

- Report the discrepancy as: **ERROR** message -11043
- **Solution:** If the First Day of Membership is incorrect, resubmit this transaction with the correct information.
- Else, if Student Details table contains a date that is **more recent than** the transaction First Day of Membership, then:

the submitted membership is retroactive to an membership already on SAIS for the fiscal year

- Report the discrepancy as: **ERROR** message -11045.

- **Solution:**

- If this First Day of Membership is correct, the more recent membership on SAIS must be deleted and this transaction resubmitted.
- If the First Day of Membership on SAIS is incorrect, that must be deleted. Then, the first of these memberships must be resubmitted, followed by the next most recent.
- Else, if Student Details table contains a date that is **earlier than** the transaction First Day of Membership, then:

the submitted membership is subsequent to one already on SAIS for the fiscal year; this transaction should be a readmission, not an membership
- If a withdrawal is **not** found for this earlier membership, then:

no withdrawal found for the prior membership on SAIS; it's still active

 - Report the discrepancy as: **ERROR** message -11047.
 - **Solution:** Submit the *003 Student Withdrawal* (page 58) to create the required condition on SAIS to precede this membership. Then resubmit this transaction after that has been done.)
- Else, if a withdrawal **is** found for this earlier membership, then:

withdrawal was found for the prior membership on SAIS

 - Set a flag for edit *001.2A.11 Enrollment Activity Code* (page 35) to issue warning that this Enrollment Activity Code should probably be one relevant to a readmission.

001.2A.5.3 Set First Day of Membership

If the above 2 edits both ended successfully (no severity level of ERROR), then:

- Set the Student Details table from First Day of Membership.

001.2A.6 LEA / grade combination

Offered grade information is the responsibility of each LEA who, via a WEB interface provided by ADE, should identify what grade levels they teach.

Validate in the Student database that this LEA offers the specified grade level. The submitted transaction cannot be processed if the grade is not offered at this LEA.

If Grade Level Code **not** found in the Enterprise table for this EntityID and **Fiscal Year**, then:

This LEA does not offer or is not allowed to teach this grade.

- Report the discrepancy as: **ERROR** message -11048.
- **Solution:** If the new grade level is incorrect, this transaction must be resubmitted with the correct information. If the LEA actually does offer this grade in the **Fiscal Year**, the Enterprise table must be fixed and then this transaction may be resubmitted.

001.2A.7 Age / grade combination

Age/grade discrepancies generate informational messages only during the transaction processing stage. Since birth date changes are submitted separately from grade changes, we must allow anomalies to exist simply to get the correct information into the database. (For example, say SAIS rejects a birth date change because it creates grade/age anomalies for memberships for this student already on the SAIS database, then SAIS also would reject the grade change because it too creates grade/age anomalies for these same memberships.)

*For example, if entry date is less than the earliest birth date for funding eligibility, SAIS will accept those dates and only include eligible days when calculating ADM. Grade, age, and date of entry to the country will be synchronized later before the funding process. See the section **Synchronize grade/age** in *the Integrity Checking Processes* document for details.*

Beginning in FY2005, SAIS will perform the same age/grade validations for all students, regardless of the subject area (regular instruction, special education SPED, language, support programs, etc.) except if the tuition payer indicates that the student is privately paid. The following table depicts age/grade validations.

Private Paid Tuition Rule: If tuition payer code is privately paid or foreign exchange, do not perform additional age validations. Report the student transaction as **INFORMATION** message -411015 Student payer code is privately paid or foreign exchange. No age checks performed.

Table 4: Age Validations for Funding Purposes

Grade/Age	Age Validation	Stipulations
PS – enter *	Must be within 90 days of his/her third birthday (A.R.S. § 15-771.G)  Note: SPED Federal Funding Student will only be included in the Dec 1 Federal Count if they have reached the age of 3 by Dec 1. (34 CFR § 300.701.)	<ul style="list-style-type: none"> • Membership (ADM) Must have an active SPED Program Service with one or more of HI, VI, PSD, SLI, and DD at some point during the school year. • Membership (ADM) Student can be enrolled prior to 90 days before his/her 3rd birthday, but will not generate ADM funding until he/she is within 90 days of his/her third birthday. • SPED Can only be entered in a SPED program when the student reaches this age
PS – exit *	Must be less than 5 years old before Sept. 1 st (A.R.S. § 15-821.C/A.R.S. § 15-771.G)	<ul style="list-style-type: none"> • Cannot be in PS if turns 5 years old before Sept. 1st
KG	Must be 5 years old by Jan. 1 st (A.R.S. § 15-821.C)	<ul style="list-style-type: none"> • A KG student may enter half-day or full-day kindergarten if 5 by January 1st.
UE	Must be 5 years old by Jan. 1 st ADM funding stops the day student turns 22 years old (A.R.S. § 15-821.C and A.R.S. § 15-901.A.2. (b) (i))	<ul style="list-style-type: none"> • If student is KG age, he/she must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR or VI) • Starting in FY2006, UE can only be reported for a KG age student who has a valid Group B SPED service.
1 st through 12 th Grade and US	Must be 6 years old by Jan. 1 st ADM funding stops the day student turns 22 years old (A.R.S. § 15-821.C)	<ul style="list-style-type: none"> • Starting in FY2006, US is no longer a valid grade code.
* Charter Schools cannot claim ADM or SPED for PS students * Preschool students are not eligible for participation in Language Programs * 'by' includes the designated date (eg, by Jan 1 st includes Jan 1 st)		

- Use the **Fiscal Year** identified in the earlier edit [001.2A.4 Track Number](#) (page 28).
- Use the Track Number for schools having more than one track during the relevant **Fiscal Year**.
- Calculate the **age-to-school-start** in whole months. If this membership occurred after the regular school year start, calculate the child's age not on the school year start date but on the child's First Day of Membership.
 - *If this membership occurred after the regular school year start, calculate the child's age on the date of membership.*
 - If First Day of Membership is > the LEA's school year start date for the relevant **Fiscal Year**, then:
 - **age-to-school-start** =
 - Birth Date – First Day of Membership.
 - *If this membership occurred after the regular school year start, calculate the child's age on the school year start date for the Track Number specified in the transaction.*

- Else,
 - **age-to-school-start** =
 - Birth Date – the school year start date for the relevant **Fiscal Year**.
- Calculate the **age-to-Sept-1st** in whole months. First Day of Membership is irrelevant to this calculation.
 - **age-to-Sept-1st** =
 - Birth Date – September 1st of the relevant **Fiscal Year**.
- Calculate the **age-to-Jan-1st** in whole months. First Day of Membership is irrelevant to this calculation.
 - **age-to-Jan-1st** =
 - Birth Date – January 1st of the relevant **Fiscal Year**.

(Preschool, rule 1) Student must be less than 5 years old by September 1st to attend Preschool. Otherwise, student will not generate funding.

If Grade Level Code = preschool then

- If **age-to-Sept-1st** > 60 months then (A.R.S. § 15-821.C)
 - Report the discrepancy as **INFORMATION** message -411004.

(Preschool, rule 2) Student must be at least 3 years minus 90 days old by his First Day of Membership to attend Preschool. Otherwise, student will not generate funding.

If Grade Level Code = preschool then

- If **age-to-school-start** < (3 years minus 90 days) (A.R.S. § 15-771.G), then:
 - Report the discrepancy as **INFORMATION** message -411005 Student must be within 90 days of their third birthday to be eligible for funding (A.R.S. § 15-771.G).

 **Note:** For preschoolers, only those who are currently receiving services for a Special Education SPED Group B disability are eligible to generate funding. Since SAIS will not know the student's current Needs at this point, the Preschool handicapped validation be performed in Integrity, after districts begin submitting the Needs data to SAIS and before ADM is calculated.

(Kindergarten) Student must be at least 5 years old by January 1st of the current school year to attend Kindergarten. Otherwise, student will not generate funding.

 **Note:** A KG student may enter half-day or full-day kindergarten if 5 by January 1st.

If Grade Level Code = kindergarten then

- If **age-to-Jan-1st** =< 60 months then [A.R.S. § 15-821.C]
 - Report the discrepancy as **INFORMATION** message -411006.

(Grades 1 and higher) Student must be at least 6 years old by January 1st of the current school year to attend grades higher than Kindergarten. Otherwise, student will not generate funding. Exception: A KG-age child MAY receive ADM funding for grade UE if he's got an active SPED Group B service.

If Grade Level Code = UE then

- Report the discrepancy as **WARNING** message -211015 – “Ungraded Elementary (UE) cannot be submitted unless student has Group B SPED participation and is of KG age.”

If Grade Level Code >= first grade (but not UE) then

- If **age-to-Jan-1st** =< 72 months then [A.R.S. § 15-821.C]

- Report the discrepancy as **INFORMATION** message -411007.

If this *001 Student Enrollment* (page 9) is generating a completely new student on the SAIS database, then:

the flag was set in 001.2A.2.2 School Student ID (page 24) or in 001.2A.2.3 Previous school student information (page 24).

- continue processing.

Else, if this *001 Student Enrollment* (page 9) is already on the SAIS database, then:

the student already exists on the SAIS database

- If the submitted Birth Date is different from the birth date on the Student Details table, then:

- Report the discrepancy as **ERROR** message -11046.

Solution:

- If the birth date on SAIS is incorrect, a *005 Student Personal Information* (page 76) transaction including the correct Birth Date must be submitted, then this *001 Student Enrollment* (page 9) transaction may be processed.
- If the birth date on SAIS is correct, this *001 Student Enrollment* (page 9) transaction may be resubmitted with the correct Birth Date.

If both this edit and the edit in *001.2A.6 LEA / grade combination* (page 30) ended successfully (no severity level of ERROR), then:

- Set Student Details table from Grade Level Code

Set Student Details table from Birth Date

Set Student Details table from First Day of Membership

Set Student Details table from **Fiscal Year** calculated in *001.2A.4 Track Number* (page 28).



Note: Setting prior grade membership end date(s): Since this is an enrollment or readmission, there is no need to "close out" any prior grade membership for this student during this timeframe, because none will exist on file.

If Grade Level Code is "KG" or "01" and Birth Date falls between September 2nd and January 1st,

This child did not reach the normally required admission age by September 1st, so he must be an exception; district must be able to justify in an audit that this child met the exception criteria as identified in A.R.S. § 821.C

- Report the possible discrepancy as **INFORMATION** message -411015.
- **Solution:** None required.

001.2A.8 Country & State of Birth

*Both Country of Birth Code and State of Birth Code are optional. If Country of Birth Code is not provided, ADE will assume that the student was born in the United States. State of Birth Code may be populated, only if it is a valid value for a state or territory of the United States as recognized by the United States Postal Service (the table used by ADE appears in **Transaction Code Values** document).*

Ignore this edit if this is an ancillary school membership.

- If Country of Birth Code has **not** been submitted then
 - Set Country of Birth Code to "US".

("US" is the value for the United States of America)

- If State of Birth Code has **not** been submitted then
 - Set State of Birth Code to "ZZ".
 - ("ZZ" is the value for "Not a US state, territory, or Armed Forces or other holding".)
- If Country of Birth Code contains "US" or "UM"

("UM" is the value for the United States Minor Outlying Islands)

 - If State of Birth Code is "ZZ" then

submission shows that the student was born in the USA but the submitted state is not a US state, territory, or holding

 - Report the discrepancy as: **ERROR** message -11007.
 - **Solution:** This transaction including the correct combination of Country of Birth Code and State of Birth Code must be submitted.
- Else, if Country of Birth Code contains **any value other than** "US" or "UM"
 - If State of Birth Code contains **any value other than** "ZZ" then

submission shows that the student was born outside the USA (including its states, territories and holdings) BUT then shows that the student was born in a US state, territory, or holding

 - Report the discrepancy as: **ERROR** message -11037.
 - **Solution:** This transaction including the correct combination of Country of Birth Code and State of Birth Code must be submitted.
- If this edit ended successfully (no severity level of ERROR), then:
 - Set Student Details table from Country of Birth Code
 - Set Student Details table from State of Birth Code

001.2A.9 Student Membership FTE

For more information on the Student Membership FTE, see the section on the [008 Student FTE](#) (page 102) transaction.

If Student Membership FTE < 1.0, then:

 **Note:** This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE** in the **Integrity Checking Processes** document.

- Report the possible discrepancy as: **INFORMATION** message -411008.
- **Solution:** If the student's full-time equivalency is incorrect as submitted here, a [008 Student FTE](#) (page 102) transaction must be submitted with the correct Student Membership FTE information.

Set temporary element called "**Full-Time**", representing the maximum full-time equivalency value allowed for this student, given the schools he attends during this membership time frame.

- If any of the concurrent memberships are for a vocational technological district (e.g., EVIT or NAVIT) or for a vocational technology-participating district (e.g., Mesa Unified School District), set **Full-Time** to 1.25.
- For all other combinations, set **Full-Time** to 1.00.

Calculate temporary element called "**FTE-sum**", the student's total FTE for all memberships during this membership time frame.

- Get all membership FTE values related with all Memberships concurrent with this transaction membership's Membership Interval.
- Calculate **FTE-sum** as the sum of all Student Membership FTE's for all of the Membership FTE values identified above.

If **FTE-sum** > **Full-Time**, then:

 **Note:** This might not be an error; if it is a discrepancy, it will be cleared up later. See section **Synchronize FTE** in the **Integrity Checking Processes** document.

- Report the discrepancy as: **INFORMATION** message -411009.
- **Solution:** If the student's full-time equivalency is incorrect as submitted here, a *008 Student FTE* (page 102) transaction must be submitted with the correct Student Membership FTE information.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table to "FTE"
- Set Student Details table from Student Membership FTE
- Set Student Details table from First Day of Membership
- Set Student Details table from **Fiscal Year** calculated in *001.2A.4 Track Number* (page 28)

 **Note:** Setting prior Membership FTE value end date(s): Since this is an enrollment or readmission, there is no need to "close out" any prior FTE for this student during this timeframe, because none will exist on file.

001.2A.10 {Paragraph Removed}

001.2A.11 Enrollment Activity Code

ER/WR (Register Transfers)

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register to another during a single school year, use the *009 Student Grade Transfer* (page 116) transaction.

[Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.]

In SAIS, regardless of the Register ID to which the child is assigned, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code values 2 and 3) for every day of his membership. This is accomplished with the *010 Student Payer Factors* (page 129) transaction.

The following edit should be done when adding a membership row.

If the readmission flag was set earlier in the edit *001.2A.5.2 First Day of Membership / valid membership* (page 29), then:

If student was previously in membership in and withdrawn from this same school during this school year, this should be a readmission.

- If the Withdrawal Activity code is eligible for a readmission, then:
 - Report the discrepancy as: **WARNING** message -211009
 - **Solution:** Change the Enrollment Activity Code to a Readmission Activity Code using a *006 Student Membership Change* (page 87) transaction.
- If the withdrawal Activity code is not eligible for a readmission, then:
 - Report the discrepancy as: **ERROR** message -11049
 - **Solution:** Change the previous Withdrawal Activity Code using a *003 Student Withdrawal* (page 58) transaction and then resubmit this transaction (preferably as a readmission, not an original membership).

Else, if Enrollment Activity Code is **not** a value relevant to original membership (see the Activity Codes starting with an "E" in **Transaction Code Values** document), then:

- Report the discrepancy as: **ERROR** message -11038
- **Solution:** Resubmit this transaction with the correct Enrollment Activity Code.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table to Enrollment Activity Code.

If the Enrollment Activity Code is “EK”:

- The mid-year track change via a WK and EK must result in a different track number. The enrollment transaction with an EK activity coded must have a different track number than in the most recent WK transaction. The grade value of the EK enrollment can be different from the grade in the WK withdrawal.



Note: Full-day absence on the first day of a mid-year track change (EK) is not allowed.

- Report the discrepancy as:
- **ERROR** message -11064: The track number for activity code EK must be different from the track number specified in the previous activity code WK.

001.2A.12 DOR, tuition payer, & special enrollment

*Each of these elements has a strong bearing on the others. Of these, Special Enrollment Code is the only optional element. The vast majority of student memberships will have no special enrollment as defined in SAIS (as of 7/1/1999, values are CEC-A, CEC-B, and open enrollment). The relevant statutes for these elements are referenced or excerpted below. Further information can also be found at the end of this document, in section **Synchronize DOR, tuition payer, and special enrollment**, located in the **Integrity Checking Processes** document.*

A.R.S. § 15-824.A is the relevant statute for special enrollments. The entire statute can be found in the section referred to above.

A.R.S. § 15-824.E is the relevant statute for tuition payers. The entire statute can be found in the section referred to above.

A.R.S. § 15-823.C is the relevant statute for governing boards.



Note: A.R.S. § 15-823 Admission; residents of other school districts; nonresidents of this state; tuition

C. The governing board shall admit children who are residents of the United States but are nonresidents of this state without payment of tuition if evidence indicates that the child's physical, mental, moral or emotional health is best served by placement with a grandparent, brother, sister, stepbrother, stepsister, aunt or uncle who is a resident within the school district, unless the governing board determines that the placement is solely for the purpose of obtaining an education in this state without payment of tuition.

A.R.S. § 15-823.D is the relevant statute for foreign exchange students.



Note: A.R.S. § 15-823 Admission; residents of other school districts; nonresidents of this state; tuition

D. The governing board may admit nonresident foreign students who are in exchange programs without payment of tuition or as it may otherwise prescribe.

If Funded District of Residence **not** found in *Entity* table in Student database then

- Report the discrepancy as: **ERROR** message -11050.
- **Solution:** This transaction including the correct Funded District of Residence must be submitted.

Else, if DOR is found, then:

- Proceed with the more complex validation on the combination of DOR, Tuition Payer Code, and Special Enrollment Code.
- *This process is described in the section **Synchronize DOR, tuition payer, and special enrollment** in the **Integrity Checking Processes** document. Additional information can be found in the description of the [010 Student Payer Factors](#) (page 129) transaction, particularly in sections [010.2A.4.1 Special Enrollment](#) (page 137) and [010.2A.4.2 Tuition Payer](#) (page 140)*

If Funded District of Residence (DOR) in a AOI enrollment record (membership or needs) is not from a public district or charter school:

- Report the discrepancy as WARNING message -@@ – The enrollment record does not come from a public district or charter school. Please ensure that this is correct.
- **Solution:** Resubmit transaction with correct Funded District of Residence.

If this edit ended successfully (no severity level of ERROR), then:

create one or two payer factors: one for tuition payer and, if submitted, one for special enrollment

- Set Student Details table to "tuition payer".
- Set Student Details table from Tuition Payer Code.
- Set Student Details table from First Day of Membership
- Set Student Details table from **Fiscal Year** calculated in [001.2A.4 Track Number](#) (page 28).
- Set Student Details table to "special enrollment"
- Set Student Details table from Special Enrollment Code.
- Set Student Details table from First Day of Membership
- Set Student Details table from **Fiscal Year** calculated in [001.2A.4 Track Number](#) (page 28).
- If a SdDistrictsOfResidence already exists on SAIS for this student AND its residence entity identifier is **different** from the submitted Funded District of Residence, then:

- Update the DOR already on SAIS
 - Set Student Details table to (First Day of Membership – 1 day)
- Create a new DOR
 - Set Student Details table from Funded District of Residence
 - Set Student Details table from First Day of Membership
 - Set Student Details table to **Fiscal Year** calculated in [001.2A.4 Track Number](#) (page 28).



Note: Setting prior payer factor end date(s): Since this is an original membership or readmission, there is no need to "close out" any prior payer codes for this student during this timeframe, because none will exist on file.

001.2A.13 All other elements

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

- Set Student Details table from First Name on Legal Document.
- Set Student Details table from Middle Name on Legal Document.
- Set Student Details table from Last Name on Legal Document.
- Set Student Details table from Last Name Student Goes By.
- Set Student Details table from Tribal Name.
- Set Student Details table from Nickname Student Goes By.
- Set Student Details table from Responsible Party's First Name on Legal Document.
- Set Student Details table from Responsible Party's Last Name on Legal Document.
- Set Student Details table to Name Extension on Legal Document.
- Set Student Details table from Ethnicity Code. Not used after FY2011
- Set Student Details table from Gender Code.
- Set Student Details table to nulls.



Note: SAIS does not collect SSN in the submission, so it will be set to nulls.

- Set Student Details table from Home Language Code.
- Set Student Details table to **Fiscal Year** calculated in [001.2A.4 Track Number](#) (page 28).
- Set Student Details table from Register ID.
- Set Student Details table from Hispanic/Latino (effective FY2011)
- Set Student Details table from American Indian or Alaskan Native (effective FY2011)
- Set Student Details table from Asian (effective FY2011)
- Set Student Details table from Black or African American (effective FY2011)
- Set Student Details table from Native Hawaiian or other Pacific Islander (effective FY2011)
- Set Student Details table from White (effective FY2011)

001.2A.14 Normal Graduation Year

Normal Graduation Year, also referred to as "cohort group", is the student's class affiliation. It implies that all students have the opportunity to graduate from high school in 4 years if they adhere to the regular high school schedule.

Normal Graduation Year in no way suggests any expectation of graduation for this individual student.

- In the Fall of 2000 Albert designs a workable and inexpensive irrigation system for Death Valley, masters the harpsichord, establishes unparalleled proficiency in Sanskrit (his fifth language), climbs Everest without supplemental oxygen, and enters 9th grade. He is 8 years old. No one expects Albert to take 4 years to graduate high school, but his class affiliation, his Normal Graduation Year, is still 2004.

The district should calculate the value for Normal Graduation Year for the student the first time the student enters high school. This occurs when the student enrolls for the first-time in 9th grade OR whenever the student is a high school student (grades 9 through 12) who has never attended high school in the Arizona public school system before. SAIS will populate submitted values for Normal Graduation Year only for high school students.

For validation purposes only, SAIS will calculate what we expect to find submitted in the Normal Graduation Year field as 4 school years from the student's first entry into 9th. The value that is actually submitted in the Normal Graduation Year field will be compared to the SAIS-calculated date and if there is a difference, a message will be displayed. Some submitted values will be invalid (e.g., when the value shows that this student's Normal Graduation Year reflects a high school career of longer than 4 years); others will merely be improbable (e.g., when the value submitted suggests a high school career of less than four years – this just might be true, if the student might have started high school earlier in a school outside the Arizona public school system). If the Normal Graduation Year value is not an error but the wrong value was submitted to SAIS, the submitter may correct this element using the [005 Student Personal Information](#) (page 76) transaction with a "change" operation.

If SAIS receives a value in Normal Graduation Year for a student not in high school, we will issue a warning to the submitter and we will not populate that submitted value to the SAIS database.

Late-semester entries, spring entries, summer school entries: we may rightfully assume that a district allows a student to begin membership only in a grade that he can reasonably expect to complete with his peers. Therefore, Normal Graduation Year for late enrollees will be calculated the same as that for students who started on the scheduled first day of class.

If Grade Level Code = 9th, 10th, 11th, or 12th grade, then:

- If Normal Graduation Year is blank, then:

Normal Graduation Year is required for all high school students who are not special needs-only students

- Report the missing element as: **ERROR** message -11056.
- **Solution:** Resubmit this transaction with the correct information.
- Else, Set SdStudents NormalGradYear to Normal Graduation Year
- If Grade Level Code = 9th grade, then:
 - If Normal Graduation Year > (**Fiscal Year** end + 3), then:

Normal Graduation Year is greater than SAIS calculated graduation year

- Report the discrepancy between the input and calculated elements as: **WARNING** message -211014.
- **Solution:** If the input year is incorrect, a [005 Student Personal Information](#) (page 76) transaction including the correct Normal Graduation Year may be submitted.
- Else, If Normal Graduation Year < (**Fiscal Year** end + 3), then:

Normal Graduation Year is less than SAIS calculated graduation year

- Report the discrepancy between the input and calculated elements as: **WARNING** message -211010
- **Solution:** If the input year is incorrect, a [005 Student Personal Information](#) (page 76) transaction including the correct Normal Graduation Year may be submitted.
- Else, if Grade Level Code = 10th, 11th, or 12th grade, then:
- If Normal Graduation Year > (**Fiscal Year** end + 3 – (Grade Level Code – 9)).

Normal Graduation Year is greater than SAIS calculated graduation year

- Report the discrepancy between the input and calculated elements as: **WARNING** message -211014.
- **Solution:** If the input year is incorrect, a [005 Student Personal Information](#) (page 76) transaction including the correct Normal Graduation Year may be submitted.
- Else, If Normal Graduation Year > (**Fiscal Year** end + 3 – (Grade Level Code – 9)).

Normal Graduation Year is less than SAIS calculated graduation year

- Report the discrepancy between the input and calculated elements as: **WARNING** message -211010.
- **Solution:** If the input year is incorrect, a [005 Student Personal Information](#) (page 76) transaction including the correct Normal Graduation Year may be submitted.

Else, if Grade Level Code = PS, KG, 1st through 8th grade then:

-  **Note:** This condition very well might occur. Many elementary school districts assign the Normal Graduation Year as soon as the child enters the Arizona public school system. They use this information for various reasons, including predicting loads from feeder schools. We should not populate the SAIS database, and we should not issue a warning.

Another situation that may occur is when an elementary student is concurrently enrolled in a high school, which would classify him as a 9th grader. This child will show a Normal Graduation Year from the high school which should not be overwritten by the elementary school.

- If Normal Graduation Year is **NOT** blank, then:
 - Do not populate the Normal Graduation Year to the SAIS database.
 - **Solution:** No action required.

Else, if Grade Level Code = UE, then:

- If Normal Graduation Year is NOT blank, then
- Report a **WARNING** message -211012 “SAIS will not populate the normal graduation year; Grade not in high school; GradeLevelCode=UE”

001.2D Delete Operation

A [001 Student Enrollment](#) (page 9) delete operation results in deletion of a student's membership in a school.

As shown in [Table 2: Student Enrollment Transaction Element Optionality](#) (page 15) , all but the required elements for the delete operation will be ignored.

The delete operation involves the following steps. Errors are found earlier in [001.2A Add operation](#) (page 20).

Perform [001.2A.2.1 SAIS Student ID](#) (page 23) *except that if Student ID is not found (the SAIS student identifier is required), reject the transaction with an error.*

Perform [001.2A.2.2 School Student ID](#) (page 24). *except that if Entity ID + School Student ID is found on SAIS (Entity ID is required, but the school-generated student identifier is not), AND this is a different student than referred to by the Student ID, reject the transaction with an error.*

Perform [001.2A.5 First Day of Membership](#) (page 28).

Retrieve the row from the Membership table that matches the key elements in the submitted transaction.



Note: There should never be a case of finding more than one occurrence of the above key in the database, since school + student identifier (whether it's SAIS-generated or school-generated) + First Day of Membership must be unique. The exception occurs where a student may have more than one membership in the same school concurrently, because of concurrent attendance in multiple tracks.

If Membership for (Entity ID & School Student ID + First Day of Membership) **not** found, then:

- Report the new element as: **ERROR** message -11042.
- **Solution:** If any of the key elements is wrong, resubmit this transaction with the correct information.

If there is no **ERROR** above, then:

- Proceed to [001.3 Step 3: SAIS Database Update](#) (page 40).

Else,

- DO NOT CONTINUE.

001.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

For Operation Code = add,

- Perform [001.3A Add Enrollment](#) (page 40).

For Operation Code = delete,

- Perform [001.3D Delete Enrollment](#) (page 41).

001.3A Add Enrollment

If a new SAIS Student ID is required,

A flag was set in one or more of the following edits: [001.2A.2.2 School Student ID](#) (page 24); [001.2A.2.3 Previous school student information](#) (page 24); [001.2A.2.4 Concurrent student information](#) (page 26).

- Generate New Student ID
- Write new row to SAIS Student database.

Else, if an existing SAIS Student ID will be used,

- Retrieve the most recent student row from the Student Details table.
- If the submitted First Day of Membership is more recent than the most recent row,
- OR if the submitted Membership Type is "main" and the only more recent rows have Membership Type of "ancillary",
 - Write updated row to SAIS Student database.

Set foreign keys:

- Write new row of School Memberships to SAIS Student database.

- Write new row of District Of Residence to SAIS Student database.
- Write new row of Payer Factors (1) to SAIS Student database.
- If Special Enrollment Code was submitted, write new row of Payer Factor to SAIS Student database.
- Write new row of FTE to SAIS Student database.
- Write new row of Grade Membership to SAIS Student database.

001.3D Delete Enrollment

The row in the School Membership table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of School Membership.

Perform one of the following.

- If this is the only membership (in any fiscal year) for this student, then delete everything having to do with that student.
- If there are other memberships for this student, but none during the **Fiscal Year**, then delete the retrieved School Membership(s) and all rows dealing with this student during the **Fiscal Year**.
- If there are other memberships for this student, including at least one during the **Fiscal Year**, then delete only the retrieved School Membership and any rows dealing solely with this retrieved School Membership.

System Messages

Table 5: System Messages Related to the Student Enrollment Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9006	Missing required element: School Student ID	
Yes	-9007	Invalid or missing Track Number	
Yes	-9008	Missing required element: Track Number	
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9011	No match between the SAIS-generated student identifier provided and elements on the SAIS database	
Yes	-9013	Non-essential elements do not match the existing SAIS database	
Yes	-9016	Enrollment Date is not a valid day within the school's calendar year for this track	
Yes	-9017	LEA identifier does not exist	
	-11001	Missing required element: Enrollment Date	
	-11002	Missing required element: Membership Type	

Common	Msg #	Message	Extra Detail
	-11003	Missing required element: Last Name at Birth	
	-11004	Missing required element: Gender Code	
	-11005	Missing required element: Ethnicity Code (element no longer collected after FY2011:)	
	-11006	Missing required element: Birth Date	
	-11007	State of Birth Code required for Country of Birth	
	-11009	Missing required element: District of Residence	
	-11010	Missing required element: Home Language Code	
	-11011	Missing required element: Responsible Party's First Name	
	-11012	Missing required element: Responsible Party's Last Name	
	-11014	Missing required element: Tuition Payer Code	
	-11015	Missing required element: Neighborhood School Indicator	
	-11016	Missing required element: Grade Level Code	
	-11017	Missing required element: Concurrent School Entity ID	
	-11018	Missing required element: Concurrent School Student ID	
	-11019	Missing required element: Student Membership FTE	
	-11020	Missing required element: Activity Code	
	-11021	Missing required element: Enrollment Type	
	-11022	Missing required element: Register ID	
	-11023	Unallowed value in element:Membership Type Code	
	-11024	Unallowed value in element:Enrollment Type Code	
	-11025	Unallowed value in element:Ethnicity Code (element no longer collected after FY2011)	
	-11026	Unallowed value in element:Country of Birth Code	
	-11027	Unallowed value in element:State of Birth Code	
	-11028	Unallowed value in element:Home Language Code	
	-11029	Unallowed value in element:Activity Code	
	-11030	Unallowed value in element:Student Membership FTE Code	
	-11032	Unallowed value in element:Special Enrollment Code	
	-11033	Unallowed value in element:Tuition Payer Code	
	-11034	Unallowed value in element:Grade Level Code	
	-11035	Unallowed value in element:Previous State Code	
	-11036	Unallowed value in element:Gender Code	
	-11037	Invalid State of Birth Code for Country of Birth	

Common	Msg #	Message	Extra Detail
	-11038	Activity Code is not valid for this transaction type.	
	-11040	No match between the school-generated student identifier and elements on the SAIS database.	
	-11042	No enrollment or readmission to match delete operation	
	-11043	Duplicate enrollment or readmission transaction submitted.	
	-11044	New Enrollment not allowed for future fiscal year	
	-11045	New readmission pre-dates the most recent membership during the fiscal year	
	-11046	Submitted birthdate on transaction differs from birthdate already on SAIS	
	-11047	Student must be withdrawn from prior enrollment before being readmitted	
	-11048	Grade Level Code not offered at this LEA	
	-11049	Prior withdrawal reason specifies the student is not eligible for readmission to this school.	
	-11050	District of Residence not found or inaccurate.	
	-11051	Student has been withdrawn from prior enrollment. Enrollment Date must be greater than Withdrawal Date	
	-11052	No withdrawal on SAIS for prior enrollment or readmission this fiscal year.	
	-11053	The SAIS-generated student identifier is required for the Student Enrollment when Enrollment Activity Code is not E3 or E6 or E15 and Enrollment Activity Code indicates that the student is not new to Arizona	
	-11054	Student's school-generated identifier not found or inaccurate.	
	-11055	Submitted enrollment date falls on weekend	
	-11056	Normal graduation year is required for all high school students	
	-11057	Normal graduation year is greater than SAIS calculated graduation year	
	-11061	Submitted gender code on transaction differs from gender code already on SAIS	
	-11064	The Track number for activity code EK must be different from the track number specified in the previous activity code WK.	
	-11066	A membership with a mid-year track change enrollment code EK must have a WK for its most recent Withdrawal Code.	

Common	Msg #	Message	Extra Detail
	-211001	Previous Arizona school's student identifier not found or inaccurate	
	-211002	Using school, school student ID, elements do not match in existing SAIS student ID	
	-211003	If previous student information is submitted, must include both school and student identifiers	
	-211004	Concurrent Arizona school history not found or inaccurate:	
	-211005	Concurrent Arizona school's student identifier not found or inaccurate	
	-211006	Using concurrent school's student ID, elements do not match in existing SAIS student ID	
	-211007	If concurrent school student information is submitted, must include both school and student identifiers	
	-211008	Previous Arizona school history not found or inaccurate:	
	-211009	Student was previously enrolled in and withdrawn from this same school during this school year, this should be a readmission.	
	-211010	Normal graduation year is less than SAIS calculated year	
	-211011	<i>Existing membership is for this main school</i>	<i>Inactivated in FY2004</i>
	-211012	SAIS will not populate the normal graduation year; Grade not in high school.	
	-211015	Ungraded Elementary (UE) cannot be submitted unless student has Group B SPED participation and is of KG age	
	-311001	Added student record	
	-311002	Added school membership record	
	-311003	Deleted school membership record	
	-411001	Using school's student ID, found match on existing SAIS student ID	
	-411002	Using concurrent school's student ID, found match on existing SAIS student ID	
	-411003	New Enrollment for prior fiscal year	
	-411004	Student must be less than 5 years old by September 1 st to generate funding for preschool	
	-411005	Student must be within 90 days of their third birthday to be eligible for funding (A.R.S. § 15-771.G)	
	-411006	Student must be at least 5 years old by September 1 st to generate funding for kindergarten.	
	-411007	Student must be at least 6 years old by September 1 st to generate funding for grades higher than kindergarten.	

Common	Msg #	Message	Extra Detail
	-411008	Student Membership FTE indicates that this student's participation in this school is less than full-time.	
	-411009	The sum of all Student Membership FTE's concurrent with this new enrollment submitted to date, indicates that this student's overall school participation during this interval is more than the allowable full-time value.	
	-411012	Non-essential elements do not match the existing SAIS database	
	-411013	Normal Graduation Year has been set, 4 years after the student's first start in 9 th grade.	
	-411014	Ancillary school's elements will not be applied since a Main school's elements already exists on SAIS	
	-411015	Student payer code is privately paid or foreign exchange. No age checks performed.	
	@@	Missing required element: Ethnicity (effective FY2011)	
	@@	Missing required element: At least one Race must be selected (effective FY2011)	

002 Student Readmission

A student who has been withdrawn from a school and resumes his or her membership will require a readmission transaction. The *002 Student Readmission* (page 45) transaction creates the same entities that the *001 Student Enrollment* (page 9) transaction creates, with the exception that the readmission cannot create a new student on SAIS. The difference between the two transactions is related to timing: a membership must already exist for this student earlier in the same fiscal year, so the *002 Student Readmission* (page 45) transaction requires less information. The *002 Student Readmission* (page 45) transaction requires:

- Membership information
- Grade placement information
- Readmission activity code

Transaction Elements

The following structure describes the elements in this transaction.

Table 6: 002 Student Readmission Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 002	
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	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Operation Code	OPRCD	1	S	A = Add a new readmission D = Delete an existing readmission	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Readmission Date	READMDATE	10	D	The date this activity occurred	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student <i>See Code Values – Membership Type</i>	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Funded District of Residence	DISTRESID	9	S	District identifier; CTDS code	
Readmission Activity Code	ACTVCD	3	C	Type of readmission. This is the "R" code. <i>See Code Values – Activity</i>	
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 Code Values – Student Membership FTE</i>	
<i>empty field: School Membership Share: element no longer collected.</i>	<i>empty field: formerly MBRSHR</i>	4	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>	
Special Enrollment Code 1, 2, 3	SPCLERLCD	2	C	Special circumstance granted to this student for a membership (e.g., CEC-B) <i>See Code Values – Special Enrollment</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Tuition Payer Code	TUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>	
<i>empty field: formerly Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly NEIGHSCHL</i>	1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Grade Level Code	GDLVLCD	3	C	The grade to which the student is assigned <i>See Code Values – Grade</i>	
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.)	

Note:

1. The Special Enrollment code data element can be submitted as a blank. This is the default value.
2. If a blank was submitted in error for the Special Enrollment code with a Student Readmission, the “add” operation must be used to change a blank to a valid value. It is not possible to add a valid Special Enrollment code using the “change” operation.
3. If a Special Enrollment code previously submitted with a *002 Student Readmission* (page 45) needs to be removed, the “delete” operation must be used. It is not possible to replace a previously submitted Special Enrollment code with a blank using the “change” operation.

Changing Elements

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

The "change" operation is not valid for this transaction.

Element Optionality

This table defines whether each element is required or optional for each combination of Membership Type and Operation Code.



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

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

Table 7: Student Readmission Transaction Element Optionality

Element	Add: main school	Add: ancillary school	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	R	R	X
Student ID	R	R	R
Readmission Date	R	R	R
Track Number	R	R	R
Membership Type	R	R	X
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Funded District of Residence	R	R	X
Readmission Activity Code	R	R	X
Student Membership FTE	R	R	X
<i>element no longer collected: School Membership Share</i>	X	X	X
Special Enrollment Code	1	1	X
Tuition Payer Code	R	R	X
<i>element no longer collected: Neighborhood School Indicator</i>	X	X	X
Grade Level Code	R	R	X
Register ID	R	R	X

1. A blank, missing, or null Special Enrollment Code signifies that this is a normal enrollment.



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

002.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

002.1.1 Allowed data format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

002.1.2 Allowed code values

Using Operation Code and Membership Type and [Table 7: Student Readmission Transaction Element Optionality](#) (page 48),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

002.1.3 Operation Code

Perform the same verification as for [001.1.3 Operation Code](#) (page 17).

002.1.4 Missing fields

Using [Table 7: Student Readmission Transaction Element Optionality](#) (page 48),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

002.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [002.3 Step 3: SAIS Database Update](#) (page 55) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Membership Type and Operation Code. This information is in [Table 7: Student Readmission Transaction Element Optionality](#) (page 48).

002.2.1 Entity / LEA

Perform the same validation as for [001.2.1 Entity / LEA](#) (page 19).

002.2.2 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [002.2A Add operation](#) (page 50).

If Operation Code = D (delete), then:

- Perform [002.2D Delete Operation](#) (page 55).

002.2A Add operation

Matching Re-Admission to Membership on SAIS

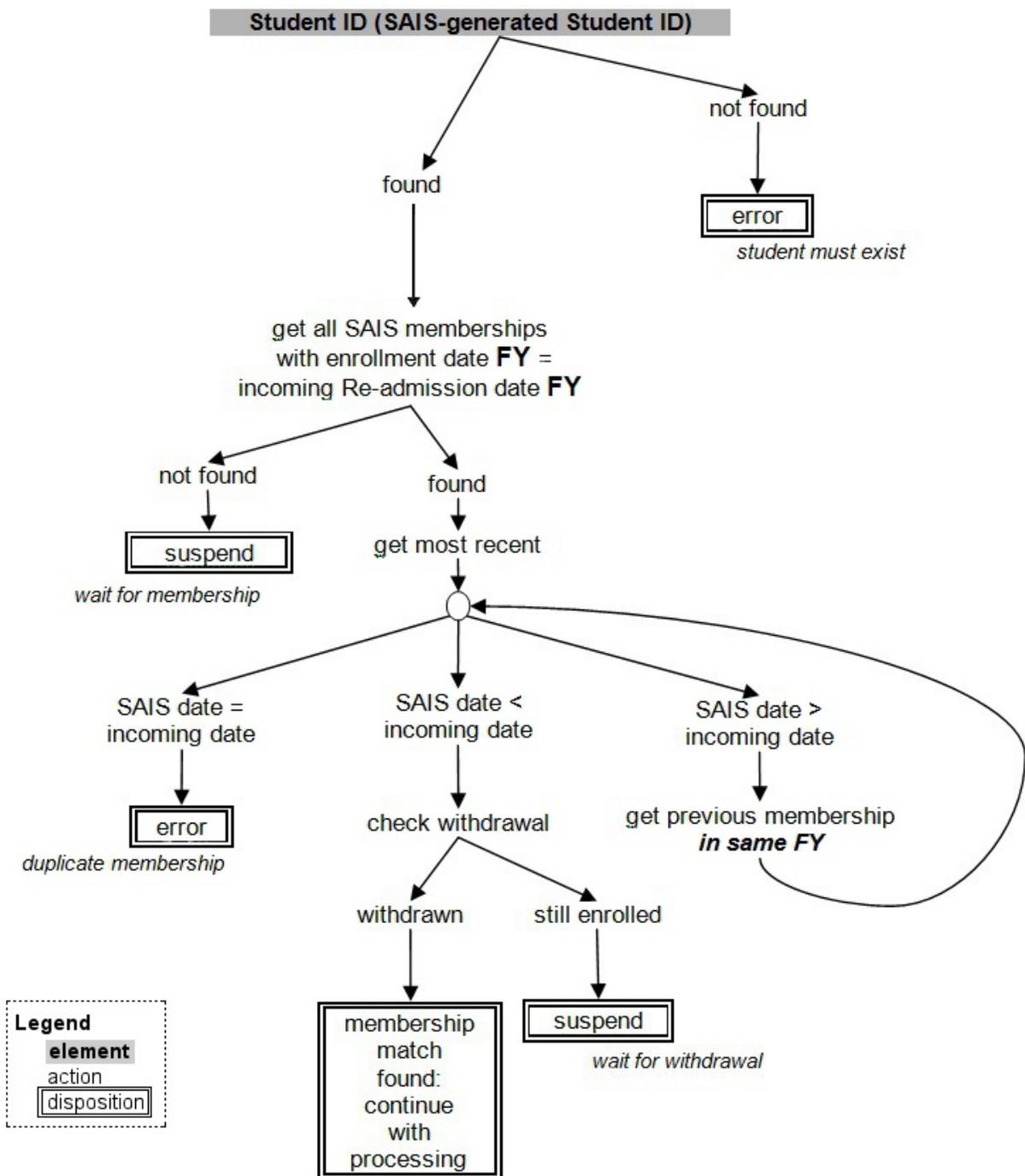


Figure 2: Matching Re-Admission to Membership on SAIS

The above diagram shows how to find the correct membership for a 002 Student Readmission (page 45) "add" operation.

002.2A.1 Membership Type

Observe the same rules as for [001.2A.1 Membership Type](#) (page 20).

002.2A.2 Student Identifiers

A SAIS-generated student identifier (Student ID) and the school-generated student identifier (School Student ID) will already exist both at the LEA and on SAIS because the student obviously has been in membership in this school earlier this year. Since the LEA is now submitting a readmission, they should have submitted the preceding new membership prior to this submission. If the SAIS-generated student identifier does not already exist on SAIS, the original membership must be submitted, and then this transaction must be resubmitted.

Get the **most recent occurrence** of this Student ID in the Students table on the SAIS database.

If the ID **not** found in the Students table then:

- Report the discrepancy as: **ERROR** message -9010.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the [001 Student Enrollment](#) (page 9) or [002 Student Readmission](#) (page 45) to create the required condition on SAIS to precede this information change. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

002.2A.3 Track Number

Perform the same validation as for [001.2A.4 Track Number](#) (page 28).

002.2A.4 Readmission Date

Use the **Fiscal Year** identified in the earlier edit [002.2A.3 Track Number](#) (page 51).



Note: Full-day absence on the first day of readmission is not allowed.

002.2A.4.1 Readmission Date / calendar

Substituting Readmission Date for First Day of Membership, perform the same validation as for [001.2A.5.1 First Day of Membership / Calendar](#) (page 29) making the following substitutions:

- Instead of message -411003, use message -413001.
- Instead of message -11044, use message -13025.

002.2A.4.2 Readmission Date / valid membership



Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error. Logically, the only time this problem can occur is when an SAIS receives for the same student with {key noted above}: A) an enrollment "add" operation; B) a withdrawal "add" operation; C) a readmission "add" operation; D) a withdrawal "delete" operation.

The following validation is somewhat similar to that for [001.2A.5.2 First Day of Membership / valid membership](#) (page 29).

A readmission requires that a membership must be found for this student at this LEA with an *First Day of Membership* earlier than **but in the same Fiscal Year** as the submitted transaction's Readmission Date.

- Find **all** school memberships for (Entity ID + Student ID {+ Track Number} + {**Fiscal Year** of First Day of Membership }).
- Perform this section for current and past memberships (i.e., only if the school membership(s) entry date is not dated in the future).
- If school membership(s) matching the above criteria is **not** found in the Student database, then:

No prior membership (enrollment or readmission) was found for this entity.

- Report the discrepancy as: **ERROR** message -13031.
- **Solution:** Submit the [001 Student Enrollment](#) (page 9) or [002 Student Readmission](#) (page 45) to create the required condition on SAIS to precede this membership. Then resubmit this transaction.
- Else, if a school membership for the specified fiscal year **is** found,
- Perform the following edit for every school membership(s) that was found above.

A prior membership (enrollment or readmission) exists:.

- If school membership entry date is **the same as** the transaction First Day of Membership, then:
 - duplicate enrollment/readmission has been submitted*
 - Report the discrepancy as: **ERROR** message -13024
 - **Solution:** If the First Day of Membership is incorrect, resubmit this transaction with the correct information.
- Else, if school membership entry date is **more recent than** the transaction First Day of Membership, then:
 - the submitted membership is retroactive to an membership already on SAIS for the fiscal year*
 - Report the discrepancy as: **ERROR** message -13026.
 - **Solution:**
 - If this First Day of Membership is correct, the more recent membership on SAIS must be deleted and this transaction resubmitted.
 - If the First Day of Membership on SAIS is incorrect, that must be deleted. Then, the first of these memberships must be resubmitted, followed by the next most recent.
- Else, if school membership entry date is **earlier than** the First Day of Membership, then:
 - the prior membership was found; the submitted membership is subsequent to one already on SAIS for the fiscal year*
 - If a withdrawal is **not** found for this earlier membership, then:
 - no withdrawal found for the prior membership on SAIS; it's still active*
 - Report the discrepancy as: **ERROR** message -13027.
 - **Solution:** Submit the [003 Student Withdrawal](#) (page 58) to create the required condition on SAIS to precede this membership. Then resubmit this transaction.
 - Else, if a withdrawal **is** found for this earlier membership, then:
 - withdrawal was found for the prior membership on SAIS*
 - Proceed with processing.
 - The process [002.2A.5 Readmission Activity Code](#) (page 52) will verify that the Readmission Activity Code is both relevant to a readmission and corresponds to the prior Withdrawal Activity Code.

002.2A.4.3 Set Readmission Date

If the above 2 edits both ended successfully (no severity level of ERROR), then:

- Set school membership entry date from Readmission Date.

002.2A.5 Readmission Activity Code

This process will verify that the submitted Readmission Activity Code not only is relevant to a readmission but also corresponds to the prior Withdrawal Activity Code.

If Readmission Activity Code is **not** a value relevant to readmission (see [Table 8: Withdrawal & Readmission Activity Codes](#) (page 53) below), then:

- Report the discrepancy as: **ERROR** message -13019.
- **Solution:** Resubmit this transaction with the correct Readmission Activity Code.

Using the withdrawals found earlier in section [002.2A.4.2 Readmission Date / valid membership](#) (page 51), if the corresponding activity code is not eligible for a readmission, then:

- Report the discrepancy as: **ERROR** message -13029
- **Solution:** Change the previous Withdrawal Activity Code using a [003 Student Withdrawal](#) (page 58) transaction and then resubmit this transaction (preferably as a readmission, not an original membership (Enrollment)).

*The following table is provided for illustrative purposes only and the values presented here may or may not be up to date. It lists the Activity Codes used for regular school year withdrawals (W...) that were valid as of September 2000. Note that the most current list of Activity Codes can be found in the **Transaction Code Values** document.*

Table 8: Withdrawal & Readmission Activity Codes

Withdrawal Activity Code	Explanation	Corresponding Readmission Activity Code
W1	Transfer: other school	R1: readmitted after a W1
W2	Illness	R2: readmitted after a W2
W3	Expelled or long term suspension	R3: readmitted after a W3
W4	Absence or status unknown	R4: readmitted after a W4
W5	Dropout	R5: readmitted after a W5
W6	Not of school age	R6: readmitted after a W6
W7	Early graduation	(not eligible)
W8	Deceased	(not eligible)
W9	Transfer: home taught	R9: readmitted after a W9
W10	Transfer: detention	R10: readmitted after a W10
W11	GED	R11: readmitted after a W11
W12	Vocational school	R12: readmitted after a W12
W13	Completed (AIMS)	(not eligible)
WT	Transferred to other grade in the same school. WT's are not submitted; rather, SAIS automatically assigns this code upon receipt of a 009 Student Grade Transfer (page 116).	(not eligible)

If this edit ended successfully (no severity level of ERROR), then:

- Set school membership activity code from Readmission Activity Code.
- If the Readmission Activity Code is **not** the same as appropriate code relevant to readmission based on the withdrawal activity code (from [Table 8: Withdrawal & Readmission Activity Codes](#) (page 53) earlier).

the submitted Readmission Activity Code does not match the Withdrawal Activity Code for the prior membership; this will be re-validated during the Integrity Checking process

- Report the discrepancy as: **WARNING** message -213002

- **Solution:** Either change the previous Withdrawal Activity Code using a [003 Student Withdrawal](#) (page 58) transaction or change this Readmission Activity Code using a [006 Student Membership Change](#) (page 87) transaction.

002.2A.6 LEA / grade combination

Perform the same validation as for [001.2A.6 LEA / grade combination](#) (page 30) making the following substitutions:

- *Instead of message -11048, use message -13028.*

002.2A.7 Age / grade combination

First, perform the same validation as for [001.2A.7 Age / grade combination](#) (page 30) making the following substitutions:

- *Instead of message -411004, use message -413002.*
- *Instead of message -411005, use message -413003.*
- *Instead of message -411006, use message -413004.*
- *Instead of message -411007, use message -413005.*

Then, get the **most recent** grade membership associated with the prior membership's school membership.

If the submitted Grade Level Code is **not** the same as the grade membership grade above, then:

Student may be readmitted to a different grade from which he withdrew. Report it as an informational message.

- Report the possible discrepancy as: **INFORMATION** message -413013.

002.2A.8 Student Membership FTE

First, perform the same validation as for [001.2A.9 Student Membership FTE](#) (page 34) making the following substitutions:

- *Instead of message -411008, use message -413006.*
- *Instead of message -411009, use message -413007.*

Then, get the **most recent** membership FTE value, where membership portion = FTE, and which is associated with the prior membership's school membership.

If the submitted Student Membership FTE is **not** the same as the membership FTE Portion above, then:

Student Membership FTE may be different upon readmission than before the withdrawal. Report it as an informational message.

- Report the possible discrepancy as: **INFORMATION** message -413011.

002.2A.9 {Paragraph Removed}

002.2A.10 DOR, tuition payer, & special enrollment

Perform the same validation as for [001.2A.12 DOR, tuition payer, & special enrollment](#) (page 36) making the following substitutions:

- *Instead of message -11050, use message -13030.*

002.2A.11 All other elements

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

- Set Student Details table to **Fiscal Year** calculated in [001.2A.4 Track Number](#) (page 28).
- Set Student Details table from Register ID.

002.2D Delete Operation

A [002 Student Readmission](#) (page 45) delete operation results in deletion of a student's membership in a school.

As shown in [Table 7: Student Readmission Transaction Element Optionality](#) (page 48), all but the required elements for the delete operation will be ignored.

This is virtually identical to the process for [001.2D Delete Operation](#) (page 39). The delete operation involves the following steps. Errors are found earlier in Step 2A.

Retrieve the row from school memberships table that matches the submitted elements.



Note: There should never be a case of finding more than one occurrence of the above key in the database, since school + student identifier (whether it's SAIS-generated or school-generated) + First Day of Membership must be unique. (Unless a student may have more than one membership in the same school concurrently, because of concurrent attendance in multiple tracks.)

If school membership for (Entity ID & School Student ID + First Day of Membership) **not** found, then:

- Report the discrepancy as: **ERROR** message -13023.
- **Solution:** If any of the key elements is wrong, resubmit this transaction with the correct information.

If there is no **ERROR** above, then:

- Proceed to [002.3 Step 3: SAIS Database Update](#) (page 55).

Else,

- DO NOT CONTINUE.

002.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

For Operation Code = add,

- Perform [002.3A Add Readmission](#) (page 55).

For Operation Code = delete,

- Perform [002.3D Delete Readmission](#) (page 56).

002.3A Add Readmission

Retrieve the **most recent** student row from the Students table.

If the submitted transaction Readmission Date is more recent than the last update of the retrieved Students row on SAIS, then:

- If any element in the submitted transaction is different from those in the retrieved Students row,
 - Issue an informational message of the change if positive reporting is being done.
 - Set elements in existing row of Students from submitted transaction elements.
 - Write updated Students row to SAIS Student database.

Set foreign keys and write new rows to SAIS Student database where appropriate (only add new rows where submitted data is different from the existing SAIS data).

- Set foreign keys:
 - Write new row of school memberships to SAIS Student database.
 - Write new row of DOR to SAIS Student database.

- Write new row of payer factors to SAIS Student database.
- Write new row of membership FTE to SAIS Student database.
- Write new row of grade memberships to SAIS Student database.

002.3D Delete Readmission

The row in the school memberships table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of school memberships.

Perform one of the following.

- If this is the only membership (in any fiscal year) for this student, then delete everything having to do with that student.
- If there are other memberships for this student, but none during the **Fiscal Year**, then delete the retrieved school memberships record and all rows dealing with this student during the **Fiscal Year**.
- If there are other memberships for this student, including at least one during the **Fiscal Year**, then delete only the retrieved school memberships record and any rows dealing solely with this retrieved school membership.

System Messages

Table 9: System Messages Related to the Student Readmission Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9007	Invalid or missing Track Number	
Yes	-9008	Missing required element: Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9011	No match between the SAIS-generated student identifier provided and elements on the SAIS database	
Yes	-9013	Non-essential elements do not match the existing SAIS database	
Yes	-9016	Enrollment Date is not a valid day within the school's calendar year for this track	
Yes	-9017	LEA identifier does not exist	
	-13001	Missing required element: Readmission Date	
	-13002	Missing required element: Membership Type	
	-13003	Missing required element: District of Residence	
	-13005	Missing required element: Special Enrollment Code	
	-13006	Missing required element: Tuition Payer Code	

Common	Msg #	Message	Extra Detail
	-13007	Missing required element: Neighborhood School Indicator	
	-13008	Missing required element: Grade Level Code	
	-13009	Missing required element: Student Membership FTE	
	-13010	Missing required element: Activity Code	
	-13011	Missing required element: Register ID	
	-13012	Unallowed value in element:Membership Type	
	-13013	Unallowed value in element:Activity Code	
	-13014	Unallowed value in element:Student Membership FTE Code	
	-13016	Unallowed value in element:Special Enrollment Code	
	-13017	Unallowed value in element:Tuition Payer Code	
	-13018	Unallowed value in element:Grade Level Code	
	-13019	Activity Code is not valid for this transaction type.	
	-13020	Existing membership is for this main school.	
	-13021	No Previous Membership Exists	
	-13022	No match between the school-generated student identifier and elements on the SAIS database.	
	-13023	No enrollment or readmission to match delete operation	
	-13024	Duplicate enrollment or readmission transaction submitted.	
	-13025	Readmission not allowed for future fiscal year	
	-13026	New readmission pre-dates the most recent membership during the fiscal year.	
	-13027	Student must be withdrawn from prior enrollment before being readmitted	
	-13028	Grade Level Code not offered at this LEA	
	-13029	Prior withdrawal reason specifies the student is not eligible for readmission to this school.	
	-13030	District of Residence not found or inaccurate.	
	-13031	No enrollment was found to match the submitted readmission and fiscal year.	
	-13032	Student has been withdrawn from prior enrollment. Readmission Date must be greater than Withdrawal Date.	
	-13033	No withdrawal on SAIS for prior enrollment or readmission this fiscal year.	
	-13034	Submitted readmission date falls on weekend	
	-213001	Existing membership is for another main school.	

Common	Msg #	Message	Extra Detail
	-313001	Added School membership	
	-313002	Deleted school membership	
	-413001	Readmission for prior fiscal year	
	-413002	Student must be less than 5 years old by September 1 st to generate funding for preschool.	
	-413003	Student must be at least 33 months old to generate funding for kindergarten.	
	-413004	Student must be at least 5 years old by September 1 st to generate funding for kindergarten.	
	-413005	Student must be at least 6 years old by September 1 st to generate funding for grades higher than kindergarten.	
	-413006	Student Membership FTE indicates that this student's participation in this school is less than full-time.	
	-413007	The sum of all Student Membership FTE's concurrent with this new enrollment submitted to date, indicates that this student's overall school participation during this interval is more than the allowable full-time value.	
	-413010	Non-essential elements do not match the existing SAIS database	
	-413011	Student readmitted in the fiscal year with different FTE than the prior enrollment at this school.	
	-413013	Student readmitted in same fiscal year to different grade than during the prior enrollment at this school	

003 Student Withdrawal

A withdrawal is an activity that defines a student's exit from school prior to the school's regularly scheduled year-end date. The transaction requires identifying information and a withdrawal category (Withdrawal Activity Code).

Withdrawal Activity Codes categorize early exits. This includes among other things dropout, completion of minimal high school requirements, early graduation, transfer to another school, and excessive consecutive unexcused absence. This also includes virtual exit reasons such as age: the student who reaches age 22 before year-end is no longer eligible for generating funding. The student is not required to leave school, but a virtual Withdrawal Activity Code is issued to exclude that portion of enrollment for the student, so that the funding recipient does not over-anticipate their payment. The Withdrawal Activity Codes can be found in [Table 8: Withdrawal & Readmission Activity Codes](#) (page 53) in the earlier section discussing the [002 Student Readmission](#) (page 45) transaction.

Note on Enrollments, Withdrawals, and Readmissions

A student may be readmitted after a withdrawal, provided the Withdrawal Activity Code is eligible for a subsequent readmission. An example of a Withdrawal Activity Code ineligible for readmission is "deceased".

After a withdrawal, a readmission is required for a student to resume attendance in the same school during the same school year. If a student has excessive (ten or more) unexcused absences, the district should submit a [003 Student Withdrawal](#) (page 58) transaction to remove him from their school roster. (See **Instructions for Required Reports; Withdrawal Codes**, A.R.S. § 15-803.C, and A.R.S. § 8-201.) If so, a [002 Student Readmission](#) (page 45) transaction will be required if and when the student resumes attendance.

If a student transfers from one school to another school during the same school year, then the first district should submit a *003 Student Withdrawal* (page 58) transaction to remove him from their school roster, and the new school should submit a *001 Student Enrollment* (page 9) transaction to begin membership for the student in his/her school.

If a 002 Student Readmission (page 45) is received before the *003 Student Withdrawal* (page 58), the readmission will be rejected until the withdrawal is received and processed.

There is no limit to the number of withdrawals, and readmissions a student may have in a single school year. Readmissions are granted solely at the discretion of the school district.

First Day of Membership is the starting date of the prior membership (can be either an original membership or a readmission).

ER/WR (Register Transfers)

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register to another during a single school year, use the *009 Student Grade Transfer* (page 116) transaction.

[Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.]

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code values 2 and 3) for every day of his membership. This is accomplished with the *010 Student Payer Factors* (page 129) transaction.

Withdrawal on last scheduled day of school

With the exception of W8 codes, a student is not eligible to withdraw on the last scheduled day of school. There are several rules associated with withdrawals, each of which supports this.

- A withdrawal means that the student left school BEFORE the last scheduled day of school.
- A withdrawal means that the student was in membership on the day of withdrawal, and that he attended at least part of that day.
- If a student was in attendance (even just for a partial day) on the last day of school, then he completed the year, he did not withdraw early.

Automatic Withdrawals



Note: Beginning with FY2003-2004, when SAIS receives a withdrawal for a student, SAIS will no longer issue an automatic exit from other related events (such as Grade). This change is due to inconsistent processing for some conditions. Rather, SAIS processing will leave all related information in the state in which it was left by the submitter.

Before withdrawing a student, all LEAs are advised to delete any events (transactions) that have been submitted for a participation date falling later than the withdrawal date. The reason for this is that after the new withdrawal has been added to SAIS, these events (transactions) will become orphaned and will not be able to be deleted. If attempts are made to delete them, those deletes will error out. (6/18/2003)

Withdrawal Reason Codes

Beginning with the 2004-05 school year, SAIS users are required by NCLB legislation to capture and report the new student level element Withdrawal Reason Code. Withdrawal Reasons are a secondary reason for the withdrawal (the primary reason being the Withdrawal Activity Code). Withdrawal Reasons are optional, and will not apply to the great majority of students who withdraw from school prior to the last scheduled day of session.

There will be no ADM funding impact related to the Withdrawal Reason Codes.

Since the validity of Withdrawal Reason Code depends on elements that can be changed in other transactions, the validation is not done here in Transaction Processing, but later in Integrity Checking Processing.

Transaction Elements

The following structure describes the elements in this transaction.

Table 10: 003 Student Withdrawal Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 003	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new withdrawal C = Change an existing withdrawal D = Delete an existing withdrawal	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership.  Note: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal. This is the "W" code. <i>See Code Values – Activity</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Withdrawal Date	WDDATE	10	D	The withdrawal activity date. This is the last day of attendance.	
Withdrawal Reason Code ¹	WDREASONCD	3	C	The supplemental reason for the withdrawal activity that occurred. <i>See Code Values – Withdrawal Reason</i>	

Note: For WR1 and WR2:



1. If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid.

These reason codes relationships with a school designation will not be enforced at this time. However, warning messages will be returned.

Changing Elements

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

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

- Withdrawal Activity Code
- Withdrawal Reason Code

Element Optionality

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



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

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

Table 11: Student Withdrawal Transaction Element Optionality

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

Element	Add	Change	Delete
Last Name on Legal Document	X	X	X
Withdrawal Activity Code	R	R	R
Withdrawal Date	R	R	R
Withdrawal Reason Code			X



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

003.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

003.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

003.1.2 Allowed Code Values

Using Operation Code only and referring to [Table 11: Student Withdrawal Transaction Element Optionality](#) (page 61),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

003.1.3 Operation Code

If Operation Code **not** A (add) or C (change) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.
- **Solution:** Resubmit this transaction with the correct Operation Code.

003.1.4 Missing Fields

Using [Table 11: Student Withdrawal Transaction Element Optionality](#) (page 61),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

003.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [003.3 Step 3: SAIS Database Update](#) (page 66) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in [Table 11: Student Withdrawal Transaction Element Optionality](#) (page 61).

003.2.1 Entity / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID** **not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

003.2.2 Track Number

Perform the same validation as for [001.2A.4 Track Number](#) (page 28), *except that instead of populating the Track Number to a new school memberships, this process will merely validate that the submitted Track Number is valid for this Entity ID during the **Fiscal Year** identified by the First Day of Membership.*

003.2.3 Find the Membership

A previous membership must be found for this student at this LEA starting with the First Day of Membership given.

If school memberships for this (Entity ID + Student ID + First Day of Membership {+ Track Number }) is **not** found in the Student database, then:

no original membership or readmission was found for this student at this LEA for this date.

- Report the discrepancy as: **ERROR** message -9019.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the [001 Student Enrollment](#) (page 9) or [002 Student Readmission](#) (page 45) to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct LEA, Student ID, First Day of Membership and Track Number.

Else, if the membership **is** found, **but** a withdrawal has already occurred, then:

the student is already withdrawn from this membership

- Report the discrepancy as: **ERROR** message -15002.
- **Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this [003 Student Withdrawal](#) (page 58) resubmitted.

Else, if the membership **is** found and there is **no** accompanying withdrawal, continue.

this is the correct membership and it is still active

- Continue processing.

003.2.5 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [003.2A Add Operation](#) (page 63).

If Operation Code = C (change), then:

- Perform [003.2C Change operation](#) (page 65).

If Operation Code = D (delete), then:

- Perform [003.2D Delete Operation](#) (page 65).

003.2A Add Operation

003.2A.1 Withdrawal Activity Code

If Withdrawal Activity Code is **not** a value relevant to withdrawals (see the Activity Codes starting with a "W" in the **Transaction Code Values** document), then:

- Report the discrepancy as: **ERROR** message -15000.

- **Solution:** Resubmit this transaction including the correct Withdrawal Activity Code.

If Withdrawal Activity Code is "WT", then:

"WT" (transfer to other grade in same school) can't be submitted using a [003 Student Withdrawal](#) (page 58) transaction

- Report the discrepancy as: **ERROR** message -15001.
- **Solution:** Submit a [009 Student Grade Transfer](#) (page 116) transaction instead.

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

- Set withdrawals activity code from Withdrawal Activity Code.

If the Withdrawal Activity Code is "WK":

- The mid-year track change via a WK and EK must result in a different track number. The enrollment transaction with an EK activity coded must have a different track number than in the most recent WK transaction.
- Report the discrepancy as:

ERROR message -11064: The track number for activity code EK must be different from the track number specified in the previous activity code WK.

If the student's Withdrawal Activity Code = 'W7' and the Student's Grade is neither 11 nor 12 then: Report the discrepancy as:

- **ERROR** message -15015

Only grades 11 and 12 are allowed to be submitted with a Withdrawal Activity Code of W7 (Graduated).

003.2A.2 Student Identifiers

Perform the same validation as for [002.2A.2 Student Identifiers](#) (page 51).

003.2A.3 Withdrawal Date

If Withdrawal Date is not a valid school date

the withdrawal date is not valid according to the school calendar

- Report the discrepancy as: **ERROR** message -9004.
- **Solution:** Fix the calendar or the withdrawal date. Then resubmit this transaction.

If Withdrawal Date is < the retrieved school memberships entry date

- *the withdrawal date is earlier than the First Day of Membership*
- Report the discrepancy as: **ERROR** message -15009.
- **Solution:** There are three possible alternatives.
 - If the submitted withdrawal date is wrong, resubmit this transaction with the correct information.
 - If the submitted First Day of Membership is wrong, resubmit this transaction with the correct information.
 - If the SAIS First Day of Membership is wrong, delete the membership on SAIS; resubmit the [001 Student Enrollment](#) (page 9) or [002 Student Readmission](#) (page 45) with the correct First Day of Membership; then resubmit this transaction with the correct First Day of Membership.

A student is not eligible to withdraw on the last scheduled day of school. There are several rules associated with withdrawals, each of which supports this.

- *A withdrawal means that the student left school BEFORE the last scheduled day of school.*
- *A withdrawal means that the student was in membership on the day of withdrawal, and that he attended at least part of that day.*
- *If a student was in attendance (even just for a partial day) on the last day of school, then he completed the year, he did not withdraw early.*

If Withdrawal Date is the last scheduled day of school

a withdrawal cannot occur on the last day of school

- Report the discrepancy as: **ERROR** message -43208.
- **Solution:** There are two possible alternatives.
 - If the submitted withdrawal date is wrong, resubmit this transaction with the correct information.
 - If the submitted withdrawal date is correct, then this is not really a withdrawal a the student was in membership on the last day of school. No withdrawal transaction is necessary, but a *016 Student Year End Status* (page 239) transaction is required for this student.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set withdrawal exit date from Withdrawal Date.



Note: Beginning with FY2003-2004, when SAIS receives a withdrawal for a student, SAIS will no longer issue an automatic exit from other related events (such as Grade). This change is due to inconsistent processing for some conditions. Rather, SAIS processing will leave all related information in the state in which it was left by the submitter.

Before withdrawing a student, all LEAs are advised to delete any events (transactions) that have been submitted for a participation date falling later than the withdrawal date. The reason for this is that after the new withdrawal has been added to SAIS, these events (transactions) will become orphaned and will not be able to be deleted. If attempts are made to delete them, those deletes will error out. (6/18/2003)

003.2A.4 All Other Elements

The remaining elements require no further edits.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set Student Details table to **Fiscal Year** calculated in *001.2A.4 Track Number* (page 28).

003.2C Change operation

003.2C.1 Update Withdrawal Elements

Perform related validation in the section describing the "add" operation: *003.2A.1 Withdrawal Activity Code* (page 63).

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

003.2D Delete Operation



Note: Membership dates for {Entity ID + SAIS ID + Track Number} cannot overlap. This will reject with an error.

If a withdrawal delete is submitted, which would, leave the student with overlapping memberships {Entity ID + SAIS ID + Track Number}, the transaction will fail with the following ERROR "Readmission must be deleted first before Withdrawal is deleted".

This condition can only occur if SAIS has received the following for a student:

- an Enrollment “add”
- a Withdrawal “add”
- a Readmission “add”

The delete operation removes:

- the only existing withdrawal row for this student at this school whose withdrawal date matches that on the submitted transaction.

As shown in [Table 11: Student Withdrawal Transaction Element Optionality](#) (page 61) , all but the required elements for the delete operation will be ignored.

Retrieve the row from the withdrawals table that matches the key elements in the submitted transaction.

If withdrawals for this (Entity { + Track Number } + Student ID + First Day of Membership + Withdrawal Date) does **not** exist in the database,

- Report the discrepancy as: **ERROR** message -15011.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, then no action is required, since the withdrawal this transaction attempts to delete does not exist.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.
- **DO NOT CONTINUE.**

If there is no **ERROR** above, then:

- Proceed to [003.3 Step 3: SAIS Database Update](#) (page 66)

Else

- DO NOT CONTINUE.

003.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform [003.3A Add Withdrawal](#) (page 66).

Else, if Operation Code = C (change), then:

- Perform [003.3C Change Withdrawal](#) (page 66).

Else, if Operation Code = D (delete), then:

- Perform [003.3D Delete Withdrawal](#) (page 67).

003.3A Add Withdrawal

003.3A.1 Issue the membership withdrawal

Set foreign key:

Write new row to withdrawals table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

003.3C Change Withdrawal

Write updated row to withdrawals table in SAIS Student database.

003.3D Delete Withdrawal**003.3D.1 Delete the withdrawal already on SAIS**

The row in the withdrawals table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of Student Details table.

If the delete was **not** successful then:

- *DO NOT CONTINUE.*

System Messages**Table 12: System Messages Related to the Student Withdrawal Transaction**

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9007	Invalid or missing Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9016	Enrollment Date is not a valid day within the school's calendar year for this track	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-15000	Invalid Activity Code	
	-15001	Withdrawal code "WT" can only be Grade Transfer	
	-15002	Student is already withdrawn from this enrollment	
	-15004	Missing required element: Enrollment Date	
	-15005	Missing required element: Withdrawal Date	
	-15006	Missing required element: Activity Code	
	-15007	Missing required element: Withdrawal Reason Code	
	-15008	Withdrawal date is not within the fiscal year	
	-15009	Withdrawal Date is the same or earlier than the Enrollment Date	
	-15010	No prior withdrawal can be found for this change request	
	-15011	No prior withdrawal can be found for this delete operation	

Common	Msg #	Message	Extra Detail
	-15012	No prior withdrawal can be found for this delete request	
	-15013	Withdrawal date is not within the fiscal year	
	-15014	No prior withdrawal can be found for this change request	
	-15015	Only grades 11 and 12 are allowed to be submitted with a Withdrawal Activity Code of W7 (Graduated).	
	-215000	Student cannot have Withdrawal Reason { withdrawal reason code} because withdrawing school is not labelled In School Improvement.	
	-215001	Student cannot have Withdrawal Reason of WR1 because withdrawing school is not labelled Underperforming.	
	-215002	Student cannot use the School Choice option to transfer from one Underperforming school to another {entity ID of receiving school}.	
	-215003	Message: Student cannot have Withdrawal Reason of WR2 because withdrawing school is not labelled Persistently Dangerous.	
	-215004	Student cannot use the School Choice option to transfer from one Persistently Dangerous school to another {entity ID of receiving school}.	
	-315000	Added Withdrawal	
	-315001	Deleted Withdrawal	
	-315002	Changed Withdrawal	

004 Student Absence

If a student has missed a portion of a day or a whole day during a school day, a *004 Student Absence* (page 68) transaction for this school day has to be submitted. The *004 Student Absence* (page 68) transactions, which cover **at most** one school day of the absence period, should be submitted only after the student has resumed attendance and the absence amount and reason have been resolved for each day. There might be more than one transaction per school day: for example, a child may have a half day absence for an unexcused reason for the first part of the school day and a half day absence for an excused reason the second part of the school day.

From FY2007 forward, SAIS allows reporting of full-day absence on the first day of the calendar track to which the student is assigned. This will apply only to a student if his/her enrollment date is equal to the first day of the calendar track to which the student has been assigned.

The change to the full-day absence rule will apply only to a student if his / her enrollment date is equal to the first day of the calendar track to which the student is assigned. This will apply only to a student's first enrollment in the same school per fiscal year.

 **Note:** In considering this change in School Finance policy, the following sections of relevant legislation were considered: A.R.S. § 15-901.A.2), A.R.S. § 15-901.A.10, and A.R.S. § 15-901.F.

Changes to Absence Date are not allowed. Correction of an Absence Date requires submission of a Delete operation for the erroneous absence (with the previously reported Absence Date), and submission of an Add operation for the correct absence (with the correct Absence Date).

It is possible for a student's instructional time to be submitted to ADE using the metric of attendance time rather than absence time. For further information on this, see the [017 Student Attendance](#) (page 246) transaction. Pay particular attention to the section titled [Submitting both absence and attendance](#) (page 248).

 **Note:** Absences should be reported for all students using this [004 Student Absence](#) (page 68) transaction, however, if a student's instructional time is reported to SAIS using the Student Attendance transaction, then absences are not required in the initial implementation of SAIS. This requirement will be added at a later date.

 **Note:** At this time, SAIS does not allow absence amounts greater than 1.0. Since absence reporting is limited to a maximum of 1.0, for a single day, for any student who gets credit for attendance of more than 1.0 per day of instruction (e.g., children on a 3-day or a 4-day week), multiple absences must be submitted, none exceeding 1.0, to accomplish a single day's total absence. For example, if a full-time student is on a 4-day week, he actually accrues attendance of 1.25 each day. If he is absent for one of those days, 2 separate Student Absence transactions must be submitted: one for 1.0 one day and another for .25 for another day. This will be addressed in a future release of SAIS.

 **Note:** Pre FY2009: AOI absences shall be ignored if reported to SAIS.
FY2009: AOI absences will be reported and processed according to standard validation rules.

Transaction Elements

The following structure describes the elements in this transaction.

Table 13: 004 Student Absence Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 004	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add new absence C = Change an existing absence D = Delete an existing absence	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Absence Date	ABSDT	10	D	The date of the absence	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Absence Amount	ABSAMT	4	C	The portion of the day the student was absent <i>See Code Values – Absence Amount</i>	
Absence Reason Code	ABRSNCD	2	C	The reason for the absence <i>See Code Values – Absence Reason</i>	

Changing Elements

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

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

- Absence Amount

Element Optionality

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



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

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

Table 14: Student Absence Transaction Element Optionality

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

Element	Add	Change	Delete
Absence Amount	R	1	2
Absence Reason Code	R	R	R

1. This element must be different from SAIS for this to be a valid "change".
2. Even though the absence amount code is optional for a "delete" operation, it will be validated if supplied.



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

004.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

004.1.1 Allowed Data Format

Perform the same verification as for *001.1.1 Allowed data format* (page 17).

004.1.2 Allowed Code Values

Using Operation Code only and referring to *Table 14: Student Absence Transaction Element Optionality* (page 70),

- Perform the same verification as for *001.1.2 Allowed code values* (page 17).

004.1.3 Operation Code

Perform the same verification as for *003.1.3 Operation Code* (page 62).

004.1.4 Missing Fields

Using *Table 14: Student Absence Transaction Element Optionality* (page 70),

- Perform the same verification as for *001.1.4 Missing Fields* (page 18).

004.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to 004.3 Step 3: SAIS Database Update (page 75) to update the SAIS database appropriately.

*For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in *Table 14: Student Absence Transaction Element Optionality* (page 70).*

004.2.1 Entity / LEA

Perform the same validation as for *003.2.1 Entity / LEA* (page 62).

004.2.2 Find the Membership

If the school has more than one track for the fiscal year of this membership, the track in which this student is enrolled must be identified.

If Track Number is **not** submitted

- If school has more than one track for this **Fiscal Year** then:

Track Number is missing

- Report the discrepancy as **ERROR** message -9008.
- **Solution:** Resubmit this transaction including the valid Track Number.

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

- Set **Fiscal Year** to the fiscal year identified by the Absence Date.

Retrieve the row from the school memberships table for this **Fiscal Year** whose identifiers match those in the submitted transaction.

If school memberships for (Entity ID & Student ID + **Fiscal Year** + Track Number) is **not** found, then:

No membership was found for this student at this school during the specified year.

- Report the discrepancy as: **ERROR** message -9019.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the *001 Student Enrollment* (page 9) or *002 Student Readmission* (page 45) to create the required condition on SAIS to precede this absence. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

004.2.3 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform *004.2A Add Operation* (page 72).

Else, if Operation Code = C (change), then:

- Perform *004.2C Change Operation* (page 74).

Else, if Operation Code = D (delete), then:

- Perform *004.2D Delete Operation* (page 74).

004.2A Add Operation

004.2A.1 Student Identifiers

Perform the same validation as for *002.2A.2 Student Identifiers* (page 51).

004.2A.2 Absence Date

 **Note:** As stated in the introduction to this transaction, SAIS will accept *004 Student Absence* (page 68) for dates outside the reported membership period for any student, provided there is some membership reported for the student at the school during the fiscal year specified by the date of absence. These date anomalies will be accepted during the data submission phase. SAIS will fix these values before calculating ADM (for funding, reports, or any reason). For more information, see section **Eliminate Absence Dates Outside Enrollment Periods** in the **Integrity Checking Processes** document. At that time SAIS will validate that the Absence Date cannot be the date of withdrawal; however, the student may be absent on the last day of membership provided that the student was in membership through the last day of school.

 **Note:** From FY2007 forward, SAIS shall allow reporting of full-day absence on the first day of the calendar track to which the student is assigned. The rule will apply only to a student if his / her enrollment date is equal to the first day of the calendar track to which (s)he is assigned. Integrity Checking will validate the absence date relationship to the first day of school per the calendar track.

Get the calendar for this LEA, for **Fiscal Year** (the fiscal year indicated by the date of absence), for the track in which this student is enrolled.

If Absence Date is not a valid session day for the **Fiscal Year**,

- Report the discrepancy as: **ERROR** message -18010.

- **Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If Absence Date is earlier than the First Day of Membership date,

- Report the discrepancy as: **ERROR** message -18011.
- **Solution:** This transaction must be resubmitted with the correct Absence Date OR the student's First Day of Membership.

If Absence Date is later than the Withdrawal date,

- Report the discrepancy as: **ERROR** message -18012.
- **Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set absence date from Absence Date
- Set absence fiscal year to **Fiscal Year** calculated earlier in *004.2.2 Find the Membership* (page 71).

004.2A.3 Absence Amount

Verify with student FTE



Note: A student cannot be absent for more time than he is scheduled to attend school that day (his full-time equivalency). * Absence Amount values out of sync with the existing student membership FTE will be accepted in the data submission stage, but will be validated in the Integrity Checking Process. In Integrity, if an LEA submits an Absence Amount that exceeds the student's FTE (the percent of a full-time equivalency that the LEA declared this student is enrolled during this time frame of the membership), then SAIS will mark the absence as an Integrity failure, and the LEA must fix the out-of-sync error before the student will be included in the Aggregation process.

For further information on the Absence Amount / FTE Amount synchronization process, see section **Synchronize Absence Amounts with FTE**, in section *008.2A.4 FTE Values* (page 110).

- **Absence Amount reflects the actual time the student is absent. Therefore, a student attending half-time at a school (i.e., he has a full-time equivalency of 50% equivalency at the school) may only have a maximum absence value of .50 reported for any given day.*

Get the FTE for this membership for the time span covering this absence, where membership portion = "FTE".

If the FTE is **not** found for the membership which includes Absence Date, then:

- Report the discrepancy as: **ERROR** message -18009.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the *008 Student FTE* (page 102) transaction to create the required condition on SAIS to precede this absence. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.

Else, if the FTE **is** found for this membership (which includes Absence Date), then:

- If Absence Amount > Student Membership FTE for this membership, then:
 - Report the discrepancy as: **ERROR** message -18006.
 - **Solution:** If the Absence Amount is incorrect, a "change" operation can be submitted. If the Student Membership FTE for this membership is incorrect, it must be fixed with a *008 Student FTE* (page 102) transaction.
- Else If Absence Date is the First Day of Membership OR the Withdrawal Date,

AND the Absence Amount >= the FTE value

in other words, the child cannot be absent for the entire time on his first or last day of school

- Report the discrepancy as: **ERROR** message -18013.
- **Solution:** This transaction must be resubmitted with the correct Absence Date OR the LEA's school calendar must be fixed.

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set absence amount from Absence Amount.

004.2A.4 Absence Reason

Set absence reason from Absence Reason Code.

004.2C Change Operation

004.2C.1 Get Existing Absence

Retrieve the row from the absences table that matches the key elements in the submitted transaction.

If the relevant absence to be changed is not found, then:

The original absence was not found.

- Report the discrepancy as: **ERROR** message -18007.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the *004 Student Absence* (page 68) to create the required condition on SAIS to precede this absence. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct data.
- DO NOT CONTINUE.

004.2C.2 Absence Date

Perform the same validation as for the "Add" operation, *004.2A.2 Absence Date* (page 72).

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set absence date from the transaction Absence Date.

004.2C.3 Absence Amount

Perform the same validation as for the "Add" operation, *004.2A.3 Absence Amount* (page 73).

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set absence amount from the transaction Absence Amount.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

004.2D Delete Operation

As shown in Table 14: Student Absence Transaction Element Optionality (page 70), all but the required elements for the delete operation will be ignored, except that if an absence amount code is provided with the delete transaction, it will be validated.

004.2D.1 Get Existing Absence

Perform the same validation as for the "Change" operation, *004.2C.1 Get Existing Absence* (page 74).

If there is no **ERROR** above, then:

- Proceed to step *004.3 Step 3: SAIS Database Update* (page 75)

Else,

- DO NOT CONTINUE.

004.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT COMPLETE THIS STEP.

If Operation Code = A (add), then:

- Perform [004.3A Add Absence](#) (page 75).

Else, if Operation Code = C (change), then:

- Perform [004.3C Change Absence](#) (page 75).

Else, if Operation Code = D (delete), then:

- Perform [004.3D Delete Absence](#) (page 75).

004.3A Add Absence

Set foreign key:

Write new row to absences table in SAIS Student database.

004.3C Change Absence

The row in the absences table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Update the selected row of Student Details table.

004.3D Delete Absence

The row in the absences table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of Student Details table.

System Messages

Table 15: System Messages Related to the Student Absence Transaction

Common	Msg #	Message	Extra Detail
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9007	Invalid or missing Track Number	
Yes	-9008	Missing required element: Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	

Common	Msg #	Message	Extra Detail
	-309000	Added Absence	
	-309001	Changed Absence	
	-309002	Deleted Absence	
	-309003	Deleted Absence from Enrollment Transaction	
	-18000	Missing required element: Absence Date	
	-18001	Missing required element: Absence Amount Code	
	-18002	Missing required element: Absence Reason Code	
	-18003	Invalid Absence Amount Code	
	-18004	Invalid Absence Reason Code	
	-18006	Absence amount is greater than student's FTE	
	-18007	No matching absence found	;
	-18008	Absence already registered	
	-18009	No matching FTE period for the reported absence date.	
	-18010	Absence date is not a valid session day in school	
	-18011	Absence date cannot occur before an Enrollment date	
	-18012	Absence date cannot occur after a Withdrawal date	
	-18013	The absence amount has to be less than the FTE value of the membership for enrollment, withdrawal and readmission days	
	-18014	No matching FTE period found for the reported absence date	

005 Student Personal Information

This transaction is used to create a new student on SAIS for whom there will be no memberships. In pre-SAIS terms, an example of this would be a student who is ineligible for generating ADM funding but who does generate SPED funding. In this scenario, no membership data is required by SAIS but we must know personal information about the student. In this situation a [005 Student Personal Information](#) (page 76) transaction would be submitted.

This transaction can also be used to submit changes to any element of a student's personal information and to fix data entry errors. "Personal information" is comprised of the characteristics of the student ***which are independent of his membership in a school***: these characteristics include name, gender, and birth date. The only allowable operations for this transaction are an Add or a Change operation.



Note: SAIS will retain fundamental "student" information from only the most recent main school during a single fiscal year.

Transaction Elements

The following structure describes the elements in this transaction.

Table 16: 005 Student Personal Information Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 005	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRC	1	S	A = Add only a student's characteristics to SAIS C = Change student's existing characteristics	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Capture Date	EFFDATE	10	D	The date this change information was captured. This is sometimes referred to as "effective date".	
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.	
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.	
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.	
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.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
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.	
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.	
Name Extension on Legal Document	EXTNNM	3	S	Suffix to Student last name, e.g., Jr., Sr., III	
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 Old (or New) First Name on Legal Document.	
Last Name Student Goes By	LASTNMGOESBY	40	S	The last name the student goes by. This may be the same as Old (or New) Last Name on Legal Document.	
Gender Code	GENDERCD	1	C	Student sex <i>See Code Values – Gender</i>	
<i>Empty field: Ethnicity Code</i>	<i>ETHNICCD</i>	<i>3</i>	<i>C</i>	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	This field, Ethnicity Code, replaced by six federally mandated ethnicity/race fields for FY2011.
Birth Date	DOB	10	D	The birth date of the student	
Country of Birth Code	CTRYBRTHCD	2	C	Country in which student was born <i>See Code Values – Country</i>	
State of Birth Code	STATBRTHCD	2	C	State in USA or its territories in which student was born <i>See Code Values – States</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>empty field: formerly Foreign Exchange Indicator: element no longer collected</i>	<i>empty field: formerly FORGNXCHG</i>	1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Normal Graduation Year	NORMGRADYR	4	I	The student's class affiliation, defined by Arizona as 4 years after student's first membership in 9 th grade.	
Home Language Code	HMLANGCD	2	C	The language spoken at home <i>See Code Values – Home Language</i>	
Responsible Party's First Name on Legal Document	MOMFIRSTNM	30	S	The first name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.	
Responsible Party's Last Name on Legal Document	MOMLASTNM	40	S	The last name of the adult responsible for the student (mother, father, guardian, responsible party, or the student himself if he is emancipated) as it appears on the legal document provided for registration. This is used only to match a new student to an existing SAIS record.	
Tribal Name	TRIBALNM	20	S	A name borne in common by members of a tribe or clan. This is used only to match a new student to an existing SAIS record.	
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.	
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.	

Field name	Abbreviated name	Len	Data type	Description	Remarks
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 and is applicable to "add" transactions only. <i>See Code Values – States</i>	
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)	NEW FIELD effective FY2011 Required.
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	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	NEW FIELD effective FY2011.
Black or African American	BL	1	L	Person has origins in any of the black racial groups of Africa. Value "1" = YES	NEW FIELD effective FY2011.
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	NEW FIELD effective FY2011.
White	WH	1	L	Person has origins in any of the original peoples of Europe, the Middle East, or North Africa. Value "1" = YES	NEW FIELD effective FY2011.

Changing Elements

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

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

- 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
- *Ethnicity Code (not used after FY2011)*
- 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
- Ethnicity (after FY2011), select 1 or more of:
 - Hispanic/ Latino
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Native Hawaiian or other Pacific Islander
 - White

Element Optionality

This table defines whether each element is required or optional.



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

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

As documented in the chapter [How To Change Specific SAIS Elements](#), a "change" operation is a full replacement of the SAIS data. In other words, it will update SAIS with every element on the submitted transaction. The elements below that are designated as required are those elements which require a non-null value on SAIS. For instance, every student must have a declared gender, a real birth date, and a first and last name. Alternatively, not every student will have a tribal name.

Table 17: Student Personal Information Transaction Element Optionality

Element	Add	Change	Element	Add	Change
Transaction ID	R	R	Birth Date	R	R
Vendor Defined Field	X	X	Country of Birth Code	5	5
Operation Code	R	R	State of Birth Code	6	6
Entity ID	R	R	<i>element no longer collected: Foreign Exchange Indicator</i>	X	X
School Student ID	R	R	Normal Graduation Year	X (1)	1
Student ID		R	Home Language Code	R	R
<i>element no longer collected: Capture Date</i>	X	X	Responsible Party's First Name on Legal Document	R	R
Old First Name on Legal Document		R	Responsible Party's Last Name on Legal Document	R	R
Old Middle Name on Legal Document			Tribal Name		

Element	Add	Change	Element	Add	Change
Old Last Name on Legal Document		R	Previous School Entity ID	2	X
New First Name on Legal Document	R	R	Previous School Student ID	3	X
New Middle Name on Legal Document			Previous State Code	4	X
New Last Name on Legal Document	R	R	Hispanic/ Latino	7	7
Name Extension on Legal Document			American Indian or Alaskan Native	7	7
Nickname Student Goes By			Asian	7	7
Last Name Student Goes By	R	R	Black or African American	7	7
Gender Code	R	R	Native Hawaiian or other Pacific Islander	7	7
<i>element no longer collected: Ethnicity Code effective FY2011</i>	<i>X</i>	<i>X</i>	White	7	7

1. Normal Graduation Year is required for all high school students who are not special needs-only students. Therefore, since by definition the "add" is performed only for special needs-only students, this element will be ignored for the "add" operation and it will not be populated to the SAIS database.
2. Previous School Entity ID is only required on an "add" operation for a transferring student, and only if the student previously attended a school in the Arizona state school system. The Previous School Entity ID has a predefined code value: the school's CTDS code.
3. Previous School Student ID is required only when Previous School Entity ID contains a value. At all other times it must be blank.
4. Previous State Code is required only for an "add" operation for a transferring student, and only when Previous School Entity ID is blank. If this is not a US state, it may contain the code ZZ (the value for "not US"), or it may remain blank. The Previous State Code cannot be changed once the student's personal information is added to SAIS.
5. Country of Birth Code is always required **except when the value is the USA**. If the Country of Birth was the USA, then this field may contain the code US (the value for "United States") or UM ("US Minor Outlying Islands"), or it may remain blank.
6. State of Birth Code is always required **except when the Country of Birth Code is not USA**. If the Country of Birth was not the USA, then this field may contain the code ZZ (the value for "not US"), or it may remain blank.
7. 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.



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

005.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

005.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

005.1.2 Allowed Code Values

Using [Table 17: Student Personal Information Transaction Element Optionality](#) (page 81),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

005.1.3 Operation Code

If Operation Code not A (add) or C (change), then:

- Report the discrepancy as: **ERROR** message -9000.
- **Solution:** Resubmit this transaction with the correct Operation Code.

005.1.4 Missing Fields

Using [Table 17: Student Personal Information Transaction Element Optionality](#) (page 81),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

005.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [005.3 Step 3: SAIS Database Update](#) (page 85) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in [Table 17: Student Personal Information Transaction Element Optionality](#) (page 81).

005.2.1 Entity / LEA

Perform the same validation as for [003.2.1 Entity / LEA](#) (page 62).

005.2.2 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [005.2A Add Operation](#) (page 83).

Else, if Operation Code = C (change), then:

- Perform [005.2C Change Operation](#) (page 84).

005.2A Add Operation

005.2A.1 Student Identifiers

Check to see if the student already exists on SAIS.

Perform the same validation as for [001.2A.2.1 SAIS Student ID](#) (page 23).

- *If the SAIS Student ID is provided and the student is found on SAIS, then this transaction is unnecessary; perhaps the user should have submitted a "change" operation to update the information on SAIS.*
- *If the SAIS Student ID is NOT provided and matching shows that this student indeed does not exist on SAIS, generate a SAIS Student ID and proceed.*

005.2A.2 Create Student

The remaining elements require no edits. If they are present, populate them to the new row in the appropriate table in the SAIS Student database.

Perform [001.2A.8 Country & State of Birth](#) (page 33).

If this edit ended successfully (no severity level of ERROR), then set the following elements as appropriate:

- Set Student Details table from New First Name on Legal Document.
- Set Student Details table from New Middle Name on Legal Document.
- Set Student Details table from New Last Name on Legal Document.

- Set Student Details table to Name Extension on Legal Document.
- Set Student Details table from Nickname Student Goes By.
- Set Student Details table from Last Name Student Goes By.
- Set Student Details table from Gender Code.
- Set Student Details table from Birth Date
- Set Student Details table to Normal Graduation Year.
- Set Student Details table from Home Language Code.
- Set Student Details table from Responsible Party's First Name on Legal Document.
- Set Student Details table from Responsible Party's Last Name on Legal Document.
- Set Student Details table from Tribal Name.
- Set Student Details table from Hispanic/Latino (effective FY2011)
- Set Student Details table from American Indian or Alaskan Native (effective FY2011)
- Set Student Details table from Asian (effective FY2011)
- Set Student Details table from Black or African American (effective FY2011)
- Set Student Details table from Native Hawaiian or other Pacific Islander (effective FY2011)
- Set Student Details table from White (effective FY2011)

Ethnicity Code, element no longer collected after FY2011:

005.2C Change Operation

005.2C.1 Student Identifiers

The submitting entity must have a connection to the student for which they are giving data to ADE. Despite the fact that personal characteristics are associated with the student himself and not with any single membership, SAIS must ensure that a membership exists for the school and time period for which this information is being submitted.

Perform the same validation as for [002.2A.2 Student Identifiers](#) (page 51).

005.2C.2 Update Personal Elements

See related validations in the [001 Student Enrollment](#) (page 9).

Ethnicity classification may change over the course of a student's association with ADE.

For each element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - If Birth Date is different from the SAIS row,
 - Perform the validations in [001 Student Enrollment](#) (page 9) and [001.2A.8 Country & State of Birth](#) (page 33).
 - Set {the SAIS element} from {the submitted element value}.

Names: If one or more of the submission transaction's "Old" and "New" name elements differ:

- Compare the transaction's "New" name elements against SAIS. If they all agree: with what is on SAIS already, we don't fail the transaction, just give a warning that SAIS already has the updates that are being sent in.

If no transaction elements were different from SAIS elements,

- Report the LACK of discrepancy as: **WARNING** message number depends on which element(s) match
- -214001 -- Submitted New First Name is same as First Name on SAIS
- -214002 -- Submitted New Middle Name is same as Middle Name on SAIS
- -214003 -- Submitted New Last Name is same as Last Name on SAIS
- **Solution:** None. SAIS will not be updated.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

005.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT COMPLETE THIS STEP.

If Operation Code = A (add), then:

- Perform [005.3A Add Student](#) (page 85).

Else, if Operation Code = C (change), then:

- Perform [005.3C Change Student](#) (page 85).

005.3A Add Student

The row in the students table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write new row to students table in SAIS Student database.

005.3C Change Student

The row in the students table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Update the selected row of students.

System Messages

Table 18: System Messages Related to the Student Personal Information Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9019	No School Membership found for Student	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-14000	Missing required element: Birth Date	
	-14003	Missing required element: Ethnicity Code (element no longer collected after FY2011)	
	-14005	Missing required element: Gender Code	
	-14006	Missing required element: Home Language Code	
	-14007	Missing required element: Last Name at Birth	
	-14008	Missing required element: Responsible Party's First Name	
	-14009	Missing required element: Responsible Party's Last Name	

Common	Msg #	Message	Extra Detail
	-14010	Missing required element: New First Name	
	-14011	Missing required element: New Last Name	
	-14013	Missing required element: Effective Date	
	-14014	Student must be less than 5 years old by September 1 st to generate funding for preschool.	
	-14015	Student must be at least 33 months old to generate funding for preschool.	
	-14016	Student must be at least 5 years old by September 1 st to generate funding for kindergarten.	
	-14017	Student must be at least 6 years old by September 1 st to generate funding for grades above kindergarten.	
	-14018	Submitted birthdate on transaction differs from birthdate already on SAIS.	
	-14021	Invalid Gender Code	
	-14022	Invalid Ethnicity Code (element no longer collected after FY2011)	
	-14023	Invalid Country of Birth Code	
	-14024	Invalid State of Birth Code	
	-14025	Invalid Home Language Code	
	-14026	Invalid Previous State Code	
	-14027	An Ancillary School cannot change Personal Info because there is membership on a Main School	
	-14028	Missing required element: Old First Name	
	-14029	Missing required element: Old Last Name	
	-14030	Submitted Old First Name differs from First Name on SAIS	
	-14031	Submitted Old Last Name differs from Last Name on SAIS	
	-14032	Student ID already exists on SAIS	
	-14033	Normal Graduation Year is less than 5 years or more than 20 years from Fiscal Year	
	-14034	Effective date is not in the previous or current fiscal year	
	-14035	Student ID should be 0 or blank or an add operation	
	-14036	Duplicate Personal Information Add Transaction Submitted	
	-314000	Added Student Personal Info	
	-314001	Changed Student Personal Info	
	@@	Missing required element: Ethnicity	
	@@	Missing required element: At least one Race must be selected	

006 Student Membership Change

This transaction is designed to capture membership-related elements that can change independently of personal information or district of residence. The set of elements in one *006 Student Membership Change* (page 87) transaction are unique to one single membership for a student.

This transaction should be used when one of the following membership-related elements is either incorrect on SAIS or has changed during the term of this membership.



Note: At this time, there is no method by which a Track Number can be changed mid-year. Withdrawing the student and readmitting him with the new track number must accomplish this.

Changing a Register ID Mid-Year

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the *009 Student Grade Transfer* (page 116) transaction.



Note: Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code value 2) for every day of his membership. This is accomplished with the *010 Student Payer Factors* (page 129) transaction.

Transaction Elements

The following structure describes the elements in this transaction.

Table 19: 006 Student Membership Change Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 006	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	C = Change existing membership details	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	

Field name	Abbreviated name	Len	Data type	Description	Remarks
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership.  Note: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Enrollment Activity Code	ACTVCD	3	C	Type of membership (enrollment or readmission). This is the "E" or "R" Code. <i>See Code Values – Activity</i>	
Membership Type	MEMTYPE	1	C	Indicates whether this is the main or ancillary membership for this student <i>See Code Values – Membership Type</i>	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
<i>empty field (formerly Neighborhood School Indicator: element no longer collected.</i>	<i>empty field: formerly NEIGHSCHL</i>	<i>1</i>	<i>L</i>	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	

Changing Elements

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

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

- Enrollment Activity Code
- Membership Type
- School Student ID

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 20: Student Membership Change Transaction Element Optionality

Element	Change
Transaction ID	R
Vendor Defined Field	X
Operation Code	R
Entity ID	R
School Student ID	R 1
Student ID	R
First Day of Membership	R
First Name on Legal Document	X
Middle Name on Legal Document	X
Last Name on Legal Document	X
Enrollment Activity Code	1
Membership Type	1
Track Number	R
<i>element no longer collected: Neighborhood School</i>	X

1. At least one of these elements must be different from SAIS for a valid "change" operation.



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

006.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

006.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

006.1.2 Allowed Code Values

Using [Table 20: Student Membership Change Transaction Element Optionality](#) (page 89):

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

006.1.3 Operation Code

Perform the same verification as for [005.1.3 Operation Code](#) (page 83).

006.1.4 Missing Fields



Note: At least one of the changeable elements listed in [Table 20: Student Membership Change Transaction Element Optionality](#) (page 89) must be different from its value on SAIS for this to be a valid change operation.

Using [Table 20: Student Membership Change Transaction Element Optionality](#) (page 89),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

006.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [006.3 Step 3: SAIS Database Update](#) (page 90) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in [Table 20: Student Membership Change Transaction Element Optionality](#) (page 89) .

Compare submitted values to existing values and issue an informational message for each changed element, if SAIS is doing positive reporting.

006.2.1 Entity / LEA

Perform the same validation as for [003.2.1 Entity / LEA](#) (page 62).

006.2.2 Student Identifiers

Perform the same verification as for [002.2A.2 Student Identifiers](#) (page 51).

006.2.3 Find the Membership

Using First Day of Membership instead of Absence Date, perform the validation defined in [004.2.2 Find the Membership](#) (page 71).

006.2.4 Update Membership Elements

See related validations in the [001 Student Enrollment](#) (page 9) section.

Compare each element on the submitted transaction with its equivalent on SAIS.

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from the {submitted element}.

If no elements on the submitted transaction are different from SAIS,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

006.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

The row in the school memberships table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write updated school membership row to SAIS Student database.

System Messages

Table 21: System Messages Related to the Student Membership Change Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9007	Invalid or missing Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9011	No match between the SAIS-generated student identifier provided and elements on the SAIS database	
Yes	-9015	Data falls outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-330000	Changed School Membership	
	-330001	Changed Neighborhood School	
	-30000	Missing required element: Enrollment Date	
	-30001	Invalid Membership Type Code	
	-30002	Invalid Activity Code	

007 Student DOR Transfer

District of Residence (DOR) is an essential factor in state aid. It is captured in this transaction and in the membership enrollment transactions (*001 Student Enrollment* (page 9) and *002 Student Readmission* (page 45)). The DOR is not necessarily the district in which the student resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Logically, therefore, each membership must have its own DOR.

A student may change Funded District of Residence while continuing to attend the same school. When this happens during the school year while the student continues to attend the same school, a *007 Student DOR Transfer* (page 91) must be submitted to ADE. This transaction can also be used for changing the start or end date of a child's belonging to a Funded District of Residence.

FYI: If a student moves house and keeps the same funded DOR and has the same value for Neighborhood School, no transaction should be sent to SAIS.



Note: The DOR in this transaction refers to a membership-related DOR. It should not be confused with a DOR that relates to a SPED service. A transaction submitted here, no matter what operation code is used,

will in no way effect any SPED service-related DOR on SAIS. Adds, changes, and deletes to the DOR relating to a particular SPED service must be submitted using *014 SPED Service Participation* (page 200) .

There must be a DOR for every day of a membership

Retroactive Changes

As stated above, there must be a DOR for every day of a membership. Because of this, retroactive changes can be made, but they require careful attention from the submitter. To record a retroactive DOR change properly with ADE, the following steps are required.

- The submitter must send SAIS a *007 Student DOR Transfer* (page 91) "add" operation for the retroactive DOR. It should contain the retroactive DOR information in the fields prefixed with "New", including both a start date and an end date. It should also contain the recalculated end date of the DOR just prior to this one in the fields prefixed with "Old".
 - SAIS will recalculate the end date of the DOR immediately preceding this new DOR to validate that the submitted information is accurate. If the submitted "old" end date isn't the school day preceding the start of this newly inserted DOR, then SAIS will issue a warning. **Warning:** This will have to be fixed at a later date, but note that all DOR information must be in sync before funding will be generated.
 - If any DOR exists on SAIS whose start date overlaps with the newly added DOR, SAIS will again issue a warning. The same warning as above applies.



Note: Start date is a key field, and cannot be changed.

- If the deletion causes a gap in DOR coverage, then the submitter must send SAIS a *007 Student DOR Transfer* (page 91) "add" operation for the DOR that was effective after the end date of the newly added DOR.



Note: SAIS will not automatically add any DORs to the SAIS database; SAIS will merely try to align what is submitted and notify the submitter when the result is illogical.

For an illustration, see below. More cases can be found in *Figure 4: District of Residence "Add" Operation Scenarios* (page 97) later in this chapter.

scenario	submission									action	SAIS database								
	September										September								
	1	2	3	4	5	6	7	8	9		1	2	3	4	5	6	7	8	9
DOR "A" exists on SAIS										existing SAIS table shows the student resides in DOR "A" with an open end date	◆	◆	◆	◆	◆	◆	◆	◆	◆
Submitted: Student District of Residence Transfer "add" operation for DOR "B"				●	●					If it's not the case already, SAIS will warn that the existing end date should equal (the submitted start date minus 1 day). Then SAIS will add the new DOR.	◆	◆	◆	◆	◆	◆	◆	◆	◆
Required: Student District of Residence Transfer "add" operation for DOR "A"						●	●			The submitter must now send an "add" operation to re-add the days not covered by a DOR because of the change in the original ending date.	◆	◆	◆	◆	◆	◆	◆	◆	◆

Figure 3: Retroactive Changes

Transaction Elements

The following structure describes the elements in this transaction.

Table 22: 007 Student DOR Transfer Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 007	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new DOR C = Change an existing DOR D = Delete an existing DOR	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Old Funded District of Residence	OLDDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code	
Old Funded DOR Start Date	OLDDORSTRTDT	10	D	The date this CTDS became the student's district of residence	
Old Funded DOR End Date	OLDDOREND	10	D	The date this CTDS ceased being the student's district of residence	
<i>empty field (formerly Old Neighborhood School Indicator)</i>	<i>empty field: formerly OLDNEIGHSCHL</i>	<i>1</i>	<i>L</i>	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
New Funded District of Residence	NEWDISTRESID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code	

Field name	Abbreviated name	Len	Data type	Description	Remarks
New Funded DOR Start Date	NEWDORSTRTDT	10	D	The date this CTDS became the student's district of residence	
New Funded DOR End Date	NEWDOREND	10	D	The date this CTDS ceased being the student's district of residence	
<i>empty field (formerly New Neighborhood School Indicator)</i>	<i>empty field: formerly NEIGHSCHL</i>	<i>1</i>	<i>L</i>	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	

Changing Elements

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

The following elements may be changed using this transaction with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Funded District of Residence
- Old DOR End Date

Element Optionality

This table defines whether each element is optional or required.



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

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

Table 23: Student DOR Transfer Transaction Element Optionality

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

Element	Add	Change	Delete
Old Funded District of Residence	1	R 1	1
Old DOR Start Date	2	R	2
Old DOR End Date	1	1	1
<i>empty field, formerly Old Neighborhood School Indicator</i>	X	X	X
New Funded District of Residence	R	X	R
New DOR Start Date	R	X	R
New DOR End Date		X	X
<i>empty field, formerly New Neighborhood School Indicator</i>	X	X	X

1. At least one of these elements must be different from SAIS for this to be a valid change.
2. If "Old Funded District of Residence" is populated, then this field is required.



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

007.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

007.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

007.1.2 Allowed Code Values

Using [Table 23: Student DOR Transfer Transaction Element Optionality](#) (page 94),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

007.1.3 Operation Code

Perform the same verification as for [003.1.3 Operation Code](#) (page 62).

007.1.4 Missing Fields



Note: At least one of the changeable elements listed in [Table 23: Student DOR Transfer Transaction Element Optionality](#) (page 94) must be different from its value on SAIS for this to be a valid change operation.

Using [Table 23: Student DOR Transfer Transaction Element Optionality](#) (page 94),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

007.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [007.3 Step 3: SAIS Database Update](#) (page 100) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in [Table 23: Student DOR Transfer Transaction Element Optionality](#) (page 94).

007.2.1 Entity / LEA

Perform the same validation as for [003.2.1 Entity / LEA](#) (page 62), using the submitted Entity ID and Funded District of Residence.

If the **DOR not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -26005.
- **Solution:** Resubmit this transaction including the correct DOR information.

007.2.2 Student Identifiers

Perform the same verification as for [002.2A.2 Student Identifiers](#) (page 51).

007.2.3 Start and End Dates

Verify that the submitted start date is earlier than the submitted end date.

If DOR End Date is submitted,

- If DOR Start Date >= DOR End Date
 - Report the discrepancy as: **ERROR** message -26006.
 - **Solution:** To start a district of residence, resubmit this transaction including the correct dates.
 - DO NOT CONTINUE WITH THIS EDIT.

If an overlap or a gap occurs as a result of dates already on SAIS (DOR start date) and the dates submitted on the transaction (between Old DOR Start Date and Old DOR End Date and/or between New DOR Start Date and New DOR End Date),

- Report the discrepancy as: **WARNING** message -226002.
- **Solution:** Resubmit this transaction including the correct dates.
- DO NOT CONTINUE WITH THIS EDIT.

007.2.4 Find the Membership

Using one of the dates on the submitted transaction, instead of Absence Date, perform the validation defined in [004.2.2 Find the Membership](#) (page 71).

007.2.5 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [007.2A Add Operation](#) (page 96).

If Operation Code = C (change), then:

- Perform [007.2C Change Operation](#) (page 97).

If Operation Code = D (delete), then:

- Perform [007.2D Delete Operation](#) (page 99).

007.2A Add Operation

007.2A.1 Fiscal Year

*All remaining validations use only the tables for the fiscal year identified by the **DOR Start Date**.*

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

- Set **Fiscal Year** to the fiscal year identified by the DOR Start Date.

007.2A.2 Validate Existing DORs

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If the submitted DOR is the same as the DOR on SAIS and the time spans are the same or they overlap,

the SAIS value matches the transaction; any changes must be made with a "change" operation

- Report it as: **ERROR** message -26011.
- **Solution:** If DOR is wrong, resubmit this transaction with the correct value.

Else, if the submitted DOR is different from the DOR on SAIS:

- Use the information below to classify the relevant scenario and determine the course of action. In the following scenarios, **earlier** DORs on SAIS overlap with this new one. Fix the dates on SAIS if appropriate.

The following figure illustrates how various scenarios for "add" operations should be handled.

scenario		action taken by SAIS
SAIS 1		existing SAIS table shows a DOR with a specific start and end date
Submission 1		add submission; no change to existing SAIS row
Submission 2		add submission; delete existing row
Submission 3		same action as for Submission scenario 2
Submission 4		same action as for Submission scenario 2
Submission 5		If it's not the case already, SAIS will warn that the existing end date should equal (the submitted start date minus 1 day). Then SAIS will add the new DOR submitted NOTE: The submitter must now send an "add" operation to re-add the days not covered by a DOR because of the change in the original ending date.
Submission 6		If it's not the case already, SAIS will warn that the existing end date should equal (the submitted start date minus 1 day). Then SAIS will add the new DOR submitted.

Figure 4: District of Residence "Add" Operation Scenarios

007.2A.3 Add New DOR

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from New Funded District of Residence.
- Set Student Details table from New DOR Start Date.
- Set Student Details table from New DOR End Date.
- Set DOR fiscal year to **Fiscal Year** determined earlier.

007.2C Change Operation

007.2C.1 Fiscal Year

Perform the same validation as in [007.2A.1 Fiscal Year](#) (page 96).

007.2C.2 Get Matching DOR

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Track Number + DOR Start Date) *not* found in the DOR table, then:

no matching DOR for this student beginning on the specified start date was found on SAIS

- Report the action as: **ERROR** message -26013.
- **Solution:** Resubmit this transaction with the correct key information.

Else, if (the above key) *is* found in the DOR table, then:

- If (the above key + Funded District of Residence + DOR End Date) is also found on SAIS,

this identical information already exists on the SAIS database

- Report the action as: **WARNING** message -226001.
- **Solution:** Resubmit this transaction with the correct key information.

If this edit ended successfully (no severity level of ERROR), then:

- Set Student Details table from Old Funded District of Residence.
- Set Student Details table from Old DOR End Date.

007.2C.3 Validate existing DORs

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If any rows do overlap the submitted transaction (the start and/or end dates of the submitted DOR extend over those already on SAIS), use the information below to classify the relevant scenario and determine the course of action.

The following figure illustrates how various scenarios for "change" operations should be handled.

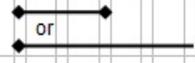
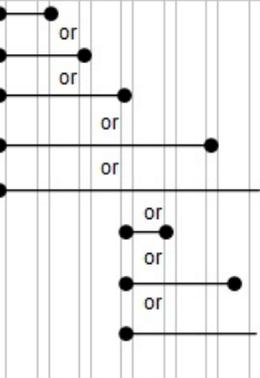
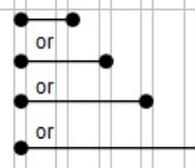
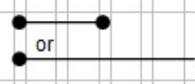
scenario		action taken by SAIS
SAIS 1 DOR "A"		existing SAIS table shows one DOR: for district "A"
Submission 1 DOR "A" (same)		reject submission (start date doesn't match SAIS row); no change to existing SAIS row
Submission 2 DOR "A" (same)		change existing row on SAIS, changing existing SAIS end date to the submitted end date; If the submission matches the 3 rd or 4 th example here, check to see if this change has caused an overlap. If yes, issue a warning about the overlapping entry on SAIS. Report the discrepancy as: WARNING: system-message -226002
Submission 3 DOR "A" (same)		reject the submitted transaction: change was already done
Submission 4 DOR "B" (different)	→ → → → → →	for any change operation where the DOR on the submission is not found on SAIS, reject submission; no change to existing SAIS row Report the discrepancy as: ERROR: system-message -26005

Figure 5: District of Residence "Change" Operation Scenarios

007.2C.4 Validate Other Characteristics

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -226001.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

007.2D Delete Operation

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + School Student ID + Funded District of Residence + DOR Start Date) is **not** found in the DOR table, then:

no matching DOR for this student at this time was found on SAIS

- Report the action as: **ERROR** message -26014.
- **Solution:** Resubmit this transaction with the correct key information.
- DO NOT CONTINUE

Else, if the row is found on the SAIS database, then:

- Proceed to step *007.3 Step 3: SAIS Database Update* (page 100).

007.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

For Operation Code = add,

- Perform *007.3A Add DOR* (page 100).

For Operation Code = change,

- Perform *007.3C Change DOR* (page 100).

For Operation Code = delete,

- Perform *007.3D Delete DOR* (page 100).

007.3A Add DOR

If the flag is set indicating that the "Old" DOR must be updated,

- Write the updated DOR row to the SAIS database.

Set foreign key:

Write new row to Student Details table in SAIS Student database.

007.3C Change DOR

The row in the DOR table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

If the flag is set indicating that the "Old" DOR must be updated,

- Write the updated DOR row to the SAIS database.

Write updated row to the DOR table.

007.3D Delete DOR

The row in the DOR table that matches the key elements in the submitted transaction was retrieved earlier.

If the flag is set indicating that the "Old" DOR must be updated,

- Write the updated DOR row to the SAIS database.

Delete the selected row of Student Details table.

System Messages

Table 24: System Messages Related to the Student District of Residence (DOR) Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	

Common	Msg #	Message	Extra Detail
Yes	-9005	Missing required element: CTDS	
Yes	-9009	Invalid formatted data in element	
Yes	-9009	Invalid formatted data in element:	
Yes	-9009	Invalid formatted data in element:	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9015	Date fall outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-26001	Missing required element: Neighborhood School Indicator	
	-26002	Missing required element: District Of Residence	
	-26003	Missing required element: DOR Start Date	
	-26004	Missing required element: Neighborhood School Indicator Or DOR End Date	
	-26005	District of Residence not found or inaccurate	
	-26006	Submitted DOR start date must be earlier than the submitted DOR end date	
	-26007	Submitted District of Residence is not a valid DOR	
	-26008	District Of Residence required when dates provided	
	-26009	Invalid Membership DOR – End Date Without Start Date	
	-26010	No matching Membership DOR on SAIS	
	-26011	Membership DOR values for this operation already match the SAIS database	
	-26012	Membership DOR value already exists with same Start Date	
	-26013	Matching Membership DOR Not Found For Change Operation	
	-26014	Matching Membership DOR Not Found For Delete Operation	
	-326001	Deleted District of Residence	
	-326002	Added New District of Residence	
	-326003	Changed Existing District of Residence	
	-326004	Withdrawn District of Residence	
	-326005	Deleted District of Residence Withdrawal	
	-326006	Deleted District of Residence Enrollment	
	-226001	Membership DOR values already match the SAIS Database	
	-226002	This transaction results in a DOR period gap or overlap	

008 Student FTE

The *008 Student FTE* (page 102) transaction allows addition, change, and deletion of values for Student Membership FTE.

- Student Membership FTE depicts the portion of a full instructional program (the Full-Time Equivalency) a student receives at this school during a specific period of time in this membership.

In some cases Arizona legislation sometimes sets a maximum for total FTE levels by student.

1. at one school of any type: (all tracks together) = 1.0
2. at one district of any type (all schools and tracks together) = 1.0.
3. at one regular district and one charter school district concurrently = 1.0
4. at one voc/tech participating district and one voc/tech district concurrently = 1.25

SAIS will accept an FTE value of 1.0 for an individual membership in a voc/tech school, resulting in a total FTE of up to 1.25 or even more. Because of the first rule above, during the aggregation calculation we will count no single membership as more than 1.0.

The *008 Student FTE* (page 102) transaction can be used to:

- Submit new values for FTE (Operation Code = A)

The end date of the previous FTE value should be calculated using the start date of the FTE and the school/student calendar. This previous end date should be the last session day preceding the submitted start date for the new FTE.

- Correct erroneous values submitted earlier for FTE (Operation Code = C)

The value of the start date of the FTE must be either the same as some existing FTE start date on SAIS, or the same as the membership First Day of Membership.

- Delete a previously submitted erroneous Add or Change operation (Operation Code = D)

The value of the start date of the FTE has to be the same as the start date of the FTE on SAIS.

When SAIS receives a "change" operation, the system will compare the submitted value to the data already on the SAIS database, and update only the item(s) that have changed.

As with Tuition Payer Code in the *010 Student Payer Factors* (page 129) transaction later in this document, FTE must contain some value for every single day throughout the life of the membership. The values can fluctuate over the course of a school year. Also, their start and end dates may fall beyond the membership dates; the funding process will ignore the irrelevant days.

The first FTE is always specified in the *001 Student Enrollment* (page 9) transaction. When this value changes midway through the membership period, this *008 Student FTE* (page 102) transaction will advise SAIS of that modification. The existing FTE should be exited, with the exit date being calculated as (the new start date minus 1 day).

Because every membership day must have an FTE associated with it, retroactive changes are accepted. For retroactive changes:

- The FTE, and the start date are required fields; end date is optional.
- If other FTEs already exist on SAIS for that student during the same fiscal year, and one or more of them overlap with the submitted transaction, SAIS will issue a warning that the prior FTE needs to be exited (the prior end date = submitted transaction's start date - 1 day) and all subsequent FTEs have to be reviewed by the district for consistency. All those having incorrect dates must be deleted from SAIS for that fiscal year and possibly re-added with correct start date(s).

- If the effect of this submitted FTEs information is that it will leave a gap on SAIS during which there is no FTE for the student for even a day of the membership, SAIS will issue a warning that the new or existing FTE should be evaluated and either the start and end dates fixed or a new FTE added so that there will be no gap.

Student Membership FTE

As stated earlier, FTE depicts the portion of a full instructional program (the **F**ull-**T**ime **E**quivalency) a student receives at this school during this period of time. It is stated in terms of quarters; allowed values are .25, .50, .75, 1.00, and 1.25 (this information is accurate as of fiscal year 2000). Because some vocational technology (e.g., EVIT or NAVIT) students are considered to have a resource load significantly exceeding full-time status, it is possible for a student to have a full-time equivalency value greater than 1.00.

FTE is initially captured in the *001 Student Enrollment* (page 9) transaction.

FTE Rules

FTE is governed by several rules. Note that the rules governing total FTE and overall apportionment of funds are enforced not during the data submission period but during a later process, which is run prior to calculating ADM and funding. For detailed discussion on this process, see **Synchronize FTE** in the **Integrity Checking Processes** document.

FTE & Membership Intervals

Usually a student is enrolled in one school and participates in a full instructional program in that school during the entire school year. For this student :

- the value of the FTE is 1.00
- the interval in which the membership FTE is effective is the same as the student Membership Interval in the school.

Below is a discussion of Membership Intervals, excerpted from the document titled "Aggregating Student Detail" (AggregatingStudentDetail.doc).

Membership Intervals

Aggregation is driven by student records: for each student, sum its memberships. This process description uses "Membership Intervals" to illustrate how this summing can be done.

"Membership Interval" is an artificial construct needed as an interim step in aggregating membership and absence counts. "Membership Interval" represents a single period of time during which all elements required to group membership counts properly remain the same.

Membership Interval consists of the following elements.

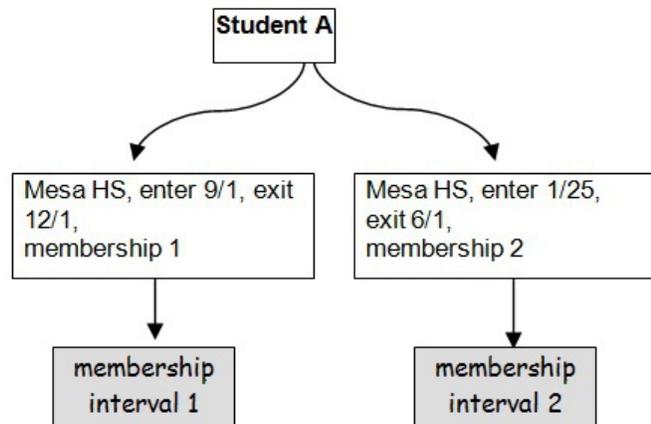
- key fields for all memberships:
 - Fiscal Year
 - DOR (district of attendance)
 - School
 - Period
 - Grade
 - SPED self-contained indicator
 - FTE
- additional key fields for Non-Resident Memberships only:
 - DOR (district of residence)
 - special enrollment and tuition payer
 - Funding Recipient (this is determined by SAIS based on ADE funding policy already in place)
- non-key fields:
 - Start Date
 - Membership Count

- End Date
- Absence Count

A single memberships may result in many Membership Intervals. The vast majority of students will have one membership for the entire school year and one Membership Interval as well. However, just as separate memberships will exist if the student transfers to a new school (resulting in a new key), separate Membership Intervals will be required if during a single school year the student changes any single aspect of membership. Changes to the following elements will require splitting Membership Intervals: grade, CEC code, membership FTE, or district of residence. SAIS must ensure that the entire period from membership start date to end date is contained in the resulting Membership Intervals.

Below are examples of how Membership Intervals work:

Student A has more than one school membership, with all key fields identical



Student B has more than one school membership, with some key fields different in each

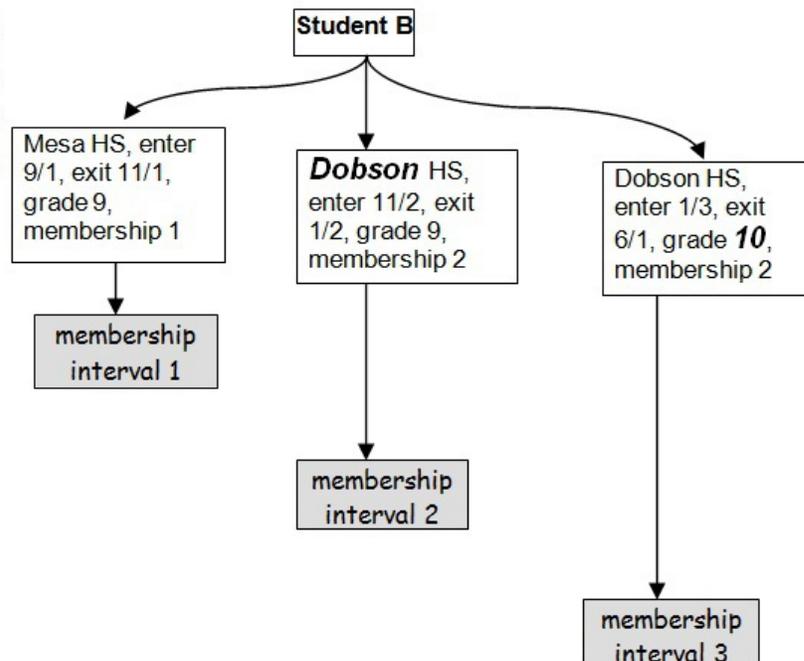


Figure 6: Membership Intervals

Each **Membership Interval**, therefore, must have its own value for **Student Membership FTE**. When dealing with original memberships (the student's first membership in the school in the fiscal year) versus readmissions (the student's return to the same school later in the fiscal year), the **Membership Interval** is still defined in part by the membership begin and end dates.

First Membership:	the time from First Day of Membership to the date of the last school day or to the date of withdrawal if the student withdraws before the last school day of regular session.
Readmitted Student:	the time from readmission date to the date of the last school day or to the date of another withdrawal if the student withdraws before the last school day of regular session.

Transaction Elements

The following structure describes the elements in this transaction.

Table 25: 008 Student FTE Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 008	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Open a new FTE value C = Change existing FTE info D = Delete an existing FTE	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
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 Code Values – Student Membership FTE</i>	
Old FTE Start Date	OLDFTESTRTDT	10	D	The effective date of this FTE value	
Old FTE End Date	OLDFTEENDDT	10	D	The date this FTE value ceased	
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 Code Values – Student Membership FTE</i>	
New FTE Start Date	NEWFTESTRTDT	10	D	The effective date of this FTE value	
New FTE End Date	NEWFTEENDDT	10	D	The date this FTE value ceased	
<i>empty field: formerly Old School Membership Share</i>	<i>empty field: formerly OLDMBRSHR</i>	4	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field: formerly Old Share Start Date</i>	<i>empty field: formerly OLDSHRSTRTDT</i>	10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field: formerly Old Share End Date</i>	<i>empty field: formerly OLDSHRENDTDT</i>	10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field: formerly New School Membership Share</i>	<i>empty field: formerly NEWMBRSHR</i>	4	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field: formerly New Share Start Date</i>	<i>empty field: formerly NEWSHRSTRTDT</i>	10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>empty field: formerly New Share End Date</i>	<i>empty field: formerly NEWSHRENDT</i>	10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	

Changing Elements

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

The following elements may be changed using this transaction with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Student Membership FTE
- Old FTE End Date

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 26: Student FTE Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Student Membership FTE (1)	2	2	2
Old FTE Start Date (1)	2	2	2
Old FTE End Date	2	2	2

Element	Add	Change	Delete
New Student Membership FTE (1)	3	X	3
New FTE Start Date (1)	3	X	3
New FTE End Date		X	X
<i>element no longer collected: Old School Membership Share (1)</i>	X	X	X
<i>element no longer collected: Old Share Start Date (1)</i>	X	X	X
<i>element no longer collected: Old Share End Date</i>	X	X	X
<i>element no longer collected: New School Membership Share (1)</i>	X	X	X
<i>element no longer collected: New Share Start Date (1)</i>	X	X	X
<i>element no longer collected: New Share End Date</i>	X	X	X

1. If any "start date" is provided, then a value for its corresponding "FTE" value must also be provided.
2. If provided, at least one of these elements must be different from SAIS for this to be a valid change.
3. At least one of these sets of elements is required for this to be a valid add or delete operation.



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

008.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

008.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

008.1.2 Allowed Code Values

Using [Table 26: Student FTE Transaction Element Optionality](#) (page 107),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

008.1.3 Operation Code

Perform the same verification as for [003.1.3 Operation Code](#) (page 62).

008.1.4 Missing Fields



Note: At least one of the changeable elements listed in [Table 26: Student FTE Transaction Element Optionality](#) (page 107) must be different from its value on SAIS for this to be a valid change operation.

Using [Table 26: Student FTE Transaction Element Optionality](#) (page 107),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

008.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [008.3 Step 3: SAIS Database Update](#) (page 114) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional based on the submitted value for [Operation Code](#). This information is in [Table 26: Student FTE Transaction Element Optionality](#) (page 107)

008.2.1 Entity / LEA

Perform the same validation as for [003.2.1 Entity / LEA](#) (page 62).

008.2.2 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [008.2A Add Operation](#) (page 109).

Else, if Operation Code = C (change), then:

- Perform [008.2C Change Operation](#) (page 111).

Else, if Operation Code = D (delete), then:

- Perform [008.2D Delete Operation](#) (page 113).

008.2A Add Operation

008.2A.1 Student Identifiers

Perform the same validation as for [002.2A.2 Student Identifiers](#) (page 51).

008.2A.2 Find the Portions

Find the membership for this submission.

Perform the same verification as for [004.2.2 Find the Membership](#) (page 71) using one of the dates provided on the transaction to set **Fiscal Year**.

Retrieve all rows from the membership FTE table for this membership.

Now, find any membership portions that overlap with the dates in this submission. (As for open-ended membership portions, there should be one or none for FTE for a student at any single LEA.)

Retrieve all rows from the membership FTE table for this **Fiscal Year** whose identifiers match those in the submitted transaction, and whose dates overlap those in this submitted transaction.

008.2A.3 Start & End Dates

SAIS will check the following date conditions.

- If one of the submitted start dates (Old FTE Start Date or New FTE Start Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the dates submitted on the transaction (between Old FTE Start Date and Old FTE End Date and/or between the "new" FTE dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.



Note: Start date must occur during the membership period (no earlier than the membership start date, and no later than the membership end date). Both the start and end dates must be valid dates for this school's calendar.

If any date on this transaction (Old FTE Start Date, Old FTE End Date, New FTE Start Date, or New FTE End Date) is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this date, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.

- DO NOT CONTINUE.

If the submitted start date (Old FTE Start Date, New FTE Start Date) is < the school memberships entry date OR if that date is > the withdrawal date (if one exists), then:

- Report the discrepancy as: **ERROR** message -9019.
- **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the school membership start date is incorrect, the membership must be deleted and re-added. If the withdrawal exit date is incorrect, the withdrawal must be deleted and re-added. Then, if this transaction is still required it may be resubmitted.
- DO NOT CONTINUE.

If the submitted end date (Old FTE End Date, New FTE End Date) is submitted:

- If the end date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this end date, then:
 - Report the discrepancy as: **ERROR** message -9015.
 - **Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
 - DO NOT CONTINUE.
- If the submitted end date (Old FTE End Date, New FTE End Date) is < the school membership start date
 - Report the discrepancy as: **ERROR** message -9019.
 - **Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the school membership start date is incorrect, the membership must be deleted and re-added.
 - DO NOT CONTINUE.
- If the submitted end date (Old FTE End Date, New FTE End Date) is > the withdrawal exit date (if one exists), then:
 - Set the end date to withdrawal exit date.

008.2A.4 FTE Values

Part 1

Now verify whether this information already exists on SAIS.

Retrieve **all** rows from the membership FTE table whose start date matches the submitted start date.

Ensure that FTE is different from the information on SAIS.

- If a membership's FTE with a start date matching the submitted start date (old or new) already exists on SAIS , then:
 - If membership FTE = transaction Student Membership FTE,
 - *the submitted FTE already matches SAIS; this transaction is unnecessary*
 - Report the discrepancy as: **ERROR** message -31018.
 - **Solution:** None required.
 - Else,
 - *the submitted FTE start date already exists on SAIS; this should be a "change".*
 - Report the discrepancy as: **ERROR** message -31019.
 - **Solution:** Resubmit this transaction as a "change" operation.
 - Else,
 - Set a flag for the database update step that the FTE must be added.

If FTE must not be added (no flag was set earlier),

- Report the discrepancy as: **ERROR** message -31018.
- **Solution:** There are two solutions, depending upon the problem.
 - If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
 - Otherwise, no action is required; SAIS is already correct.

Part 2

If the submitted start date does **not** already exist on SAIS (established in **Part 1**), perform the retrieval and edits from **Part 1**, except instead of an exact match on the submitted start date, check all rows that overlap with the submitted date(s).

Part 3

This section creates an occurrence of the membership FTE for FTE only if the submitted data differs from that already on SAIS.

If **Part 1** through **Part 2** completed without an **ERROR**, then:

this is a valid "add" operation.

- CONTINUE WITH THIS EDIT

Else,

- DO NOT CONTINUE.

If the FTE must be added (flag was set earlier),

the submitted FTE is different from SAIS; set new fields

- Set membership FTE Portion to "FTE"
- Set membership FTE Portion from transaction Student Membership FTE
- Set Student Detail table from transaction New FTE Start Date
- Set Student Detail table from transaction New FTE End Date
- Set Student Detail table to transaction **Fiscal Year**.

008.2A.5 Synchronize Memberships



Note: Synchronizing the submitted FTE information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.

008.2C Change Operation

008.2C.1 Find the Portions

Perform the same process as for the "add" operation, [008.2A.2 Find the Portions](#) (page 109).

008.2C.2 FTE

As stated earlier in [008.2A.3 Start & End Dates](#) (page 109), SAIS will check the following date conditions.

- If one of the submitted start dates (Old FTE Start Date or New FTE Start Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the dates submitted on the transaction (between Old FTE Start Date and Old FTE End Date and/or between the "new" FTE dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

This is very similar to the process for the "add" operation, [008.2A.4 FTE Values](#) (page 110), except that the existing row must already exist on SAIS.

Part 1

This is very similar to the process for the "add" operation, **Part 1** in [008.2A.4 FTE Values](#) (page 110), except that the information (the Old FTE Start Date) **MUST already exist on SAIS AND** the value in its portion (Student Membership FTE) **must be different** from the submitted value for this to be a valid "change" operation.

Retrieve **all** rows from the membership FTE table whose start date matches the submitted start date(s).

If the submitted start date (Old FTE Start Date) does **not** already exist on SAIS, then:

*None of this data exists on SAIS; it's **not** a valid "change" operation*

- Report the discrepancy as: **ERROR** message -31008 (FTE).
- **Solution:** The information must be added with an "add" operation.
- DO NOT CONTINUE.

Else, if the submitted start date already exists in SAIS row, then:

At least some of this data exists on SAIS; make sure that not all of it does

- Continue with this edit.

If membership portion = FTE

- If membership FTE portion = Student Membership FTE,

the submitted FTE already matches SAIS; this transaction is unnecessary

- Report the discrepancy as: **ERROR** message -31019.
- **Solution:** None required.
- Else,

this is a valid "change".

- Set a flag for the database update step that the FTE must be changed.

If **neither** of the above is a valid change (the FTE flag is not set), then:

- Report the discrepancy as: **ERROR** message -31018.
- **Solution:** There are two solutions, depending upon the problem.
 - If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
 - Otherwise, no action is required; SAIS is already correct.

Part 2

This is very similar to the process for the "add" operation, **Part 3** in [008.2A.4 FTE Values](#) (page 110), except that the "change" operation updates the existing row instead of creating a new row.

This section may update one occurrence of the membership FTE only if the submitted data differs from that already on SAIS.

If **Part 1** completed without an **ERROR**, then:

this is a valid "change" operation.

- If the FTE must be changed (flag set earlier)

the submitted FTE is different from SAIS; set new fields

- Set Student Detail table from transaction [Student Membership FTE](#)
- Set Student Detail table from transaction [Old FTE End Date](#).

008.2C.3 Synchronize Memberships

The same comment applies as for the "add" operation, [008.2A.5 Synchronize Memberships](#) (page 111).



Note: Synchronizing the submitted FTE information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.

008.2C.4 Update Elements

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING:** message -231001.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

008.2D Delete Operation

008.2D.1 Find the Portions

Perform the same process as for the "add" operation, [008.2A.2 Find the Portions](#) (page 109).

008.2D.2 FTE

*This is similar to the process for the "change" operation, **Part 1** in [008.2C.2 FTE](#) (page 111), except that the information matching the submitted start date **MUST already exist on SAIS AND** the value in its portion ([Student Membership FTE](#)) **must be the same** as the submitted value for this to be a valid "delete" operation.*

Retrieve **all** rows from the membership FTE table whose start date matches the start date provided and the FTE value provided.

If the submitted start date does **not** already exist on SAIS, then:

*This data does not exist on SAIS; it's **not** a valid "delete" operation*

- Report the discrepancy as: **ERROR** message -31006 (FTE).
- **Solution:** None. This information doesn't exist on SAIS, so it doesn't have to be deleted.
- DO NOT CONTINUE.

Else, if the submitted start date already exists in SAIS row, then:

the start date matches SAIS; next, ensure that the value(s) match

- Continue with this edit.

*Ensure that FTE is **the same as** the information on SAIS.*

If a membership FTE with start date = [New FTE Start Date](#) and membership portion = FTE already exists in SAIS row, then:

- If membership FTE portion = [Student Membership FTE](#),

the submitted FTE matches SAIS

- this is a valid delete.

Set a flag for the database update step that the FTE must be deleted.

If **neither** of the above is a valid delete, then:

- Report the discrepancy as: **ERROR** message -31017.
- **Solution:** There are two solutions, depending upon the problem.
 - If the Student Membership FTE for this membership is incorrect, this transaction should be resubmitted with the correct value.
 - Otherwise, no action is required; SAIS is already correct.

008.2D.3 Synchronize Memberships

The same comment applies as for the "add" operation, [008.2A.5 Synchronize Memberships](#) (page 111).



Note: Synchronizing the submitted FTE information must take into consideration all schools the student attends at any given time. It will be performed in the Integrity Checking process apart from submission transaction processing.

008.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform [008.3A Add FTE](#) (page 114).

Else, if Operation Code = C (change), then:

- Perform [008.3C Change FTE](#) (page 114).

Else, if Operation Code = D (delete), then:

- Perform [008.3D Delete FTE](#) (page 114).

008.3A Add FTE

If the FTE must be added (flag set earlier)

- Set foreign key:
- Write new row (1) to Student Detail table in SAIS Student database.

008.3C Change FTE

The row in the FTE table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

If the FTE must be changed (flag set earlier)

- Set FTE portion from Student Membership FTE
- Set FTE end date from Old FTE End Date.
- Write updated row (1) to FTE table in SAIS Student database.

008.3D Delete FTE

The row in the FTE table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

If the existing FTE must be deleted (flag set earlier)

- Delete existing row (1) from FTE table in SAIS Student database.

System Messages**Table 27: System Messages Related to the Student FTE Transaction**

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First name	
Yes	-9004	Missing required element: Last name	
Yes	-9005	Missing required element: CTSD	
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9012	Student Name does not match for given Student ID	
Yes	-9015	Date falls outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9019	No School Membership found for Student	
	-31001	Missing required element: Membership FTE For Change	
	-31002	Missing required element: Membership FTE	
	-31003	Missing required element: FTE Start Date	
	-31004	Invalid Membership FTE Code	
	-31006	Matching Membership FTE Not Found For Delete Operation	
	-31008	Matching Membership FTE Not Found For Change Operation	
	-31011	Membership FTE Code required when dates provided	
	-31013	Invalid Membership FTE – End Date Without Start Date	
	-31014	Membership FTE End Date < Start Date	
	-31017	No matching Membership FTE on SAIS	
	-31018	Membership FTE values for this operation already match the SAIS database	
	-31019	Membership FTE value already exists with same Start Date	
	-331001	Deleted FTE	
	-331003	Added FTE	
	-331005	Changed FTE	
	-331007	Withdrawn FTE	
	-331008	Deleted FTE Withdrawal	
	-331009	Deleted FTE Enrollment	

Common	Msg #	Message	Extra Detail
	-431001	Total of schools' claims on funding exceeds 100%	
	-431002	Student's total reported FTE's for this period exceed the statutory limit {1.00}	
	-431003	Student's total reported FTE's for this period exceed the statutory limit {1.00}. Student is not attending School District and Vocational facility, so FTE cannot be over 1.0	
	-231001	Membership FTE values already match the SAIS Database	
	-231002	This transaction results in a Membership FTE period overlap	
	-231004	This transaction results in a Membership FTE period gap	

009 Student Grade Transfer



Note: "IEP" is not a valid grade in SAIS, since it is not a valid grade for a student membership. "IEP" is used only for student placement vis-a-vis the Vouchers program, and is used only by the Vouchers System.

This transaction is used for various reasons:

- to move a student from one grade to another, within the same school during the school year
- to fix a student's grade that was incorrectly reported by the LEA in the [001 Student Enrollment](#) (page 9) transaction.

This transaction may not be used to begin membership for a student in a new school, or to change a student's grade in advance of a new school year.

The [009 Student Grade Transfer](#) (page 116) transaction requires data on exit from the current grade and placement in a new grade.

- When a student is transferred to a different grade, an ADD operation is required.
- If the grade start date on the SAIS database is incorrect, it must be removed from the SAIS database with a DELETE operation, then the correct data must be submitted with an ADD operation.

Promotion and Demotion during the school year

Occasionally a student is promoted to the next grade level or demoted to a lower grade level within a school year.

- If an LEA decides to promote (or demote) a student during the school year, then:
 - LEA will submit a [009 Student Grade Transfer](#) (page 116) ADD operation. This will accomplish several actions: to change the current school year grade exit status to "promoted" (or "demoted") and the grade exit date to the last day the student attended that grade, and to add the new grade placement.

Transfer to a new grade register within the same school year

Occasionally a student will be moved from one register to another, remaining in the same grade, during a school year. This situation is a lateral grade movement, in that there is no grade level change.

Enrollment/Withdrawal Codes of ER/WR are not accepted by SAIS. To notify ADE when a student moves from one register another during a single school year, use the [009 Student Grade Transfer](#) (page 116) transaction.



Note: Some schools use Register ID to identify students in a self-contained setting, so they can determine whether a student is funding-generating or not (e.g., preschool students only generate funding for ADM if

they are placed in a self-contained setting). ADE has no way to know which Register IDs reflect funding situations and which ones do not.

In SAIS, regardless of the Register ID the child is assigned to, his Tuition Payer Code must reflect whether he is funding-generating (code value 1) or not funding-generating (code values 2 and 3) for every day of his membership. This is accomplished with the *010 Student Payer Factors* (page 129) transaction.

Promotion at the end of a school year

This functionality is provided in the *016 Student Year End Status* (page 239) transaction.

Retention at the end of a school year

This functionality is provided in the *016 Student Year End Status* (page 239) transaction.

No-Shows

This functionality is provided in the *018 Student Summer Withdrawal* (page 260) transaction.

Transaction Elements

The following structure describes the elements in this transaction.

Table 28: 009 Student Grade Transfer Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 009	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new grade and/or register transfer C = Change an existing grade and/or register placement D = Delete an existing grade and/or register placement	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Old Grade Level Code	OLDGDLVLC	3	C	The grade on SAIS that this student exited. <i>See Code Values – Grade</i>	
Old Grade Start Date	OLDGDSTARTDT	10	D	The date during this school year when the student started in the grade and/or register that is on SAIS.	
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.)	
Old Grade Exit Date	OLDGDEXITDT	10	D	The date the student last attended the grade and/or register that is on SAIS.	
Old Grade Exit Code	OLDGDEXITCD	2	C	The reason this student exited the grade and/or register that is on SAIS. <i>See Code Values – Grade Exit Codes</i>	
New Grade Level Code	NEWGDLVLC	3	C	The new grade to which the student is assigned. <i>See Code Values – Grade</i>	
New Grade Start Date	NEWGDSTARTDT	10	D	The date the student started in the new grade level and/or register .	
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.	
New Grade Exit Date	NEWGDEXITDT	10	D	The date the student last attended the "new" grade and/or register .	
New Grade Exit Code	NEWGDEXITCD	2	C	The reason this student exited the "new" grade and/or register . <i>See Code Values – Grade Exit Codes</i>	

Changing Elements

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

The following elements may be changed using this transaction with a "change" operation. If supplied with an "add" operation and a "delete" operation.

- Old Grade Level Code
- Old Grade Exit Date
- Old Grade Exit Code
- Old Grade Register ID

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 29: Student Grade Transfer Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Grade Level Code	1	1	1
Old Grade Start Date		R	
Old Grade Register ID	1	1	1
Old Grade Exit Date	1	1	1
Old Grade Exit Code	1	1	1
New Grade Level Code	R	X	R
New Grade Start Date	R	X	R
New Grade Register ID	R	X	X
New Grade Exit Date	2	X	X
New Grade Exit Code	2	X	X

1. At least one of the changeable elements must be different from SAIS for this to be a valid "change".

2. These elements are only to be used for retroactive "add" operations. Otherwise, to exit a student from a grade with no intention of putting him in another, the Student Withdrawal transaction should be used.



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

009.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

009.1.1 Allowed Data Format

Perform the same verification as for *001.1.1 Allowed data format* (page 17).

009.1.2 Allowed Code Values

Using *Table 29: Student Grade Transfer Transaction Element Optionality* (page 119),

- Perform the same verification as for *001.1.2 Allowed code values* (page 17).



Note: Neither Old Grade Level Code nor New Grade Level Code may be "IEP".

009.1.3 Operation Code

Perform the same verification as for *003.1.3 Operation Code* (page 62).

009.1.4 Missing Fields

Using *Table 29: Student Grade Transfer Transaction Element Optionality* (page 119),

- Perform the same verification as for *001.1.4 Missing Fields* (page 18).

009.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to 009.3 Step 3: SAIS Database Update (page 126) to update the SAIS database appropriately.

*For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in *Table 29: Student Grade Transfer Transaction Element Optionality* (page 119).*

009.2.1 Entity / LEA

Perform the same validation as for *003.2.1 Entity / LEA* (page 62).

009.2.2 Student Identifiers

Perform the same validation as for *002.2A.2 Student Identifiers* (page 51).

009.2.3 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform *009.2A Add Operation* (page 121).

Else, if Operation Code = C (change), then:

- Perform *009.2C Change Operation* (page 124).

Else, if Operation Code = D (delete), then:

- Perform [009.2D Delete Operation](#) (page 125).

009.2A Add Operation



Note: As with all transactions that have a date range, an "add" operation will **change** the grade specified by the "Old ..." elements and will **add** the grade specified by the "New ..." elements.

009.2A.1 Find the "New" Membership

Find the student membership described by the "New ..." elements.

Perform the same verification as for [004.2.2 Find the Membership](#) (page 71), , using New Grade Start Date to set **Fiscal Year**.

009.2A.2 Find the "Old" Membership

If submitted, find the student membership described by the "Old ..." elements. (It most often will be the same student membership described by the "New ..." elements.)

Perform the same verification as for [004.2.2 Find the Membership](#) (page 71), using Old Grade Start Date to set **Fiscal Year**.

009.2A.3 Find the "New" Grade Membership

Find the grade membership described by the "New ..." elements. This should not exist for an "add" operation.

Using New Grade Start Date find the **new** Grade Membership.

- If the grade membership already exists on SAIS , then:
 - Report the discrepancy as: **ERROR** message -17014.
 - **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. Otherwise, this transaction was already submitted to SAIS.
 - DO NOT CONTINUE.

009.2A.4 Find the "Old" Grade Membership

If provided, find the grade membership described by the "Old ..." elements.

If Old Grade Start Date is provided,

- Using Old Grade Start Date find the **old** Grade Membership.
 - If the grade membership **does not** exist on SAIS , then:
 - Report the discrepancy as: **ERROR** message -17021.
 - **Solution:** This transaction must be resubmitted with the correct information.
 - DO NOT CONTINUE.

009.2A.5 Grade Validation

The logic to validate the sequence of grades has been moved to the Integrity Checking process.

Check LEA/grade combination.

If Old Grade Level Code is provided,

- Using Old Grade Level Code, perform [001.2A.6 LEA / grade combination](#) (page 30).

Using New Grade Level Code, perform [001.2A.6 LEA / grade combination](#) (page 30).

Check age/grade combination.

If Old Grade Level Code is provided,

- Using Old Grade Level Code, perform [001.2A.7 Age / grade combination](#) (page 30).

Using New Grade Level Code, perform [001.2A.7 Age / grade combination](#) (page 30).

009.2A.6 Validate Exit Elements

If Old Grade Level Code is provided,

- If Old Grade Exit Date is blank or nulls AND Old Grade Exit Code is **not** blank or nulls,
OR
- If Old Grade Exit Date is **not** blank or nulls AND Old Grade Exit Code is blank or nulls,
exit date and code must either both be blank or both contain values
 - Report the discrepancy as: **ERROR** message -17023.
 - DO NOT CONTINUE.
 - **Solution:** This transaction must be resubmitted with the correct information.

If New Grade Exit Date is blank or nulls AND New Grade Exit Code is **not** blank or nulls,

OR

If New Grade Exit Date is **not** blank or nulls AND New Grade Exit Code is blank or nulls,

exit date and code must either both be blank or both contain values

- Report the discrepancy as: **ERROR** message -17023.
- DO NOT CONTINUE.
- **Solution:** This transaction must be resubmitted with the correct information.

If New Grade Exit Code is "W",

"W" is a SAIS internal code only; it is issued when SAIS automatically closes out a grade membership when a student withdraws before the end of the school year

- Report the discrepancy as: **ERROR** message -17013.
- DO NOT CONTINUE.
- **Solution:** This transaction must be resubmitted with the correct information.

009.2A.7 Dates

SAIS will check the following date conditions.

- If one of the submitted grade dates (Old Grade Start Date, Old Grade End Date, New Grade Start Date, or New Grade End Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the dates submitted on the transaction (between Old Grade Start Date and Old Grade End Date and/or between the "new" Grade dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will accept the transaction. This will be validated during the Integrity Checking process.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

The row in the grade membership table that matches the key elements related to "Old Grade ..." in the submitted transaction was retrieved earlier.

(**Fiscal Year** was set above in [009.2A.1 Find the "New" Membership](#) (page 121).)

Perform each of the following sub-steps.

If any of the edits in the sub-steps ended with severity level of **ERROR**,

- DO NOT CONTINUE

Else

- Continue.

Perform [009.2A.7.1 Check the "new grade"](#) (page 123).

If Old Grade Start Date is provided,

- Perform [009.2A.7.2 Check the "old grade"](#) (page 123).

Continue to [009.2A.8 Create the Grade Transfer](#) (page 123).

[009.2A.7.1 Check the "new grade"](#)

If New Grade Start Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
- DO NOT CONTINUE.

[009.2A.7.2 Check the "old grade"](#)

If Old Grade Start Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
- DO NOT CONTINUE.

If Old Grade Exit Date is **not** blank or nulls,

- If Old Grade Exit Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:
 - Report the discrepancy as: **ERROR** message -9015.
 - **Solution:** If the date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
 - DO NOT CONTINUE.

009.2A.8 Create the Grade Transfer

If any of the previous edits ended with severity level of **ERROR**,

- DO NOT CONTINUE

Else

this is a valid grade transfer

- CONTINUE.

Set **new** Student Details table to New Grade Level Code

Set **new** Student Details table to New Grade Start Date

Set **new** Student Details table to New Grade Register ID.

If Old Grade Start Date is provided,

- Set **existing** Student Details table to Old Grade Level Code
- Set **existing** Student Details table to Old Grade Exit Code
- Set **existing** Student Details table to Old Grade Exit Date.
- Set **existing** Student Details table to Old Grade Register ID.

009.2C Change Operation



Note: As with all transactions that have a date range, a "change" operation will **ignore** anything in the "New ..." elements and will **change** the grade information specified by the "Old ..." elements.

009.2C.1 Find the Membership

As shown in [Table 29: Student Grade Transfer Transaction Element Optionality](#) (page 119), only certain elements in the "New Grade" section of the transaction will be changed with the "change" operation.

Perform [009.2A.2 Find the "Old" Membership](#) (page 121).

Perform [009.2A.4 Find the "Old" Grade Membership](#) (page 121).

If no matching grade membership is found for this **existing** membership, then:

Student has a school membership but no associated grade to match this transaction; change is irrelevant

- Report the discrepancy as: **ERROR** message -17021.
- DO NOT CONTINUE.
- **Solution:** There is no action required. This change is unnecessary.

009.2C.2 Verify Exit Elements

If Old Grade Exit Date is blank or nulls AND Old Grade Exit Code is **not** blank or nulls,

OR

If Old Grade Exit Date is **not** blank or nulls AND Old Grade Exit Code is blank or nulls,

exit date and code must either both be blank or both contain values

- Report the discrepancy as: **ERROR** message -17023.
- DO NOT CONTINUE.
- **Solution:** This transaction must be resubmitted with the correct information.

009.2C.3 Validate change to SAIS

If **existing** grade membership end date **is the same as** the submitted Old Grade Exit Date

AND **existing** grade membership exit status **is the same as** the submitted Old Grade Exit Code

AND **existing** grade membership grade **is the same as** the submitted Old Grade Level Code

AND **existing** grade membership register **is the same as** the submitted Old Grade Register ID, then:

the submitted information matches that already on SAIS

- Report the discrepancy as: **WARNING** message -217000.
- **Solution:** No action required: this information already exists on SAIS.
- DO NOT UPDATE THE SAIS DATABASE.

009.2C.4 Dates

As stated earlier in [009.2A.7 Dates](#) (page 122), SAIS will check the following date conditions.

- If one of the submitted grade dates (Old Grade Start Date, Old Grade End Date, New Grade Start Date, or New Grade End Date) is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the dates submitted on the transaction (between Old Grade Start Date and Old Grade End Date and/or between the "new" Grade dates), this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.

- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will accept the transaction. This will be validated during the Integrity Checking process.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

(**Fiscal Year** was set above in [009.2C.1 Find the Membership](#) (page 124).)

If Old Grade Exit Date is **not** a valid session date of the **Fiscal Year** for this LEA, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
- DO NOT CONTINUE.

If the membership is withdrawn as of the Old Grade Exit Date (in other words, on the date of the Old Grade Exit Date, the membership has (1) a Withdrawal dated the same or earlier, and (2) EITHER no subsequent readmission, or a readmission dated later), then:

A Grade Transfer Change transaction can be submitted on a withdrawn membership to change the grade level and/or the register id, but not for a date when the student was not in membership..

- Report the discrepancy as: **ERROR** message -17026.
- **Solution:** If the grade start date is incorrect, this transaction must be resubmitted with the correct information.
- DO NOT CONTINUE.

009.2C.5 Update the "Old" Grade

If any of the above edits ended with severity level of **ERROR**,

- DO NOT CONTINUE

Else

this is a valid grade transfer change

- Set **existing** grade membership end date to Old Grade Exit Date.
- Set **existing** grade membership exit status to Old Grade Exit Code.
- Set **existing** grade membership register to Old Grade Register ID.
- Set **existing** grade membership grade to Old Grade Level Code.

009.2C.6 Update Elements

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - Set {the SAIS element} from {the submitted element value}.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

009.2D Delete Operation

 **Note:** As with all transactions that have a date range, a "delete" operation will **change** the exit information for the grade specified by the "Old ..." elements (if there are any values in those fields) and will **delete** the grade specified by the "New ..." elements.

Perform [009.2A.1 Find the "New" Membership](#) (page 121)

Perform [009.2A.2 Find the "Old" Membership](#) (page 121)

Perform [009.2A.3 Find the "New" Grade Membership](#) (page 121)

Perform [009.2A.4 Find the "Old" Grade Membership](#) (page 121)

009.2D.1 Change the "Old" Grade

If "Old" elements are submitted,

- Perform [009.2C.2 Verify Exit Elements](#) (page 124).
- Perform [009.2C.2 Verify Exit Elements](#) (page 124).
- Perform [009.2C.4 Dates](#) (page 124).

If any of the previous edits ended with severity level of **ERROR**,

- DO NOT CONTINUE

Else

this is a valid grade transfer change

- Perform [009.2C.5 Update the "Old" Grade](#) (page 125).

009.2D.2 Delete the "New" Grade

The "New" grade was retrieved earlier.

If there is no **ERROR** above, then:

- Proceed to step [009.3 Step 3: SAIS Database Update](#) (page 126).

Else,

- DO NOT CONTINUE.

009.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform [009.3A Add Grade Transfer](#) (page 126).

Else, if Operation Code = C (change), then:

- Perform [009.3C Change Grade Transfer](#) (page 127).

Else, if Operation Code = D (delete), then:

- Perform [009.3D Delete Grade Transfer](#) (page 127).

009.3A Add Grade Transfer

For "Old Grade ..." information, if a change must be made to SAIS:

- Update existing retrieved row to grade membership table in SAIS Student database.

For "New Grade ..." information:

- Set foreign key:
- Write new row to Student Details table in SAIS Student database.

009.3C Change Grade Transfer

The row in the grade memberships table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Update the selected row (related to "Old Grade ...") of *grade memberships*.

009.3D Delete Grade Transfer

The row in the grade memberships table that matches the key elements in the submitted transaction was retrieved earlier.

For "Old Grade ..." information, if a change must be made to SAIS:

- Update existing retrieved row to *grade memberships* table in SAIS Student database.

Delete the selected row (related to "New Grade...") of *grade memberships*.

System Messages**Table 30: System Messages Related to the Student Grade Transfer Transaction**

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9015	Date falls outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-17000	Duplicate Grade Assignments	
	-17003	Missing required element: New Grade Level Code	
	-17004	Missing required element: New Grade Start Date	
	-17005	New Grade Start Date is not a valid session date	
	-17009	Missing required elements: Old Grade or New Grade elements	
	-17011	Missing required element: Withdrawal End Date	
	-17012	Invalid Old Grade Level Code	
	-17013	Invalid Old Grade Exit Code	
	-17014	The submitted grade membership matches that already on SAIS	
	-17015	Old Grade Exit Date is not a valid session date	

Common	Msg #	Message	Extra Detail
	-17016	Missing required element: Old Grade Level Code	
	-17017	Missing required element: Old Grade Start Date	
	-17019	Missing required element: New Grade Register ID	
	-17020	Missing required elements: At least one of the changeable elements is required for a valid change operation	
	-17021	No matching grade membership level code and starting date found	
	-17022	Start Date is greater than End Date	
	-17023	Exit Date and Exit Code must either both be blank or both contain values	
	-17024	Invalid Local Education Association (LEA) code and Grade code combination.	
	-17025	Invalid Age code and Grade code combination	
	-17026	Submitted change not allowed on a date equal to or greater than the withdrawal date of the membership:	
	-217002	Normal Graduation Year must be specified for all high school students. Use the Personal Information transaction to add this information	
	-317000	Added Grade Membership	
	-317001	Changed Grade Membership	
	-317002	Deleted Grade Membership	
	-317003	Grade Withdrawn	
	-317004	Grade Withdrawal Deleted	
	-317005	School Membership Grade Deleted	
	-417000	New grade start date is not the next session day following old grade exit date	
	-417001	New grade is a completely separate grade	
	-417002	Student must be less than 5 years old by September 1 st to generate funding for preschool	
	-417003	Student must be less than 5 years old by September 1 st to generate funding for preschool	
	-417004	Student must be at least 5 years old before January 1 st to generate funding for kindergarten	
	-417006	Student must be at least 6 years old before January 1 st to generate funding for grades higher than kindergarten	

010 Student Payer Factors

This transaction is designed to capture the elements that are directly related to tuition payment: the tuition payer and the special enrollment code. These elements are unique to one single membership for a student. In other words, these elements will apply only to the student's membership (already on SAIS) in the school specified, during the membership period encompassing the dates specified. Furthermore, there may be more than one of either or both of these elements during a single membership.

When to use this transaction:

- when a student's special enrollment situation or tuition payer changes during the course of the school year
- when a student's special enrollment situation or tuition payer was submitted incorrectly on the *001 Student Enrollment* (page 9) or *002 Student Readmission* (page 45) transaction

How to enter a Special Enrollment Code for the first time

School started 9/5/1999. On 10/1/1999, a student receives a special enrollment of CEC-B. No end date is known for this CEC-B at this time. (The original Tuition Payer Code has not changed, so its values stay null.) Advise ADE of this by submitting a *010 Student Payer Factors* (page 129) transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- all "old" elements remain nulls, as non previously existed on SAIS
- New Special Enrollment Code = {the value representing "CEC-B"}
- New Special Enrollment Start Date = 10/01/1999
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

How to exit an existing Special Enrollment Code and enter a new one

On 02/16/2000 the above student is awarded Open Enrollment status. The previous special enrollment code expires when this new one starts. The tuition payer has not changed. This will be accomplished using one of the following methods, depending upon the situation.

The previous special enrollment remained in effect until superseded by this open enrollment status. Submit a single *010 Student Payer Factors* (page 129) transaction with the following elements.

- transaction ID = 010; operation code = add
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 02/15/2000
- New Special Enrollment Code = {the value representing "open enrollment"}
- New Special Enrollment Start Date = 02/16/2000
- New Special Enrollment End Date = nulls
- all "Tuition Payer" elements remain nulls, because that is not being changed

How to exit an existing Special Enrollment Code and not enter a new one

- transaction ID = 010; operation code = change
- identifying elements for school & student, student names
- Old Special Enrollment Code = {the value representing "CEC-B"}
- Old Special Enrollment Start Date = 10/01/1999
- Old Special Enrollment End Date = 01/07/2000

- all "new" elements remain nulls, as no special enrollment is in effect
- all "Tuition Payer" elements remain nulls, because that is not being changed

Transaction Elements

The following structure describes the elements in this transaction.

Table 31: 010 Student Payer Factors Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 010	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add new tuition factor(s): special enrollment and/or tuition payer C = Change existing tuition factor(s) D = Delete special enrollment and/or tuition payer	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
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 district of residence <i>See Code Values – Special Enrollment</i>	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Old Special Enrollment Start Date	OLDSPECENRSTRDT	10	D	The date the special dispensation took effect	
Old Special Enrollment End Date	OLDSPECENREND	10	D	The date the special dispensation was terminated	
New Special Enrollment Code	NEWSPECENRCD	2	C	Special dispensation granted for a single membership (e.g., CEC-B) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>	
New Special Enrollment Start Date	NEWSPECENRSTRDT	10	D	The date the special dispensation took effect	
New Special Enrollment End Date	NEWSPECENREND	10	D	The date the special dispensation was terminated	
Old Tuition Payer Code	OLDTUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>	
Old Tuition Payer Start Date	OLDTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	
Old Tuition Payer End Date	OLDTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition	
New Tuition Payer Code	NEWTUITPAYRCD	2	C	Individual or organization responsible for the tuition <i>See Code Values – Tuition Payer</i>	
New Tuition Payer Start Date	NEWTUITPAYRSTRT	10	D	The date the tuition payer became responsible for this student's tuition	
New Tuition Payer End Date	NEWTUITPAYREND	10	D	The last date the tuition payer was responsible for this student's tuition	

Changing Elements

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

The following elements may be changed using this transaction with a "change" operation. The following elements will be changed if supplied with an "add" operation and a "delete" operation.

- Old Special Enrollment Code
- Old Special Enrollment End Date
- Old Tuition Payer Code
- Old Tuition Payer End Date

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 32: Student Payer Factors Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Special Enrollment Code (1)	2	2	2
Old Special Enrollment Start Date (1)	2	2	2
Old Special Enrollment End Date	2	2	2
New Special Enrollment Code (1)	3	X	3
New Special Enrollment Start Date (1)	3	X	3
New Special Enrollment End Date		X	X
Old Tuition Payer Code (1)	2	2	2
Old Tuition Payer Start Date (1)	2	2	2
Old Tuition Payer End Date	2	2	2
New Tuition Payer Code (1)	3	X	3
New Tuition Payer Start Date (1)	3	X	3
New Tuition Payer End Date		X	X

1. If any "start date" is provided, then a value for its corresponding "Special Enrollment" or "Tuition Payer" value must also be provided.
2. If provided, at least one of the changeable elements from these sets of fields must be different from SAIS for this to be a valid change.
3. At least one of these sets of elements is required for this to be a valid add or delete operation.

Note on Dates

The start and end dates for membership-related elements *should* fall completely within the enrollment period of the membership (the start and end dates of that membership). However, SAIS will accept dates for *010 Student Payer Factors* (page 129) even if these dates exceed the membership, in case the membership start and/or withdrawal dates ultimately turn out to be incorrect and are later fixed by the submitter. For example, assume the following memberships were reported to SAIS for one student.

Table 33: Example Payer Factors Enrollment Periods

Activity	School	Start	End	Comment
new membership	ABC	1999/09/30		special enrollment code = blank
withdrawal	ABC	1999/09/30	2000/03/01	
new membership (transfer)	XYZ	2000/03/01	2000/05/25	special enrollment code = blank
membership change	ABC	1999/09/1	2000/05/30	special enrollment code = CEC-A

In this example, SAIS will accept the *010 Student Payer Factors* (page 129) even though these dates overlap the membership. However, when funding is calculated, the membership start and withdrawal dates take precedence, and the CEC will be granted only to the membership for school ABC, and only for the actual duration of the membership (9/30/1999 through 3/1/2000).

item	transaction or condition	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	explanation	
1	new enrollment: ABC school, start=9/1; end=2/28; special enrollment code=blank			StStudentSchoolMemberships enrollment period: ABC												membership #1
															StStudentPayerCodes; RefSpecialEnrollmentID	there is no special enrollment
2	new enrollment: XYZ school, start=3/1; end=5/25; special enrollment code=blank									StStudent SchoolMem berships enrollment period: XYZ					membership #2	
															StStudentPayerCodes; RefSpecialEnrollmentID	there is no special enrollment
3	payer factors: school=ABC; special enrollment code=CEC- A; start=9/30; end=5/30			StStudentPayerCodes; RefSpecial EnrollmentID CEC-A												special enrollment condition assumed active for this membership only; each school has a separate membership
Funding Settings																
	SCHOOL ABC enrollment			StStudentSchoolMemberships enrollment period: ABC												membership #1
	payer codes														StStudentPayerCodes; RefSpecialEnrollmentID	there is no special enrollment
	SCHOOL XYZ enrollment									StStudent SchoolMem berships enrollment period: XYZ					membership #2	
	payer codes			StStudentPayerCodes; RefSpecialEnrollmentID												payer codes are effective only during the membership period

Figure 7: Sample changes involving payer factor dates

Notes on Special Enrollment Code

The state of Arizona has provided relief for students who might encounter undue adversity in attending school because of difficult geographic or emotional circumstances. The legislature has granted individual districts the power

to grant approval to students on an individual basis, for a student to attend a school not within his normal district of residence, at state expense.

Certificates of Educational Convenience (A.R.S. § 15-825) are available from the county superintendent, usually obtained prior to membership. The endowment of a CEC may change due to a change in the student's residence, while attending the school for which the CEC was granted, or due to a change in *SPED* facility placement.

- CEC-A classifies relief for students precluded from attending the school in their own district of residence by distance, lack of transportation, or similar reasons.
- CEC-B classifies relief for the following students:
 - residing in a state rehabilitation or corrective institution;
 - residing in a foster home or child care agency or institution which is licensed and supervised by the department of economic security or the department of health services;
 - residing in a residential facility operated or supported by the department of economic security or the department of health services; or
 - under the supervision of the department of juvenile corrections in a residence pursuant to the interstate compact on juveniles.

Open Enrollment is defined in A.R.S. § 15-816.

- **'Open enrollment'** means a policy adopted and implemented by a school district governing board to allow resident transfer pupils to begin membership in any school within the school district, to allow resident pupils to begin membership in any school located within other school districts in this state and to allow nonresident pupils to begin membership in any school within the district pursuant to A.R.S. § 15-816.01."



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

010.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

010.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

010.1.2 Allowed Code Values

Using [Table 32: Student Payer Factors Transaction Element Optionality](#) (page 132),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

010.1.3 Operation Code

Perform the same verification as for [003.1.3 Operation Code](#) (page 62).

010.1.4 Missing Fields

Note that at least one of the changeable elements listed in [Table 32: Student Payer Factors Transaction Element Optionality](#) (page 132) must be different from its value on SAIS for this to be a valid change operation.

Using [Table 32: Student Payer Factors Transaction Element Optionality](#) (page 132),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

010.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [010.3 Step 3: SAIS Database Update](#) (page 142) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in [Table 32: Student Payer Factors Transaction Element Optionality](#) (page 132).

Compare submitted values to existing values and issue an informational message for each changed element, if SAIS is doing positive reporting.

010.2.1 Entity / LEA

Perform the same validation as for [003.2.1 Entity / LEA](#) (page 62).

010.2.2 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [010.2A Add Operation](#) (page 135).

Else, if Operation Code = C (change), then:

- Perform [010.2C Change Operation](#) (page 141).

Else, if Operation Code = D (delete), then:

- Perform [010.2D Delete Operation](#) (page 142).

010.2A Add Operation

010.2A.1 Student Identifiers

Perform the same verification as for [002.2A.2 Student Identifiers](#) (page 51).

010.2A.2 Find the Membership

Find the membership for this submission.

Perform the same verification as for [004.2.2 Find the Membership](#) (page 71), using one of the submitted dates on the transaction to set **Fiscal Year**.

010.2A.3 Start & End Dates

SAIS will check the following date conditions.

- If one of the submitted start dates ("old" or "new", "special enrollment" or "tuition payer") is not within the membership, SAIS will reject the transaction with an error.
- If an overlap or a gap occurs as a result of dates already on SAIS and the sets of dates submitted on the transaction, this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.
- If an overlap or a gap exists within the dates on the submitted transaction (see above), SAIS will reject the transaction with an error.
- If the student has already withdrawn from this membership, and the submitted End Date is later than that Withdrawal Date, SAIS will change the End Date to match the Withdrawal Date and issue a warning.

Note that all dates must occur within the membership start and end dates

If New Special Enrollment Start Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Special Enrollment Start Date, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
- DO NOT CONTINUE.

If New Special Enrollment End Date is submitted:

- If New Special Enrollment End Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Special Enrollment End Date, then:
 - Report the discrepancy as: **ERROR** message -9015.
 - **Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
 - DO NOT CONTINUE.

If New Tuition Payer Start Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Tuition Payer Start Date, then:

- Report the discrepancy as: **ERROR** message -9015.
- **Solution:** If the start date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
- DO NOT CONTINUE.

If New Tuition Payer End Date is submitted:

- If Tuition Payer End Date is **not** a valid session date in this school's calendar for the track identified in the membership during the fiscal year indicated by this New Tuition Payer End Date, then:
 - Report the discrepancy as: **ERROR** message -9015.
 - **Solution:** If the end date is incorrect, this transaction must be resubmitted with the correct information. If the LEA's calendar is incorrect, that must be fixed and then this transaction may be resubmitted.
 - DO NOT CONTINUE.

010.2A.4 Valid Add

Part 1

*Now verify whether this information already exists on SAIS. Since this transaction includes two disparate sets of information that may be added independently of each other, at least one of them **must not already exist on SAIS** for this to be a valid "add" operation. The other set may also be new, or it may match SAIS.*

Retrieve **all** rows from the payer factors table whose funding = "special enrollment" and whose start date either matches or overlaps with the New Special Enrollment Start Date.

Retrieve **all** rows from the payer factors table whose funding = "tuition payer" and whose start date either matches or overlaps with the New Tuition Payer Start Date.

Perform [010.2A.4.1 Special Enrollment](#) (page 137), below.

Perform [010.2A.4.2 Tuition Payer](#) (page 140), below.

If neither special enrollment code nor tuition payer code must be added (neither flag was set above),

- Report the discrepancy as: **ERROR** message -29016.
- **Solution:** There are several solutions, depending upon the problem.
 - If either start date is incorrect, this transaction should be resubmitted with the correct information.
 - Otherwise, no action is required; SAIS is already correct.

Part 2

*This section may create as many as **two** occurrences of the payer factors: perhaps one for special enrollment code and perhaps one for tuition payer code. Only create an occurrence if the submitted data differs from that already on SAIS.*

If **Part 1** completed without an **ERROR**, then:

this is a valid "add" operation.

- CONTINUE WITH THIS EDIT

Else,

- DO NOT CONTINUE.

If the flag to add the new special enrollment has been set,

- Set payer factors (1) funding to "special enrollment"
- Set payer factors (1) funding code from New Special Enrollment Code
- Set payer factors (1) start date from New Special Enrollment Start Date
- Set payer factors (1) end date from New Special Enrollment End Date
- Set payer factors (1) fiscal year to **Fiscal Year**.

If the flag to add the new tuition payer has been set,

- Set payer factors (2) funding to "tuition payer"
- Set payer factors (2) funding code from New Tuition Payer Code
- Set payer factors (2) start date from New Tuition Payer Start Date
- Set payer factors (2) end date from New Tuition Payer End Date
- Set payer factors (2) fiscal year to **Fiscal Year**.

010.2A.4.1 Special Enrollment

Further information on this topic can also be found in section 001.2A.12 DOR, tuition payer, and special enrollment and in section Synchronize DOR, tuition payer, and special enrollment, located in chapter Synchronize all student elements in the Integrity Checking Processes document.

The next figure lists some [001 Student Enrollment](#) (page 9) and [010 Student Payer Factors](#) (page 129) transactions and their consequences.

item	transaction or condition	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	explanation	
1	new enrollment: ABC school, start=9/1; special enrollment code=blank			StStudentSchoolMemberships enrollment period												enrollment assumed active to regular school year end date, unless user submits an exit date
				StStudentTuitionPayers; special enrollment												there is no special enrollment
2	payer factors: special enrollment code=CEC-A, start=7/1	StStudentTuitionPayers; special enrollment CEC-A												special enrollment condition assumed active to regular school year end date, unless user submits an exit date		
3	payer factors: special enrollment code=open enrollment, start=2/1	CEC-A				open enrollment								SAIS issues an informational that the existing special enrollment should be exited as of the day before the new one begins		
4	payer factors: special enrollment code=blank, end=3/31	CEC-A				open enroll't								SAIS issues an informational message that the most recent active special enrollment code might have to be exited		
5	payer factors: special enrollment code=CEC-A, end=10/30	CEC-A					open enroll't								SAIS updates the exit date for the earlier special enrollment code	
6	payer factors: special enrollment code=CEC-B, start=10/1													ERROR. Retroactive spec.enroll't period conflicts with existing dates. SAIS makes no assumptions. If incoming dates here are right, the existing codes must be deleted, then correct dates & codes re-submitted.		
7	payer factors: special enrollment code=CEC-B, start=11/1, end=12/30	CEC-B														
8	withdrawal: date=5/1	StStudentSchoolMemberships														
Funding Settings																
	enrollment period	StStudentSchoolMemberships														
	payer codes	CEC-A		CEC-B		open enroll't								payer codes are effective only during the membership period		

Figure 8: Sample Special Enrollment Code Changes

Because special enrollment is an optional state for a student, these elements may or may not exist on the submitted transaction. If ANY of the special enrollment-related elements were submitted, perform JUST ONE of the following sub-steps depending upon the combination of elements populated in the transaction.

- Only New Special Enrollment Start Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Special Enrollment Start Date + New Special Enrollment End Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Special Enrollment End Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Special Enrollment Code + New Special Enrollment Start Date submitted

- If SAIS contains an **active special enrollment*** for this membership **during the time period specified**,
 - If the submitted value is different from the currently active value on the SAIS database, then:

this code already exists on SAIS with a start date that overlaps with the submitted start date; the dates must be fixed.

 - Report it as: **WARNING** message -29017.
 - If the submitted value is the same as the currently active value on the SAIS database, then:

this code already exists on SAIS with a start date that is the same as the submitted start date; fix by deleting and re-adding.

 - Report it as: **ERROR** message -229001.
- Else, if SAIS contains **NO** special enrollment code for this membership **during the time period specified**, or it contains an **expired special enrollment****

special enrollment conditions existed, but none are active any longer; this transaction is good

 - Set a flag so that a **new** payer factor on SAIS will be created.
- All special enrollment elements submitted
 - Perform **D. Only Special Enrollment Code + Special Enrollment Start Date submitted**, above.

Active special enrollment

The following criteria define an **active special enrollment**. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

- There is a special enrollment condition on SAIS for the period of the submitted transaction, and its end date is blank.
- OR
- The submitted transaction's New Special Enrollment Start Date falls between the start date and end date of another special enrollment on SAIS.

Note that while transaction's New Special Enrollment Start Date and New Special Enrollment End Date may overlap membership start and end dates, they may NOT overlap other special First Day of Memberships.

****Expired special enrollment****

The following criteria define an **expired special enrollment**. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

- There is a special enrollment condition on SAIS for the period of the submitted transaction, and its end date is in the past, and its start and end dates do not overlap with the period of the submitted transaction.

*****No special enrollment*****

The following criteria define the lack of a **special enrollment** condition. Keep in mind that all must match the student at this LEA, for the time period specified in the transaction.

There is no special enrollment condition on SAIS for the period of the submitted transaction.

Notes:

1. The Special Enrollment code data element can be submitted as a blank. This is the default value.
2. If a blank was submitted in error for the Special Enrollment code, the “add” operation must be used to change a blank to a valid value. It is not possible to add a valid Special Enrollment code using the “change” operation.
3. If a previously submitted Special Enrollment code needs to be removed, the “delete” operation must be used. It is not possible to replace a previously submitted Special Enrollment code with a blank using the “change” operation.

010.2A.4.2 Tuition Payer

Further information on this topic can also be found in section **001.2A.12 DOR, tuition payer, and special enrollment**. The statute relevant to tuition payers can be found in section **Synchronize DOR, tuition payer, and special enrollment; A.R.S. § 15-824**, located in the **Integrity Checking Processes** document.

Tuition payer must contain some value for every single day throughout the life of the membership. Actually, tuition payer start and end dates may fall beyond the membership dates; the funding process will ignore the irrelevant days.

The first tuition payer is always specified in the **001 Student Enrollment** (page 9) transaction. When a student's tuition payer changes midway through the membership period, SAIS will issue an informational message that the existing tuition payer might need to be exited (calculated as the new Tuition Payer Start Date – 1 day).

Because every membership day must have a tuition payer associated with it, retroactive changes are accepted.

- For retroactive changes, the Tuition Payer Code and the Tuition Payer Start Date are required fields; Tuition Payer End Date is optional.
- If the start and/or end dates provided will cause an overlap or a gap, SAIS will issue an informational message that the prior tuition payer) might need to be exited (the prior end date = submitted transaction's Tuition Payer End Date + 1 day) or the other tuition payers on SAIS must be synchronized in some way.

The next figure lists some **001 Student Enrollment** (page 9) and **010 Student Payer Factors** (page 129) transactions and their consequences.

item	transaction or condition	7/1	8/1	9/1	10/1	11/1	12/1	1/1	2/1	3/1	4/1	5/1	6/1	7/1	explanation	
1	new enrollment: ABC school, start=9/1, tuition payer=private paid	StStudentSchoolMemberships (enrollment period)												enrollment assumed active to school session end (here, 5/31), unless user submits an exit date		
		StStudentTuitionPayers; tuition payer code; private paid													tuition payer condition assumed active to school session end unless user submits an exit date	
2	payer factors: tuition payer=tuition in (by DOR), start=7/1	tuition in (by DOR)														
3	payer factors: tuition payer=exempt; start=1/1	tuition in				exempt (no tuition)										SAIS issues informational message that the last payer code might need to be exited.
4	payer factors: tuition payer end=4/31	tuition in				exempt										INFORMATION: This end date leaves days without a payer code
5	payer factors: tuition payer=blank; end=5/31	tuition in				exempt										Incoming end date is the same as the regular school year end date, so each day has a payer code.
6	payer factors: tuition payer=private paid; start=11/1	tuition in				private paid										SAIS issues informational message that the prior tuition payer might need to be exited.
7	payer factors: tuition payer=exempt; start=3/1; end=5/31	tuition in				private paid				exempt						SAIS issues informational message that the prior tuition payer might need to be exited.
8	withdrawal: date=4/30	StStudentSchoolMemberships														
Funding Settings																
	enrollment period	StStudentSchoolMemberships														
	payer codes	tuition in				private paid				exempt						payer codes are effective only during the membership period

Figure 9: Sample Tuition Payer Code Changes

If ANY of the tuition payer-related elements were submitted, perform JUST ONE of the following sub-steps depending upon the combination of elements populated in the transaction.

- Only New Tuition Payer Start Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Tuition Payer Start Date + Tuition Payer End Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Tuition Payer End Date submitted
 - This condition will be caught in [010.1.4 Missing Fields](#) (page 134).
- Only New Tuition Payer Code + New Tuition Payer Start Date submitted
 - If SAIS contains a tuition payer code for this membership only **during or earlier than** the time period specified in the transaction,
 - If the submitted value is the same as the currently active value on the SAIS database, then:
 - *this code already exists on SAIS with a start date that is the same as the submitted start date; fix by deleting and re-adding.*
 - Report it as: **ERROR** message -29018.
 - Else, if SAIS contains a tuition payer code for this membership **more recent than** the time period specified in the transaction,
 - *this is a tuition payer change that causes an overlap, issue an informational message that subsequent tuition payers need to be deleted or synchronized*
 - Report it as: **WARNING** message -229002.
 - Else, if SAIS contains **no** tuition payer code for this membership **during or more recent than** the time period specified in the transaction,
 - *no tuition payer exists today; start a new one*
 - Set a flag so that a **new** payer factor on SAIS will be created.
 - All tuition payer elements submitted
 - Perform **Only New Tuition Payer Code + New Tuition Payer Start Date submitted**, above.

010.2C Change Operation

010.2C.1 Start & End Dates

This is very similar to the process as for the "add" operation, [010.2A.3 Start & End Dates](#) (page 135) , except that the existing row must already exist on SAIS. Also, the "change" operation utilizes the "old" element values.

010.2C.2 Valid Change

Part 1

Perform the same process as for the "add" operation, **Part 1** in [010.2A.4 Valid Add](#) (page 136), with the following exceptions.

- The existing tuition payer and/or special enrollment row must already exist on SAIS.
- The submitted Old Tuition Payer End Date and/or Old Special Enrollment End Date must be different from the value(s) on SAIS for this to be a valid "change" operation.
- Set flags when appropriate for existing tuition payer and/or special enrollment to be changed on SAIS.

Part 2

If **Part 1** completed without an **ERROR**, then:

this is a valid "add" operation.

- CONTINUE WITH THIS EDIT

Else,

- DO NOT CONTINUE.

If the flag to change the existing special enrollment has been set,

- Set payer factors (1) end date from Old Special Enrollment End Date.

If the flag to change the existing tuition payer has been set,

- Set payer factors (2) end date from Old Tuition Payer End Date.

010.2C.3 Update Elements

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

010.2D Delete Operation

010.2D.1 Find the Existing Payer Code Row(s)

Perform the same process as for the "add" operation, **Part 1** in [010.2A.4 Valid Add](#) (page 136), with the following exceptions.

- All provided elements must already exist on SAIS.
- Set flags when appropriate for existing tuition payer and/or special enrollment to be deleted from SAIS.

010.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform [010.3A Add Tuition Payers](#) (page 142).

Else, if Operation Code = C (change), then:

- Perform [010.3C Change Tuition Payers](#) (page 143).

Else, if Operation Code = D (delete), then:

- Perform [010.3D Delete Tuition Payers](#) (page 143).

010.3A Add Tuition Payers

Ascertain which of the elements must be added (tuition payer, special enrollment, or both), and create rows accordingly.

Special Enrollment

If the special enrollment must be added (flag set earlier)

- Set foreign key:
- Write new row (1) to Student Details table in SAIS Student database.

If any existing special enrollment must be changed (flag set earlier)

- Write existing row (1) to Student Details table.

If any existing special enrollment must be deleted (flag set earlier)

- Delete existing row (1) from Student Details table.

Tuition Payer

If the tuition payer must be added (flag set earlier)

- Set foreign key:
- Write new row (2) to Student Details table in SAIS Student database.

If any existing tuition payers must be changed (flag set earlier)

- Write existing row (2) to Student Details table.

If any existing tuition payers must be deleted (flag set earlier)

- Delete existing row (2) from Student Details table.

010.3C Change Tuition Payers

Ascertain which of the elements must be changed (tuition payer, special enrollment, or both), and update rows accordingly.

Special Enrollment

If the existing special enrollment must be changed (flag set earlier)

- Write existing row (1) to Student Details table.

Tuition Payer

If the existing tuition payers must be changed (flag set earlier)

- Write existing row (2) to Student Details table.

010.3D Delete Tuition Payers

Ascertain which of the elements must be deleted (tuition payer, special enrollment, or both), and delete rows accordingly.

Special Enrollment

If any existing special enrollment must be changed (flag set earlier)

- Write existing row (1) to Student Details table.

If the existing special enrollment must be deleted (flag set earlier)

- Delete existing row (1) from Student Details table.

Tuition Payer

If the existing tuition payers must be changed (flag set earlier)

- Write existing row (2) to Student Details table.

If the existing tuition payers must be deleted (flag set earlier)

- Delete existing row (2) from Student Details table.

System Messages

Table 34: System Messages Related to the Student Payer Factors Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9008	Missing required element: Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9015	Date falls outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
	-9020	There is an overlap in the Old / New date periods	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-409001	Transaction End Date adjusted to Membership End Date	
	-29000	Missing required element: Special Enrollment Code And/ Or Tuition Payer Code. Either an Old Special Enrollment Code or an Old Tuition Payer Code is a required field for a Change operation.	
	-29001	Invalid Special Enrollment Code	
	-29002	Invalid Tuition Payer Code	
	-29003	Special Enrollment Not Found For Delete	
	-29004	Tuition Payer Not Found For Delete	
	-29005	Special Enrollment Not Found For Change	
	-29006	Tuition Payer Not Found For Change	
	-29007	Invalid Tuition Payer – End Date Without Start Date	
	-29008	Tuition Payer End Date < Start Date	
	-29009	Invalid Special Enrollment – End Date Without Start Date	
	-29010	Special Enrollment End Date < Start Date	
	-29011	Special Enrollment Start Date is Required When Special Enrollment Code Provided	
	-29012	Tuition Payer Start Date is Required When Tuition Payer Code Provided	
	-29013	Special Enrollment Code Required when dates provided	

Common	Msg #	Message	Extra Detail
	-29014	Tuition Payer Code Required when dates provided	
	-29015	Nothing found or specified for Delete operation	
	-29016	Special Enrollment and Tuition Payer values already match the SAIS database	
	-29017	Special Enrollment value already exists with same Start Date	
	-29018	Tuition Payer value already exists with same Start Date	
	-329000	Added Special Enrollment	
	-329001	Added Tuition Payer	
	-329002	Changed Special Enrollment	
	-329003	Changed Tuition Payer	
	-329004	Deleted Special Enrollment	
	-329005	Deleted Tuition Payer	
	-329006	Withdrawn Payer Factors	
	-329007	Deleted Payer Factors Withdrawal	
	-329008	Deleted Payer Factors Enrollment	
	-229000	No Special Enrollment Code or Tuition Payer Code provided for Change Operation	
	-229001	This transaction results in a Special Enrollment period overlap	
	-229002	This transaction results in a Tuition Payer period overlap	

011 Student Needs

 **Note:** While this transaction may be used to report a need from any need group, it's only necessary for reporting a Need for a student who is not also receiving a Program or Service for that Need. For the needs associated with a program or service the student is receiving, it's far more efficient to simply use the [014 SPED Service Participation](#) (page 200), the [013 Language Program Participation](#) (page 182), or the [015 Support Program Participation](#) (page 226) transactions to add the need to SAIS.

 **Note:** For all programs/services **except for Support Programs**, when the last Program or Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an [011 Student Needs](#) (page 145) transaction. Since funding is sometimes generated based on select Needs associated with some Support Programs, SAIS will not automatically delete any Needs associated with Support Programs. If a Need associated with a Support Program is submitted to SAIS in error, both the Support Program and the Need must be deleted separately.

If a student has been identified as having a particular *Need*, the district or school submits the [011 Student Needs](#) (page 145) transaction to record in SAIS the student's entry into that state of need. The transaction requires student identification, the need code and the need entry date. See the section below on [Need Entry and Exit Dates](#) (page 146) to determine if a need exit date is required for the specific need being reported. Beginning in FY2006, SAIS will validate that the student Need is supported by a membership at any school within the fiscal year as designated

by the "Need Entry Date". This validation will be performed at the Integrity Checking step rather than against the transaction submitted to SAIS.

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

Need Entry and Exit Dates

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

Homebound Need

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

Since Arizona statute has set different required instructional time for homebound students than for all other students, ADE must know exactly when the homebound need began and ended. Districts report the homebound need to ADE using the [011 Student Needs](#) (page 145) transaction described in this document.

- When a student is determined to have the need of homebound, submit a [011 Student Needs](#) (page 145) transaction "add" operation. The Need Entry Date will be the day the student begins receiving home instruction.
- When the student stops receiving home instruction, submit a [011 Student Needs](#) (page 145) transaction "change" operation with the Need Exit Date being the day the student last received home instruction.
- If the student has more than one non-contiguous periods of home instruction throughout the school year, each of those periods must be submitted separately.

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

Free Lunch Eligibility, and Reduced Price Lunch Eligibility Needs

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

All needs other than Homebound

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

Migrant Needs

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

Needs-only students

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

For a needs-only student, if the child has not already been assigned a SAIS student identifier, before the need or the program/service participation may be submitted to ADE, the district must submit a *005 Student Personal Information* (page 76) transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

NCLB Indicators

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

Homeless (Unaccompanied Youth) Needs

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



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

From FY2009 forward, ADE shall collect "Homeless – Unaccompanied Youth" to be added to the *011 Student Needs* (page 145). This is being added to comply with Federal Reporting Requirements.

Immigrant Needs

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

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

Transaction Elements

The following structure describes the elements in this transaction.

Table 35: 011 Student Needs Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 011	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date (for homebound and homeless) D = Delete Need	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>	
<i>empty field</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. <i>For all needs except homebound and homeless, this element will be used solely to determine the school year during which the need occurred.</i>	
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. <i>For all needs except homebound and homeless, this element will not be used.</i>	FY2007 to present – added the capture of the homeless need exit date
Primary Nighttime Residence	TBD	2	C	Type of Primary Nighttime Residence – This field will only be required when reporting a Homeless need. <i>See Code Values – Primary Nighttime Residence</i>	FY2007 to present

Changing Elements

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

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

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

Element Optionality

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



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

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

Table 36: Student Needs Transaction Element Optionality

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

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

Transaction Messages



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

Table 37: Student Needs System Messages

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-001	<p>Verification:</p> <p>Prior to performing any of the verification edits below, check the Need code on the transaction. If the code is Migrant Academic Support or Migrant Health, Eye and Dental Services or Migrant Support Services – Non-academic or Transportation/ Migrant, the transaction must be disallowed.</p> <p>Perform every step in Verification, even if errors are encountered.</p> <p>Report all errors. <i>All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.</i></p> <p>If the value in any element does not match the SAIS-defined data type, then report the discrepancy.</p>	<p>ERROR message -419000</p> <p>Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated.</p> <p>Solution: Submit Migrant Need / support program through COEStar.</p> <p>ERROR message -9009</p> <p>Solution: Resubmit this transaction, with each element in its allowed format only.</p>	N	7/31/06	CC
SDTX011ND-001.1	<p>Allowed Code Values</p> <p><i>Some elements have a set of pre-defined allowed values. For these defined elements, SAIS cannot accept a value not listed in the document. If any element with predefined allowed code values contains an unallowed value, then report the discrepancy.</i></p>	<p>ERROR message -19005</p> <p>Unallowed value in element: Need Code</p> <p>ERROR message -190020</p> <p>Unallowed value in element: Primary Nighttime Residence</p> <p>Solution: Resubmit this transaction with only allowed code values in the appropriate fields</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-001.3	<p>Missing Fields</p> <p><i>Table 36: Student Needs Transaction Element Optionality</i> (page 149) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p>ERROR message -9001</p> <p>Missing required element: Operation Code</p> <p>ERROR message -9005</p> <p>Missing required element: CTDS (Equivalent to Entity ID)</p> <p>ERROR message -19001</p> <p>Missing required element: Need Code</p> <p>ERROR message -19003</p> <p>Missing required element: Need Entry Date</p> <p>ERROR message -190019</p> <p>Missing required element: Primary Nighttime Residence required when Need is Homeless.</p> <p>Solution: Resubmit this transaction with information in every required field</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002	<p>Validation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately.</p> <p>For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in Table 36: Student Needs Transaction Element Optionality (page 149)</p>				
SDTX011ND-002.1	<p>Entity / LEA</p> <p>Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.</p>	<p>ERROR message -9017</p> <p>Solution: Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		
SDTX011ND-002.2	<p>Operation Code</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A	<p>Operation Code – Add</p> <p>Prior to performing any of the add operation edits below, check the Need code. If the Need is Migrant Agriculture Employment, the transaction must be disallowed. Where this occurs, generate the error message and do not continue with transaction edits.</p>	<p>ERROR message -419000</p> <p>“Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated”</p>	N		
SDTX011ND-002.2A.1	<p>Student Identifiers</p> <p>A student Need must have a corresponding membership in an Arizona school. Therefore, a student Need until he has been established in the SAIS system.</p> <p>A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> (page 76) transaction. If the <u>Student</u> not found in the SdStudents table then report the discrepancy.</p>	<p>ERROR message -9010</p> <p>Solution: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> (page 9) or <i>005 Student Personal Information</i> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.3	<p>Retrieve from the SdStudentNeeds table for the same Fiscal Year as the <u>Need Entry Date</u>, the most recent row for this need where SdStudentNeeds NeedID = <u>Need Code</u> and SdStudentNeeds StartDtm < <u>Need Entry Date</u>.</p> <p>If the row is found, then: <i>the row in this FY table that was found is the closest to, but earlier than, this entry date</i></p> <p>If SdStudentNeeds EndDtm is populated</p> <p>If SdStudentNeeds EndDtm = <u>Need Entry Date</u></p> <p>OR If SdStudentNeeds EndDtm > <u>Need Entry Date</u></p> <p>Report the discrepancy.</p> <p>Else, if SdStudentNeeds EndDtm is not populated</p> <p><i>Need on SAIS is still active</i></p> <p>Report the discrepancy.</p>	<p>ERROR message -19011</p> <p>Solution:</p> <p>There are several possible solutions. If the transaction date is incorrect, resubmit this transaction, with the correct information. If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 145) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.</p> <p>ERROR message -19007 AND as</p> <p>ERROR message -19012</p> <p>Solution: There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction with the correct information.</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 145) transaction with a "change" operation. Then resubmit this transaction</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.4	<p>Retrieve from the SdStudentNeeds table for the same Fiscal Year as the <u>Need Entry Date</u>, the oldest recent row for this need, where</p> <p>SdStudentNeeds NeedID = <u>Need Code</u> and</p> <p>SdStudentNeeds StartDtm > <u>Need Entry Date</u></p> <p>If SdStudentNeeds StartDtm < <u>Need Exit Date</u></p> <p><i>the Need on SAIS overlaps the incoming transaction</i></p> <p>If SdStudentNeeds StartDtm < <u>Need Exit Date</u></p> <p><i>the Need on SAIS is still active</i></p>	<p>ERROR message -19011</p> <p>Solution: There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction with the correct information.</p> <p>If the existing SAIS start date is incorrect, delete the existing Need with a <i>011 Student Needs</i> (page 145) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.</p>	N		
SDTX011ND-002.2A.3.5	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Need Entry Date</u></p> <p>Set SdStudentNeeds EndDtm from <u>Need Exit Date</u></p>		N		

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.8	<p>If SdStudentNeeds EndDtm is populated</p> <p>If SdStudentNeeds EndDtm = <u>Need Entry Date</u></p> <p>OR If SdStudentNeeds EndDtm > <u>Need Entry Date</u></p> <p><i>Need already exists on file, for a period that overlaps this transaction's dates</i></p> <p>Report the discrepancy</p>	<p>ERROR message -19011</p> <p>Solution: There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 145) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.</p>	N		
SDTX011ND-002.2A.3.9	<p>Else, if SdStudentNeeds EndDtm is not populated</p> <p><i>Need on SAIS is still active</i></p> <p>Report the discrepancy.</p>	<p>ERROR message -19007 AND as</p> <p>ERROR message -19012</p> <p>Solution: There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS date is incorrect, fix this with a <i>011 Student Needs</i> (page 145) transaction with a "change" operation. Then resubmit this transaction</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.3.10	<p>Retrieve from the SdStudentNeeds table for the same Fiscal Year as the <u>Need Entry Date</u>, the oldest recent row for this need (*) where</p> <p>SdStudentNeeds NeedID = <u>Need Code</u> and</p> <p>SdStudentNeeds StartDtm > <u>Need Entry Date</u></p> <p>If the row is found, then:</p> <p><i>the Need on SAIS overlaps the incoming transaction</i></p> <p>Report the discrepancy</p>	<p>ERROR message -19011</p> <p>Solution: There are several possible solutions</p> <p>If the transaction date is incorrect, resubmit this transaction, with the correct information</p> <p>If the existing SAIS start date is incorrect, delete the existing Need with a <i>011 Student Needs</i> (page 145) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation</p>	N		
SDTX011ND-002.2A.3.11	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set SdStudentNeeds StudentID from <u>Student ID</u>.</p> <p>Set SdStudentNeeds NeedID from <u>Need Code</u>.</p> <p>Set SdStudentNeeds StartDtm from <u>Need Entry Date</u></p> <p>Set SdStudentNeeds EndDtm to nulls</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2A.4	<p>Primary Nighttime Residence</p> <p>Primary Nighttime Residence shall be captured from FY2007 and forward in a new field added on to the end of the <i>011 Student Needs</i> (page 145) transaction.</p> <p>The FY2007 <i>011 Student Needs</i> (page 145) transaction format, with the additional data field, Primary Nighttime Residence, shall be allowed to be submitted in fiscal years prior to FY2007, but SAIS will ignore the Primary Nighttime Residence field in Needs transactions with a FY2007 format submitted in fiscal years <= FY2006.</p> <p>A new section shall be created in Transactions Code Values document to define valid Primary Nighttime Residence codes.</p>		Y	8/15/06	CCree
SDTX011ND-002.2A.4.1	SAIS shall accept the submission of a Primary Nighttime Residence code when a Homeless need is designated.		Y	8/15/06	CCree
SDTX011ND-002.2A.4.2	Primary Nighttime Residence shall be required for 'add' operations if the Need Code in the <i>011 Student Needs</i> (page 145) transaction is equal to '6' (Homeless).	<p>ERROR message -190019</p> <p>Missing required element; Primary Nighttime Residence required when Need is Homeless.</p>	Y	8/15/06	CCree
SDTX011ND-002.2A.4.3	A valid code submitted for the Primary Nighttime Residence shall be <i>ignored</i> for 'add' operations if the Need Code in the <i>011 Student Needs</i> (page 145) transaction is <i>not</i> equal to '6' (Homeless).		Y	8/15/06	CCree
SDTX011ND-002.2A.4.3	If provided, the Need Exit Date shall be captured in SAIS for a Need transaction with an add operation and the submitted Need Code is equal to '6' (Homeless).		Y	8/15/06	CCree

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2C.1.5	<p>Determine if the <i>Need Exit Date</i> of this transaction will overlap with the <i>SdStudentNeeds StartDtm</i> of a subsequent row in the table having the same <i>SdStudentNeeds NeedID</i>. Retrieve from the <i>SdStudentNeeds</i> table of the same Fiscal Year as the <i>Need Entry Date</i>, the oldest row for this need where</p> <p><i>SdStudentNeeds NeedID</i> = <i>Need Code</i> and</p> <p><i>SdStudentNeeds StartDtm</i> > <i>Need Entry Date</i>. If <i>SdStudentNeeds StartDtm</i> =< <i>Need Exit Date</i></p> <p>the next <i>Need</i> on SAIS overlaps the incoming transaction's new exit date. Report the discrepancy.</p>	<p>ERROR message -19014</p> <p>Solution: There are several possible solutions.</p> <p>If the transaction exit date is incorrect, resubmit this transaction with the correct information</p> <p>If the subsequent existing SAIS start date is incorrect, fix this with <i>011 Student Needs</i> (page 145) transactions "delete" and "add" operations (deleting the existing SAIS row and adding a correct transaction). Then resubmit this transaction.</p>	N		
SDTX011ND-002.2C.1.6	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set <i>SdStudentNeeds EndDtm</i> from <i>Need Exit Date</i></p>		N		
SDTX011ND-002.2C.1.7	<p>Primary Nighttime Residence shall be required for 'change' operations if the Need Code in the <i>011 Student Needs</i> (page 145) transaction is equal to '6' (Homeless).</p>	<p>ERROR message -190019</p> <p>Missing required element; Primary Nighttime Residence required when Need is Homeless.</p>	Y	8/15/06	CCree
SDTX011ND-002.2C.1.8	<p>A valid code submitted for the Primary Nighttime Residence shall be <i>ignored</i> for 'change' operations if the Need Code in the <i>011 Student Needs</i> (page 145) transaction is <i>not</i> equal to '6' (Homeless).</p>		Y	8/15/06	CCree
SDTX011ND-002.2C.1.9	<p>If provided, the Need Exit Date shall be captured in SAIS for a Need transaction with a 'change' operation and the submitted Need Code is equal to '6' (Homeless).</p>		Y	8/15/06	CCree

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX011ND-002.2D.1.4	Primary Nighttime Residence shall be deleted when its associated Homeless need is deleted via a delete operation in the <i>011 Student Needs</i> (page 145) transaction.		Y	8/15/06	CCree
SDTX011ND-003	Database Update If any verification or validation edit failed with severity level of ERROR , DO NOT PERFORM THIS STEP		N		
SDTX011ND-003A	Add Need Write new row of SdStudentNeeds to SAIS Student database.		N		
SDTX011ND-003C	Change Need <i>The row in the SdStudentNeeds table that matches the key elements in the submitted transaction was retrieved earlier.</i> <i>All submitted elements have already been set in that row.</i> Write updated row of SdStudentNeeds to SAIS Student database		N		
SDTX011ND-003D	Delete Need <i>The row in the SdStudentNeed table that matches the key elements in the submitted transaction was retrieved earlier.</i> <i>All submitted elements have already been set in that row.</i> Delete the selected current row of SdStudentNeeds		N		
@ @	Do not use PMD for Needs code after FY2009, FY2010 use DD instead	ERROR message -23010 Unallowed value in element: Need Code	Y	8/15/11	B Conlin
@ @	DD qualifying ages: Preschool up to 10 years old (Three years minus 90 days through the day prior to 10 th birthday)	ERROR message - @ @	Y	8/15/11	B Conlin

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

System Messages

Table 38: System Messages Related to the Student Need Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-209000	See common for message	No elements on the transaction are different. SAIS was not updated
	-19001	Missing required element: Need Code	
	-19002	Missing required element: Need Level Code	
	-19003	Missing required element: Need Entry Date	
	-19004	Missing required element: Need Exit Date Or Need Level Code	
	-19005	Unallowed value in element: Need Code	
	-19006	Unallowed value in element: Need Level Code	
	-19007	Submitted Need values for this operation already match the SAIS database	
	-19008	Fiscal Year Of Need Entry Date and Exit Date Is Not Same	
	-19009	Need Exit Date must be greater than Need Entry Date	
	-19010	Need already on file for a period {Need End Date} contiguous to that submitted {NEEDENTRDT}	

Common	Msg #	Message	Extra Detail
	-19011	Need already exists on SAIS for a period {Need End Date} That Overlaps with submitted {NEEDENTRDT}	
	-19012	Active Need on SAIS {Need ID} must be exited before a new need may be entered	
	-19013	No Matching Need Record found	
	-19014	Next Need Record On SAIS Overlaps With Submitted Exit Date	
	-19015	Need Entry Date Falls Outside Submitted Fiscal Year	
	-19016	Program/Services must be deleted, before deleting Need	
	-19017	Fiscal Year Of Program Entry Date and Exit Date Is Not the Same	
	-19018	Only entity COEStar valid to submit Migrant Need data	
	-19019	Missing required element: Primary Nighttime Residence required when Need is Homeless.	
	-19020	Unallowed value in element: Primary Nighttime Residence	
	-19021	Active Program on SAIS must be exited before a new Program may be entered	
	-19022	Submitted Program values for this operation already match the SAIS database	
	-319001	Student Need Record Added	
	-319002	Student Need Record Changed	
	-319003	Student Need Record Deleted	
	-419000	Migrant Student Need transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated.	
	-419001	Migrant Student Support Program transaction not allowed. COEStar will populate SAIS with Migrant Needs. SAIS not updated.	
		Do not use PMD for Needs code after FY2009, FY2010 use DD instead	
		DD qualifying ages: Preschool up to 10 years old (Three years minus 90 days through the day prior to 10 th birthday)	
		Do not use PSL Need Code after FY2009, starting FY2010 use SLI instead.	
		SLI qualifying ages are Preschool through 22 nd birthday - 1 day	

012 Student Assessment

As stated earlier in the introduction to this *Language Needs* chapter, assessment events confirm or refute a student's presumed need. This transaction is independent of need. At this time, only assessment events related to the

language need must be submitted to SAIS, although in the future this transaction could be used to submit assessment information pertaining to any need in any need group.

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

- There is a requirement for a minimum of 1 assessment to qualify for the ELL program, but a new cap of 3 assessments.
- New failure code message: “Student has the maximum number of existing assessments (3) within the same district/charter holder this fiscal year.”
- Limit students classified as what was “Continuing FEP” and is now “Continuing FEP Year 1” and “Continuing FEP Year 2” to 1 assessment per Fiscal Year. Transaction: *012 Student Assessment* (page 167); Element name: Assessment Code Result.

Assessment Rules

Table 39: Assessment Rules

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

Transaction Elements

From FY2009 forward, transaction *012 Student Assessment* (page 167) will no longer be submitted by LEAs to ADE , the AZELLA vendor will submit Student Assessment results directly to ADE . Please see “ELL Assessment Integration” supporting document that describe the new process.

The following structure describes the elements in this transaction.

Table 40: 012 Student Assessment Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 012	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCO	1	S	A = Add new Assessments C = Change Assessment elements D = Delete Assessments	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
<i>empty field: formerly Assessment Code: element no longer collected.</i>		3	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	Revised in FY2006
<i>empty field: formerly Assessment Result Code: element no longer collected</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	Revised in FY2006
Oral – Assessment Date	ASSMNTDT	10	D	The date the oral assessment sub-test was finalized.	Revised in FY2006
Oral - Assessment Score	ASSMNTSCORE	3	I	The oral SELP sub-test scaled score.	Revised in FY2006
Oral - Proficiency Level		2	C	The proficiency level achieved during the SELP oral sub-test.	Added in FY2006
Reading - Assessment Date		10	D	The date the reading SELP sub-test was finalized.	Added in FY2006
Reading - Assessment Score		3	I	The reading SELP sub-test scaled score.	Added in FY2006

Field name	Abbreviated name	Len	Data type	Description	Remarks
Reading - Proficiency Level		2	C	The proficiency level achieved during the SELP reading sub-test.	Added in FY2006
Writing - Assessment Date		10	D	The date the writing SELP sub-test was finalized.	Added in FY2006
Writing - Assessment Score		3	I	The writing SELP sub-test scaled score.	Added in FY2006
Writing - Proficiency Level		2	C	The proficiency level achieved during the SELP writing sub-test.	Added in FY2006
Overall Assessment Result	ASSMNTRSCD	2	C	The assessment result <i>See Code Values – Overall Assessment Result</i>	
Overall Total Composite Scaled Score		3	I	The total composite scaled score achieved by the student after all sub-test results have been scored.	Added in FY2006
Overall Proficiency Level		2	C	The overall proficiency level achieved.	Added in FY2006

Information Notes:

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

Changing Elements

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

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

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

Element Optionality

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



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

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

Table 41: Student Assessment Transaction Element Optionality

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

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

Transaction Messages



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



Note: The following new FY2006 transactional (import) validation rules associated with the *012 Student Assessment* (page 167) transactions are listed below:

SD-TX012-AST-007.1

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

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

SD-TX012-AST-007.2

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

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

SD-TX012-AST-007.3

There are additions and changes to required elements for FY2006. The [Table 41: Student Assessment Transaction Element Optionality](#) (page 171) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation ([Operation Code](#)).

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

SD-TX012-AST-007.4

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

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

SD-TX012-AST-008.3A.5

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

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

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

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

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

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

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

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

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

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

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

SD-TX012-AST-008.3A.6

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

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

SD-TX012-AST-008.3C.6

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

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

Table 42: Student Assessment System Messages

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-007.3	<p>Missing Fields</p> <p><i>Table 41: Student Assessment Transaction Element Optionality</i> (page 171) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p>ERROR message -21001</p> <p>Missing required element: Assessment Date</p> <p>ERROR message -21002</p> <p>Missing required element: Assessment Code</p> <p>ERROR message -21009</p> <p>Missing required element: Assessment Score</p> <p>ERROR message -21011</p> <p>Missing required element Proficiency Level (for assessment dates of FY2005 and later)</p> <p>ERROR message -21013</p> <p>Missing required element Overall Assessment Result (for assessment dates of FY2006 and later).</p> <p>ERROR message -21014</p> <p>Missing required element Overall Total Composite Scaled Score (for assessment dates of FY2006 and later).</p> <p>ERROR message -21015</p> <p>Missing required element Overall Proficiency Level (for assessment dates of FY2006 and later).</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-007.4	The fiscal year identified by the Oral, Reading, and Writing Assessment Dates must be in the same as the fiscal year identified in the header of the file.	ERROR message -21008 The submitted Assessment Date is not valid for the submitted fiscal year.	N		
SD-TX012-AST-008	Validation Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u> . This is defined in Table 41: Student Assessment Transaction Element Optionality (page 171)		N		
SD-TX012-AST-008.1	Entity / LEA Don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.	ERROR message -9017 SOLUTION: Resubmit this transaction including the correct <u>Entity ID</u> information	N		
SD-TX012-AST-008.2	Fiscal Year <i>Set the temporary element Fiscal Year for use throughout the remaining validations.</i> Set Fiscal Year to the fiscal year in the header. Get the most recent occurrence of this <u>Student ID</u> in the SdStudents table on the SAIS database		N		
SD-TX012-AST-008.3	Operation Code <i>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></i>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3A.1	<p>Add Operation</p> <p>The add operation will add an assessment transaction for the given student with the following stipulations over and above those stated elsewhere. Where the Fiscal Year is 2005 and beyond per the assessment date:</p> <ul style="list-style-type: none"> Assessment Code values of 5, 6, and 7 are allowed; if not, report the discrepancy Assessment Score is required. If not provided, report the discrepancy. 	<p>ERROR message -21004</p> <p>ERROR message -21005</p> <p>WARNING message -221005</p> <p>ERROR message -221003</p> <p>WARNING message -221007</p> <p>WARNING message -221001</p> <p>ERROR message -21009</p>	N		
SD-TX012-AST-008.3A.2	<p>Student Identifiers</p> <p>If the <u>Student</u> not found in the students table then report the discrepancy.</p>	<p>ERROR message -9010</p> <p>SOLUTION: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> (page 9) or <i>005 Student Personal Information</i> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX012-AST-008.3A.3	<p>Find Assessment</p> <p>Attempt to retrieve the row from the assessments table whose identifiers match those in the submitted transaction. If (<u>Entity ID + Student ID + Assessment Code + Assessment Date + Proficiency Level + Overall Proficiency Level + Total Composite Scaled Score</u>) is found in assessments table, then <i>this assessment already exists on the database</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p>ERROR message -21006</p> <p>SOLUTION: None</p>	N		

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX012-AST-008.3C.1	<p>Find Existing Assessment</p> <p>Retrieve the row from the assessments table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Assessment Code</u> + <u>Assessment Date</u>) is not found in assessments table, then <i>no matching assessment exists on the database</i>. Report the discrepancy. DO NOT CONTINUE WITH THIS EDIT.</p> <p>Else, if this row is already on the database, then CONTINUE WITH THIS EDIT</p>	<p>ERROR message -21010</p> <p>SOLUTION: None</p>	N		
SD-TX012-AST-008.3C.2	<p>If Fiscal Year < 2005</p> <p>If assessment result = <u>Assessment Result Code</u>; report the discrepancy. DO NOT UPDATE THE DATABASE</p>	<p>ERROR message -209000</p> <p>SOLUTION: None. No update will be made to SAIS</p>	N		
SD-TX012-AST-008.3C.3	<p>If Fiscal Year >= 2005</p> <p>If assessment result = <u>Assessment Result Code</u>; If assessment Score = Assessment Score, <i>information already matches SAIS</i>. Report the discrepancy. DO NOT UPDATE THE DATABASE.</p>	<p>WARNING message -209000</p> <p>SOLUTION: None. No update will be made to SAIS.</p>	N		
SD-TX012-AST-008.3C.4	<p>Else, if the Assessment Result Code in the database has a valid value, but the incoming value is <u>blank</u>; <i>incoming Result Code is blank but there is a valid code on SAIS already; SAIS will not override a valid code on the database with a blank result</i> DO NOT UPDATE THE DATABASE</p>	<p>WARNING message -221001</p> <p>SOLUTION: None. No update will be made to SAIS.</p>	N		
SD-TX012-AST-008.3C.6	<p>If submitting a Change operation for any sub test or Overall elements, all 3 elements of at least one sub test must be submitted (i.e. Date, Score and Proficiency Level) .</p>	<p>ERROR message -21016</p> <p>An <i>012 Student Assessment</i> (page 167) transaction Change operation must include at least one sub-test's Assessment Date, Assessment Score, and Proficiency Level.</p>	N		

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

System Messages

From FY2009 forward, transaction **012 Student Assessment** will no longer be accepted by ADE. Please see “ELL Assessment Integration” supporting document that describe the new process.

Table 43: System Messages Related to the Student Assessment Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	

Common	Msg #	Message	Extra Detail
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-209000	No elements on the transaction are different. SAIS was not updated.	
	-21001	Missing required element: Assessment Date	
	-21002	Missing required element: Assessment Code	
	-21003	Missing required element: Assessment Result Code	
	-21004	Unallowed value in element: Assessment Code	
	-21005	Unallowed value in element: Assessment Result Code	
	-21006	Submitted Assessment values for this operation already match the SAIS database	
	-21007	Student has an existing assessment within the same district/charter holder this fiscal year.	
	-21008	The submitted Assessment Date is not valid for the submitted fiscal year.	
	-21009	Missing required element: Assessment Score	
	-21010	Invalid range for Assessment Score: Valid range is 100-999	
	-21011	Missing required element: Proficiency Level	
	-21012	Unallowed value in element: Proficiency Level	
	-21013	Missing required element: Overall Assessment Result	
	-21014	Missing required element: Overall Total Composite Scaled Score	
	-21015	Missing required element: Overall Proficiency Level	
	-21016	An assessment transaction Change operation must include at least one sub-test's Assessment Date, Assessment Score, and Proficiency Level.	
	-21017	<i>Student has an existing assessment within the same district/charter holder this fiscal year</i>	<i>Deleted for FY2008 and forward</i>
	@@	Student has an existing assessment within the same district/charter holder on or before Dec 31 st this fiscal year.	Added for FY2008 and forward
	@@	Student is not eligible for assessment on or before Dec 31 st this fiscal year due to prior ELL Program Participation.	Added for FY2008 and forward

Common	Msg #	Message	Extra Detail
	@@	Student has an existing assessment within the same district/ charter holder on or after Jan. 1 st this fiscal year.	Added for FY2008 and forward
	-21018	The Overall Assessment Score for transactions with an Overall Assessment Result code of 'Continuing FEP' must contain the numeric value 999.	
	-21019	The Overall Assessment Result Code for transactions with an Overall Assessment Score numeric value of 999 must contain the code value of 6 (Continuing FEP).	
	-221001	Submitted Assessment Result Code is blank but there is a valid code on SAIS already; SAIS will not override a valid code with a blank.	
	-221002	Student has an existing assessment at a different district/ charter holder this fiscal year.	
	-221003	Assessment Code not valid with Assessment Date submitted; SAIS was not updated	
	-221004	Assessment Result is a required field for assessment date submitted. SAIS was not updated	
	-221005	Assessment Score is an optional field for assessment date submitted; SAIS was not updated with score value on transaction.	
	-221007	Assessment Result is an optional field for assessment date submitted; SAIS was updated with valid value on transaction.	
	-321001	Student Assessment Record Added	
	-321002	Student Assessment Record Changed	
	-321003	Student Assessment Record Deleted	

013 Language Program Participation

This transaction applies to participation in programs associated with the language need group only. (See [Table 1](#) for relevant needs.)

Language Rules

Table 44: Language Rules

BR ID	Rule Description	New /change this Yr?	Date Revised	Reviser
SD-INT- LNG-001	At any given time a student may participate only in one language program	N		
SD-INT- LNG-002	ELL should always tie up to a membership at the school, so that when a membership ends the ELL program participation should end as well	N		

BR ID	Rule Description	New /change this Yr?	Date Revised	Reviser
SD-INT-LNG-003	When the last <i>013 Language Program Participation</i> (page 182) item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit a <i>011 Student Needs</i> (page 145) transaction.	N		
SD-INT-LNG-003.1	If a language program has been submitted for a student who does not have an Assessment within the current or past fiscal year of the language program start date, fail <i>013 Language Program Participation</i> (page 182).	Y	8/9/11	BC
SD-INT-LNG-004	The most recent assessment administered for the student must demonstrate that the student is in need of language training in order for <i>013 Language Program Participation</i> (page 182) to be accepted in SAIS	N		

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

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

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

Transaction Elements

The following structure describes the elements in this transaction.

Table 45: 013 Language Program Participation Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 013	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Program Participation C = Change existing language program participation information D = Delete Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>  Note: At this time, the only appropriate value for this transaction is the need code for language (LEPS).	
Program Code	PROGSVCCD	2	C	Type of program or service <i>See Code Values – Language Programs</i>	
Program Entry Date	PSENTRDT	10	D	The date the student entered the program/service	
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service	
Program Exit Reason Code	PSEXITRSNCD	2	C	Reason for exiting the language program <i>See Code Values – Language Program Exit Reason</i>	
<i>Empty field: Formerly Language Participation Status</i>	<i>LANGSTAT</i>	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>	

Changing Elements

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

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

- Program Exit Date
- Program Exit Reason Code

Element Optionality

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



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

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

Table 46: Language Program Transaction Element Optionality

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

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

Transaction Messages



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

Table 47: Language Program System Messages

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-001.3	<p>Missing Fields</p> <p><i>Table 46: Language Program Transaction Element Optionality</i> (page 185) identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report the discrepancies.</p>	<p>ERROR message -9001 Missing required element: Operation Code</p> <p>ERROR message -9005 Missing required element: CTDS (Equivalent to Entity ID)</p> <p>ERROR message -22006 Missing required element: Program Code</p> <p>ERROR message -22007 Missing required element: Program Entry Date</p> <p>Solution: Resubmit this transaction with information in every required field</p>	N		
SD-TX013-LNG-002	<p>Validation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 46: Language Program Transaction Element Optionality</i> (page 185).</p>		N		
SD-TX013-LNG-002.1	<p>Entity / LEA</p> <p>If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.</p>	<p>ERROR message -9017</p> <p>Solution: Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SDTX013-LNG-002.2	<p>Operation Code</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		
SD-TX013-LNG-002.2A	<p>Operation Code – Add Student Identifiers</p> <p>If the <u>Student</u> not found in the SdStudents table then report the discrepancy.</p> <p>Set Fiscal Year</p> <p><i>Set the temporary element Fiscal Year for use throughout the remaining validations. Set Fiscal Year to the fiscal year identified by the <u>Program Entry Date</u>.</i></p>	<p>ERROR message -9010</p> <p>Solution: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> (page 9) or <i>005 Student Personal Information</i> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX013-LNG-002.2A.1	<p>Program Service</p> <p>Retrieve the row from the program participation table whose identifiers match those in the submitted transaction. If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is found in program participation table, then, <i>this program already exists on the database for this period</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p>ERROR message -22004</p> <p>Solution: None</p>	N		
SD-TX013-LNG-002.2A.2	<p>Verify Entry / Exit Dates</p> <p>If <u>Track Number</u> is not valid for this <u>Entity ID</u> then, report the discrepancy.</p> <p>DO NOT CONTINUE</p>	<p>ERROR message -23034</p> <p>Solution: Resubmit this transaction with the correct information</p>	N		

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.3	<p>Retrieve from the program participation table for the same Fiscal Year as the <u>Program Entry Date</u>, the most recent row for this program participation where program service = <u>Program Code</u> and StartDtm < <u>Program Entry Date</u>.</p> <p>If the above row is found, then:</p> <p><i>the row in this FY table that was found is the closest to, but earlier than, this entry date.</i></p> <p>If exit date on the program participation table is populated,</p> <p>If exit date on program participation = <u>Program Entry Date</u></p> <p>OR If exit date on the program participation table > <u>Program Entry Date</u></p> <p><i>program already exists on file, for a period that overlaps this transaction's dates. Report the discrepancy.</i></p>	<p>ERROR message -19020</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> • If the transaction date is incorrect, resubmit this transaction, with the correct information • If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 182) transaction with a "change" operation. Then resubmit this transaction if it is still appropriate 	N		
SD-TX013-LNG-002.2A.7.4	<p>Else, if exit date on the program participation table is not populated</p> <p><i>program on SAIS is still active.</i></p> <p>Report the discrepancy.</p>	<p>ERROR message -19021</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> • If the transaction date is incorrect, resubmit this transaction, with the correct information • If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 182) transaction with a "change" operation. Then resubmit this transaction. 	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.5	<p>Retrieve from the program participation table for the same Fiscal Year as the <u>Program Entry Date</u>, the oldest recent row for this program, where program service = <u>Program Code</u> and start date > <u>Program Entry Date</u>.</p> <p>If start date < <u>Program Exit Date</u> the program on SAIS overlaps the incoming transaction. Report the discrepancy.</p>	<p>ERROR message -19020</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> If the transaction date is incorrect, resubmit this transaction with the correct information If the existing SAIS start date is incorrect, delete the existing Program with a <i>013 Language Program Participation</i> (page 182) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation 	N		
SD-TX013-LNG-002.2A.7.6	<p>Program Exit Date not Submitted (Blank)</p> <p><i>This appears to be a new program for the student. SAIS must verify that if the student had the same program during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.</i></p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is found in the program participation table table, then:</p> <p><i>this program, during this period of time, already exists on the database. Report the discrepancy. DO NOT CONTINUE WITH THIS EDIT.</i></p>	<p>ERROR message -19020</p> <p>Solution: None</p>	N		
SD-TX013-LNG-002.2A.7.7	<p>Else, if this row is not already on the database, then CONTINUE WITH THIS EDIT.</p>		N		
SD-TX013-LNG-002.2A.7.8	<p>Retrieve from the program participation table of the same Fiscal Year as the <u>Program Entry Date</u>, the most recent row for this program (see "*" on diagram below) where program service = <u>Program Code</u> and StartDtm < <u>Program Entry Date</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.8.1	<p>If the above row is found, then:</p> <p>Find the row in this FY table that is the closest to, but earlier than, this entry date. If exit date on the program participation table is populated; If exit date = Program Entry Date</p> <p>OR If exit date > <u>Program Entry Date</u>, <i>program already exists on file, for a period that overlaps this transaction's dates</i>. Report the discrepancy.</p>	<p>ERROR message -19020</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> • If the transaction date is incorrect, resubmit this transaction, with the correct information • If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 182) transaction with a "change" operation. Then resubmit this transaction 	N		
SD-TX013-LNG-002.2A.7.8.2	<p>Else, if exit date on the program participation table is not populated <i>Program on SAIS is still active</i>. Report the discrepancy.</p>	<p>ERROR message -19021</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> • If the transaction date is incorrect, resubmit this transaction, with the correct information • If the existing SAIS date is incorrect, fix this with a <i>013 Language Program Participation</i> (page 182) transaction with a "change" operation. Then resubmit this transaction 	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.9	<p>Retrieve from the program participation table for the same Fiscal Year as the <u>Program Entry Date</u>, the oldest recent row for this program (*) where program service = <u>Program Code</u> and StartDtm > <u>Program Entry Date</u>.</p> <p>If the above row is found, then:</p> <p><i>the program on SAIS overlaps the incoming transaction.</i></p> <p>Report the discrepancy.</p>	<p>ERROR message -19020</p> <p>Solution: There are several possible solutions</p> <ul style="list-style-type: none"> • If the transaction date is incorrect, resubmit this transaction, with the correct information • If the existing SAIS start date is incorrect, delete the existing program with a <i>013 Language Program Participation</i> (page 182) transaction with a "delete" operation. Then resubmit this transaction with an "add" operation 	N		
SD-TX013-LNG-002.2A.7.10	<p>Set Database Fields - Need</p> <p>If all edits ended successfully (no severity level of WARNING or ERROR),</p> <p>AND there is NOT already a language need on the SdStudentNeeds table for this student for the Fiscal Year, then</p> <p><i>the need must be added for this student.</i></p> <p>Set student need Student ID from <u>Student ID</u></p> <p>Set student Need Need ID from <u>Need Code</u></p> <p>Set student Need start date from <u>Need Entry Date</u></p> <p>Set a flag stating that the student need must be added</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2A.7.11	<p>Set Database Fields – Language Program</p> <p>If all edits ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set program participation Student ID from <u>Student ID</u>.</p> <p>Set program participation program service from <u>Program Code</u>.</p> <p>Set program participation start date from <u>Program Entry Date</u>.</p> <p>Set program participation FiscalYear to Fiscal Year.</p> <p>Set program participation SPED service ID to nulls.</p> <p>Set program participation language status to <u>Language Participation Status</u>.</p>		N		
SD-TX013-LNG-002.2A.7.12	<p>If <u>Program Exit Date</u> and <u>Program Reason Code</u> were submitted (not blank), then;</p> <p>Set end date of program participation from <u>Program Exit Date</u>.</p> <p>Set exit reason of program participation from <u>Program Exit Reason Code</u>.</p>		N		
SD-TX013-LNG-002.2A.7.13	<p>Else Set end date of program participation to nulls.</p> <p>Set exit reason of program participation to nulls. CONTINUE TO SAIS Updates.</p>		N		
SD-TX013-LNG-002.2C.1	<p>Change Operation</p> <p><i>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values. As shown in Table 46: Language Program Transaction Element Optionality (page 185).</i></p> <p><i>only certain elements may be changed.</i></p>		N		

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-002.2D	<p>Delete Operation</p> <p><i>As shown in Table 46: Language Program Transaction Element Optionality (page 185), all but the required elements for the delete operation will be ignored. When the last 013 Language Program Participation (page 182) is deleted, SAIS will automatically remove the Language Need from the SAIS database. No 011 Student Needs (page 145) "Delete" transaction should be sent to SAIS</i></p>		N		
SD-TX013-LNG-002.2D.1	<p>Program Service</p> <p>Retrieve the row from the program participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>Program Code</u> + <u>Program Entry Date</u>) is not found in program participation table, then,</p> <p><i>this program does not exist on the database. Report the discrepancy.</i></p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program service must be deleted</p>	<p>ERROR message -22005</p> <p>Solution: None</p>	N		
SD-TX013-LNG-002.2D.2	<p>Language Need</p> <p>If there was no WARNING or ERROR in the above validation,</p> <p>AND there are no other programs or services attached to this need for this student in this Fiscal Year, then</p> <p><i>delete the need; nothing else exists for the need for this student. Retrieve the row from the needs table whose identifiers match those in the submitted transaction</i></p> <p>Set a flag stating that the existing need must be deleted.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX013-LNG-003	<p>SAIS Database Update</p> <p>If any verification or validation edit failed with severity level of ERROR, DO NOT PERFORM THIS STEP</p>		N		
SD-TX013-LNG-003.1	<p>Add 013 Language Program Participation (page 182)</p> <p>If the flag is set indicating that a new SdStudentNeeds must be added, Write new row of the SdStudentNeeds table to the SAIS Student database. Write new row of the program service to SAIS Student database.</p>		N		
SD-TX013-LNG-003.2	<p>Change Language Participation</p> <p><i>The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.</i></p> <p>Write updated row of program service to SAIS Student database.</p>		N		
SD-TX013-LNG-003.3	<p>Delete Language Participation</p> <p>The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier. All submitted elements have already been set in those rows.</p> <p>If the flag is set indicating that the existing program service must be deleted, Delete the existing row of the program service table from the SAIS Student database</p> <p>If the flag is set indicating that the existing needs must be deleted, Delete the existing row of the needs table from the SAIS Student database.</p>		N		

SD-TX013-@@

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

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

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

When a *013 Language Program Participation* (page 182) is submitted, the following checks will be made:

- Is there another *013 Language Program Participation* (page 182) recorded for this student in the current fiscal year from a different school than the new transaction?
- If there is no Program Exit Date, fail that transaction and the new transaction.
- If the Program Exit Date of the other transaction is after the Program Entry Date of the new transaction, fail that transaction and the new transaction.
- Error message, upon failure of this integrity rule, should read “ELL Program Participation is allowed for 1 school only. More than one school has submitted participation for this student for this time period.”

System Messages

Table 48: System Messages Related to the Language Program Participation Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9021	Program not offered by School/District	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-22001	Invalid Program Code	
	-22002	Invalid Program Exit Reason Code	
	-22003	Invalid Program Entry Date – Not of given Fiscal Year	
	-22004	Student already participates in this program with the same Entry Date	
	-22005	Student does not participate in this program	
	-22006	Missing required field: Program Code	
	-22007	Missing required field: Program Entry Date	
	-22008	Program Entry Date must be before Program Exit Date	
	-22009	Missing required element: Program Exit Reason Code required when Exit Date provided	
	-22010	Missing required element: Program Exit Date required when Exit Reason Code provided	
	-244310	There must be a corresponding Grade membership for each day of an ELL service.	

Common	Msg #	Message	Extra Detail
	-322000	Added English Program Participation record	
	-322001	Changed English Program Participation record	
	-43405	Previous Grade {Old Grade Level Code} exited {Old Grade Exit Code} effective on {Old Grade Exit Date}; New Grade {New Grade Level Code} effective on {New Grade Start Date }.	
	-43408	Invalid grade (preschool) for ELL submissions.	
	-44347	There must be a corresponding Grade membership for each day of an ELL service	
	-44348	There is more than one program/service specified at a single point in time for this need.	
	-44402	Most recent Assessment did not show student to be ELL.	
	-44403	The latest Oral, Reading, and Writing assessment dates must occur prior to or on the start date of the Language Program participation.	
	-44404	At least one of the 3 Arizona Student Assessment sub-tests must contain an assessment result.	
	-44405	The Assessment Result found is Continuing FEP and is not valid for language program participation.	

014 SPED Service Participation

This transaction applies to needs associated with the SPED need group only.

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

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

 **Note:** When the last SPED Service Participation item has been deleted for a given Need, SAIS will automatically delete that Need. There is no necessity to submit an *011 Student Needs* (page 145).

Funded SPED District of Residence (DOR)

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

The Funded SPED Service DOR will be set with an "add" operation. The SPED Service DOR Entry Date and SPED Service DOR Exit Date will default to the SPED Service Entry Date and SPED Service Exit Date respectively. To

change a Funded SPED Service DOR, or modify the SPED Service DOR Entry Date or SPED Service DOR Exit Date, please use the [014 SPED Service Participation](#) (page 200) transaction.



Note: The Funded SPED Service DOR may or may not be the same as the District of Residence for school membership. Adding or changing the Funded SPED Service DOR does not affect or change the District of Residence associated with the student's school membership. If the District of Residence associated with the **membership** needs to be changed, use the [007 Student DOR Transfer](#) (page 91) transaction.

Uses of the SPED Service Participation transaction

The transaction is designed to capture the following situations. The required [014 SPED Service Participation](#) (page 200) transactions are listed with each.

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

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

1. Initial diagnosis indicating that student has a Need and the student has been placed in a Service. If a [014 SPED Service Participation](#) (page 200) transaction is received with no previous Need established, SAIS will create one.
 - An "add" operation to submit Service entry. If the specified Need was not previously added for this student for the school year, the need will be added automatically.
2. Transfer to a different Service while staying in current Need.
 - A "change" operation to submit Service exit for the previously submitted Service
 - An "add" operation to submit Service entry for the new Service
3. Re-diagnosis indicating that student no longer has a previously submitted Need.
 - A "change" operation to submit the Service exit.
4. Diagnosis or re-diagnosis indicating that in addition to the previously submitted Need, the student has another Need and has been placed in a Service.
 - An "add" operation to submit the new Need entry and Service entry.
5. Re-diagnosis indicating that student Need has changed relative to the previously submitted Need: the student no longer has the previous Need but instead has a new one.
 - A "change" operation to submit exit from the previously submitted Service
 - An "add" operation to submit entry to the new Need (and Service if the student has already started receiving a Service for the new Need).
6. To delete a SPED Service Participation submitted in error to SAIS.
 - A "delete" operation to delete the Service Participation. **If there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student.**
7. For Needs Code DD (FY2010 forward): A student whose age is greater than 10 year minus one day will not receive funding for the DD need.
 - Upon turning 10 years of age, it is expected that the LEA/school shall initiate the exit of the student from the DD SPED service, using Exit Code 9. Immediately upon exiting the service, the LEA/school should re-assign a new need category.

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

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

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

SPED School Concurrency

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

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

Transaction Elements

The following structure describes the elements in this transaction.

Table 49: 014 SPED Service Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 014	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new SPED Service and, possibly, Need C = Change SPED Service information D = Delete a SPED Service Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Category of SPED Need <i>See Code Values – Need Codes</i>	
<i>empty field</i>		2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need.  Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.	
<i>empty field</i>		10	D	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED Service Code	SPEDPROGSVCCD	2	C	Type of SPED service <i>See Code Values – SPED Services</i>	
SPED Service Entry Date	SPEENTRDT	10	D	The date the student entered the program/ service	
SPED Service Exit Date	SPEEXITDT	10	D	The date the student exited the program/ service	
SPED Exit Reason Code	SPEDEXRSNCD	2	C	Reason for exiting the SPED service <i>See Code Values – SPED Service Exit Reason</i>	
SPED Grade	SPEGRADE	3	C	The student's grade placement. (The SPED grade should be the same as the grade for the student's <i>006 Student Membership Change</i> (page 87) transaction.) <i>See Code Values – Grade</i>	
Funded SPED Service DOR	SPEDDORID	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code	

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>empty field: formerly SPED Neighborhood School Indicator: element no longer collected.</i>		1	L	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED Special Enrollment Code	SPEDSPECENR	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>	
SPED Federal Primary Indicator	TBD	1	L	Indicates if the SPED Need being serviced is the Primary Federal Need. If the student is found eligible in one or more disability category, it means the disability category that has the greatest adverse impact on the students' ability to access and progress through the general curriculum. This information should be found in the current multidisciplinary evaluation team report.	
<i>empty field: formerly SPED Concurrency Type.</i>	TBD	1	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
SPED School Concurrency	TBD	1	C	FY2011: Identifies the school's role in providing SPED services to the student. The 'P' (primary) and 'S' (secondary) indicators identify the extent of the school's responsibility for determining and case managing the student's SPED needs and curriculum.	

Changing Elements

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

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

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



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

Element Optionality

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



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

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

Table 50: SPED Service Transaction Element Optionality

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

Element	Add	Change	Delete
SPED Special Enrollment Code		1	
SPED Federal Primary Indicator	R	R	X
SPED School Concurrency	R	R	X

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

SPED Service DOR

The Funded SPED Service DOR (District of Residence) – called the SPED DOR – is the funded district of residence for the SPED service only and should not be confused with the district of residence associated with a student's school membership. The Funded SPED Service DOR is captured in the *014 SPED Service Participation* (page 200) transaction.

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

A student may change SPED DOR while continuing to participate in the same special education SPED service. When this happens during the school year while the student continues to attend the same school, a **SPED Service DOR change**, submitted through the *014 SPED Service Participation* (page 200) transaction, must be submitted to ADE. This transaction can also be used for changing the end date of a child's belonging to a SPED DOR.

SPED Year End Exit Codes

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

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

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

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

Figure 10: SPED Exit Codes vs. Year End Codes

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

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

Figure 11: SPED Exit Codes vs. Withdrawal Codes

Transaction Messages

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

Table 51: SPED Service System Messages

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-001.3	<p>Missing Fields</p> <p>Using <i>Table 50: SPED Service Transaction Element Optionality</i> (page 205), perform validations. An element's optionality depends on whether the transaction is an add, change, or delete operation (<u>Operation Code</u>).</p> <p>If any required fields are missing, then report the discrepancies.</p>	<p>ERROR message -23001 Missing required element: Need Code</p> <p>ERROR message -23002 Missing required element: Need Entry Date</p> <p>ERROR message -23004 Missing required element: SPED Service Code : Need Code</p> <p>ERROR message -23005 Missing required element: SPED Service Entry Date</p> <p>ERROR message -23006 Missing required element: SPED Service Exit Date.</p> <p>ERROR message -23007 Missing required element: SPED Exit Reason Code</p> <p>ERROR message -23009 Missing required element: SPED Grade</p> <p>ERROR message -23026 Missing required element: Funded SPED Service DOR</p> <p>ERROR message -23027 Missing required element: SPED Neighborhood School Indicator (inactivated for FY2006 to the present)</p> <p>ERROR message -23xxx Missing required element: Federal Primary Indicator</p> <p>Solution: Resubmit this transaction with information in every required field</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002	<p>Validation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in Table 50: SPED Service Transaction Element Optionality (page 205)</p>		N		
SD-TX014-SPD-002.1	<p>Entity / LEA</p> <p>Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then report the discrepancy.</p>	<p>ERROR message -9017</p> <p>Solution: Resubmit this transaction including the correct <u>Entity ID</u> information</p>	N		
SD-TX014-SPD-002.2	<p>Fiscal Year</p> <p>Set the temporary element Fiscal Year for use throughout the remaining validations.</p> <p>Set Fiscal Year to the fiscal year identified by the <u>SPED Service Entry Date</u></p>		N		
SD-TX014-SPD-002.3	<p>Operation Code</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u>.</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.1	<p>Add Operation</p> <p>Student Identifiers</p> <p>SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (Student ID) and the school-generated student identifier (School Student ID) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> (page 76) transaction.</p> <p>If the Student not found in the SdStudents table then report the discrepancy.</p>	<p>ERROR message -9010</p> <p>Solution: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> (page 9) or <i>005 Student Personal Information</i> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX014-SPD-002.3A.2	<p>SPED Service</p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) is found in program services participation table, then <i>this service already exists on the database for this period</i>. Report the discrepancy. DO NOT CONTINUE</p>	<p>ERROR message -23018</p> <p>Solution: None</p>	N		
SD-TX014-SPD-002.3A.3	<p>School Program Participation</p> <p><i>Ensure that this school actually offers the program/service submitted.</i> Retrieve the row from the entity program services table whose identifiers match those in the submitted transaction. If no matching record found, then <i>this program not offered by school or district</i>. Report the discrepancy.</p>	<p>ERROR message -9021</p> <p>Solution: If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information</p>	N		
SD-TX014-SPD-002.3A.4	<p>Verify Submitted Dates</p> <p>If Track Number is not valid for this Entity ID then Report the discrepancy. DO NOT CONTINUE.</p>	<p>ERROR message -23034</p> <p>Solution: Resubmit this transaction with the correct information</p>	N		

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

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3A.10.6	<p>Birth Date / SPED Grade</p> <p>The valid age/grade combinations for SPED are the same as those for Membership. Refer to chapter Student Enrollment, section 001.2A.7 of the Membership Requirements document for specific edits on the student's age (from SdStudents Birth Date) and his/her <u>SPED grade</u></p>		N		
SD-TX014-SPD-002.3A.11	<p>Federal Primary Indicator</p> <p>A new data element called "Federal Primary Indicator" shall be added at the end of the <i>014 SPED Service Participation</i> (page 200) transaction.</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3A.11.1	<p>The FY2007 <i>014 SPED Service Participation</i> (page 200) transaction format, with the additional data field, Federal Primary Indicator, can be submitted in fiscal years prior to FY2007</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3A.11.2	<p>SAIS will ignore the Federal Primary Indicator field in <i>014 SPED Service Participation</i> (page 200) with a FY2007 format submitted in fiscal years <= FY2006.</p>		Y	8/15/06	CCree
SD-TX014-SPD-002.3C	<p>Change Operation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values. As shown in <i>Table 50: SPED Service Transaction Element Optionality</i> (page 205), <i>only certain elements may be changed</i></p>		N		

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3C.2.2	<p>If preschool exit reason on the program services participation = <u>SPED Exit Reason Code</u>,</p> <p>AND end date on the program services participation table = <u>SPED Exit Date</u>,</p> <p>AND grade = <u>SPED Grade</u>,</p> <p>AND special enrollment code on the program services participation table = <u>Special Enrollment Code</u>, then</p> <p><i>all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation.</i></p> <p>Report the discrepancy. DO NOT UPDATE THE DATABASE</p>	<p>WARNING message -223001</p> <p>Solution: None. No update will be made to SAIS</p>	N		
SD-TX014-SPD-002.3C.3	<p>SPED Grade</p> <p>If grade on the program services participation table NOT = <u>SPED Grade</u>,</p> <p>If grade on the program services participation table = PS,</p> <p>OR if <u>SPED Grade</u> = PS, then,</p> <p><i>the SPED Grade is being changed, and one of them is PS.</i></p> <p>Report the discrepancy. DO NOT CONTINUE</p>	<p>ERROR message -23036</p> <p>Solution : None</p>	N		
SD-TX014-SPD-002.3C.4	<p>Verify Dates and Exits</p> <p>Perform SD-TX014-SPD-002.3A.4, SD-TX014-SPD-002.3A.5, and SD-TX014-SPD-002.3A.6.</p> <p>If SPED Service Exit Date is submitted, perform SD-TX013-LNG- 002.2A.6.</p> <p>A new SPED Exit Reason code value is in cases where a SPED exit date is necessary that cannot fit into existing SPED Exit reason codes. The new Exit Reason code is used when the student's SAIS data elements are changing within the <i>014 SPED Service Participation</i> (page 200), This new code will then allow the transaction to pass import validation because an Exit Reason code is required.</p>	<p>ERROR message -23032</p> <p>If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.</p>	Y	8/15/06	CCree

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX014-SPD-002.3C.5	<p>Update All Changeable Fields</p> <p>Set end date on program services participation from <u>SPED Service Exit Date</u>.</p> <p>Set preschool exit reason on program services participation from <u>SPED Exit Reason Code</u>.</p> <p>Set grade on program services participation from <u>SPED Grade</u>.</p> <p>Set special enrollment code on program services participation from <u>SPED Special Enrollment Code</u>.</p> <p>Set Funded SPED Service DOR</p>		N		
SD-TX014-SPD-002.3D	<p>Delete Operation</p> <p><i>As shown in Table 50: SPED Service Transaction Element Optionality (page 205), all but the required elements for the delete operation will be ignored</i></p>		N		
SD-TX014-SPD-002.3D.1	<p>Delete operation: SPED Service</p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Need Code</u> + <u>SPED Service Code</u> + <u>SPED Service Entry Date</u>) is not found in program services participation table, then <i>this service does not exist on the database</i>. Report the discrepancy.</p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program services participation record must be deleted</p>	<p>ERROR message -23020</p> <p>Solution: None</p>	N		

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

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

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

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

System Messages

Table 52: System Messages Related to the SPED Service Participation Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9021	Program not offered by School/District	
	-23001	Missing required element: Need Code	
	-23002	Missing required element: Need Entry Date	
	-23003	Missing required element: Need Exit Date	
	-23004	Missing required element: SPED Service Code	
	-23005	Missing required element: SPED Service Entry Date	
	-23006	Missing required element: SPED Service Exit Date	
	-23007	Missing required element: SPED Exit Reason Code	
	-23008	Missing required element: Need Level Code	
	-23009	Missing required element: SPED Grade	

Common	Msg #	Message	Extra Detail
	-23010	Unallowed value in element: Need Code	
	-23011	Unallowed value in element: SPED Grade	
	-23012	Unallowed value in element: Need Level Code	
	-23013	Unallowed Entity ID – SPED Service Code combination	
	-23014	Unallowed Entity ID – SPED Grade combination	
	-23015	Unallowed value in element: SPED Service Code	
	-23016	Unallowed value in element: SPED Exit Reason Code	
	-23017	Need Entry Date must be the same as or earlier than SPED Service Entry Date; all dates must be in the same fiscal year	
	-23018	SPED Service Participation already exists on SAIS	
	-23019	No matching SPED Service to continue	
	-23020	SPED Service Participation not found for this operation	
	-23021	No Need to match the submitted operation	
	-23023	Need not offered at this School/District	
	-23024	Unallowed value Funded SPED Service DOR	
	-23025	<i>Unallowed value SPED Neighborhood School ID</i>	<i>Inactivated in FY2006 to the present</i>
	-23026	Missing required element: Funded SPED Service DOR	
	-23027	<i>Missing required element: SPED Neighborhood School ID</i>	<i>Inactivated in FY2006 to the present</i>
	-23028	Need category is invalid for this grade	
	-23029	Need Category is EDP And Not Self Contained	
	-23030	Invalid District/Category Combination for Voucher Student	
	-23031	Change in Program End Date will result in an overlap	
	-23032	If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.	
	-23033	Unallowed value in element: SPED Special Enrollment Code	
	-23034	Track Number is not valid for this Entity ID	
	-23035	SPED Service Exit Date must be greater than SPED Service Entry Date; all dates must be in the same fiscal year	
	-23036	A transfer to or from PS requires the old SPED service to be exited and a new one to be entered.	
	-23037	SPED Service Code {SPED Service Code} is not valid for entity {entity ID}	Ticket 23378
	-23045	Missing required element: SPED Federal Primary Indicator	

Common	Msg #	Message	Extra Detail
	-223001	All elements on SAIS already match the submitted transaction; no change to SAIS data	
	-223002	<i>Multiple service types have been found for the specified student</i>	<i>Inactivated in FY2006.</i>
	-233002	SPED Service DOR values already match the SAIS Database	ticket 11277
	-233003	Submitted SAIS SPED DOR transaction caused a gap or an overlap and should be changed	ticket 11277
	-323001	Added SPED Service Need Record	
	-323002	Added SPED Service Program Record	
	-323003	Changed SPED Service Need Record	
	-323004	Changed SPED Service Program Record	
	-323005	Deleted SPED Service Need Record	
	@@	ERROR message -@@ "SPED Exit Reason code 10 {Withdrawn by Parent Request} only valid for SPED grades PS, KG, and UE."	
	@@	Do not use PMD for Needs code after FY2009, FY2010 use DD instead	
	@@	DD qualifying ages: Preschool up to 10 years old (Three years minus 90 days through the day prior to 10 th birthday)	
	@@	Do not use PSL Need Code after FY2009, starting FY2010 use SLI instead.	
	@@	SLI qualifying ages are Preschool through 22 nd birthday - 1 day	

015 Support Program Participation

This transaction applies to needs in all need groups other than language and SPED. (See [Table 1](#) for relevant needs.)

The [015 Support Program Participation](#) (page 226) transaction is the source of automated federal titles and state block grants reports. It is used to submit participation in only those programs listed in the Support Programs table in the **Code Values** document .

Uses of the Support Program Participation transaction

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



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

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

Table 53: Multiple Needs Support Programs

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

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

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

Table 54: Support Program Sequential Participation

Support Program	... Need ...	Start Date	End Date*
21 (21 st Century program)	6 (Homeless)	8/18/2003	12/19/2003*
21 (21 st Century program)	13 (Math)	8/18/2003	
21 (21 st Century program)	{ null }	8/18/2003	
22 (Homeless)	6 (Homeless)	8/18/2003	
28 (Title I Mathematics)	13 (Math)	8/18/2003	
21 (21 st Century program)	6 (Homeless)	1/5/2004	*

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

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

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

Transaction Elements



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

The following structure describes the elements in this transaction.

Table 55: 015 Support Program Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 015	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Support Program Participation and, possibly, Need C = Change a Support Program Participation D = Delete a Support Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code <i>See Code Values – Need Codes</i>	
Program Code	PROGSVCCD	2	C	Type of program or service <i>See Code Values – Support Programs</i>	
Program Entry Date	PSENRDT	10	D	The date the student entered the program/ service	
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/ service	FY2006 to present

Field name	Abbreviated name	Len	Data type	Description	Remarks
<i>empty field</i>	<i>empty field</i>	2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>empty field</i>	<i>empty field</i>	2	C	<i>This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.</i>	
<i>Receiving CTDS</i>	<i>TBD</i>	9	S	Receiving School CTDS. This field will be required only when reporting a Transportation/School Choice support program.	

Changing Elements

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

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

- Program Exit Date
- Receiving CTDS

Element Optionality

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



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

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

Table 56: Support Program Participation Transaction Element Optionality

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

Element	Add	Change	Delete
Track Number	X	X	X
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	1,2	X	1,2
Program Code	R	R	R
Program Entry Date	R	R	R
<i>Program Exit Date</i>	3	3	X
<i>empty field</i>	X	X	X
<i>empty field</i>	X	X	X
<i>Receiving CTDS</i>	4	4	X

1. A Need is required for some Program Codes but not for all. See *Code Values – Support Programs* for allowable combinations.
 -  **Note:** A Need is always required for a Support Program unless specifically stated otherwise in the Support Programs table.
2. On a "delete" operation, the need will ONLY be deleted if there are no other programs associated with it on the SAIS database.
3. A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate an existing support program exit date.
4. Required only if associated with student's participation in the Transportation/School Choice Program.

Transaction Messages

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

Table 57: Support Program System Messages

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-001.3	<p>Missing Fields</p> <p>Using <i>Table 56: Support Program Participation Transaction Element Optionality</i> (page 229), perform the same validation as for SD-TX011-ND-001.3.</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p>ERROR message -24001 Missing required element: Need Code</p> <p>ERROR message -24004 Missing required element: Support Program Code</p> <p>ERROR message -24005 Missing required element: Program Entry Date</p> <p>Solution: Resubmit this transaction with information in every required field</p>	N		
SD-TX015-SUP-002	<p>Validation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately.</p> <p><i>For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 56: Support Program Participation Transaction Element Optionality</i> (page 229).</i></p>		N		
SD-TX015-SUP-002.1	<p>Entity / LEA</p> <p>Perform the validation contained in SDTX011ND-002.1</p>		N		
SD-TX015-SUP-002	<p>Operation Code</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2A.1	<p>Add Operation</p> <p>Student Identifiers SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <i>005 Student Personal Information</i> (page 76) transaction.</p> <p>If the <u>Student</u> not found in the SdStudents table then report the discrepancy.</p>	<p>ERROR message -9010</p> <p>Solution: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <i>001 Student Enrollment</i> (page 9) or <i>005 Student Personal Information</i> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.</p>	N		
SD-TX015-SUP-002.2A.2	<p>Validate Need and Program</p> <p>Make sure that the Program can be offered for this submitted Need, according to the information in the Transaction Code Values document, table "Support Programs.</p> <p>If this <u>Program Code</u> cannot be offered for this <u>Need Code</u> then <i>the Need is not appropriate for this Program</i>. Report the discrepancy. DO NOT CONTINUE</p>	<p>ERROR message -24014</p> <p>The need is not appropriate for this program.</p>	Y	8/15/11	B Conlin
SD-TX015-SUP-002.2A.3.1	<p>Program</p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction. If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u> {+ <u>Need Code</u>, if provided}) is found in program services participation table, then:</p> <p><i>this program already exists on the database</i>. Report the discrepancy. DO NOT CONTINUE.</p>	<p>ERROR message -24010</p> <p>Solution: None</p>	N		

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

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

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

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX015-SUP-002.2D	<p>Delete Operation</p> <p><i>As shown in Table 56: Support Program Participation Transaction Element Optionality (page 229), all but the required elements for the delete operation will be ignored.</i></p>		N		
SD-TX015-SUP-002.2D.1	<p>Program</p> <p>Retrieve the row from the program services participation table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u> + <u>Program Code</u> + <u>Program Entry Date</u> {+ <u>Need Code</u>, if provided}) is not found in program services participation table, then:</p> <p><i>this program does not exist on the database. Report the discrepancy.</i></p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set a flag stating that the existing program service participation must be deleted</p>	<p>ERROR message -24012</p> <p>Solution: None</p> <p>ERROR message -24019</p> <p>No matching Support Program to change.</p>	N		
SD-TX015-SUP-002.2D.2	<p>Need</p> <p>If there was no WARNING or ERROR in the above validation</p> <p>AND If a <u>Need Code</u> is provided in the transaction,</p> <p>AND there are no other programs, services, or assessments attached to this need for this student in the fiscal year represented by <u>Program Entry Date</u>, then:</p> <p><i>delete the need; nothing else exists for the need for this student.</i></p> <p>Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.</p> <p>Set a flag stating that the existing SdStudentNeed must be deleted</p>		N		

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

System Messages

Table 58: System Messages Related to the Support Program Participation Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9002	Missing required element: Student SAIS ID	
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-24001	Missing required element: Need Code	
	-24004	Missing required element: Support Program Code	

Common	Msg #	Message	Extra Detail
	-24005	Missing required element: Program Entry Date	
	-24006	Missing required element: Program Exit Date	
	-24007	Unallowed value in element: Need Code	
	-24008	Support Program Code is not valid for the fiscal year	
	-24010	Support Program Participation already exists on SAIS	
	-24012	Support Program not found for operation	
	-24014	The need is not appropriate for this program	
	-24015	This program / need not valid for this entity.	
	-24016	Support Program {support program code} requires the following Need {need code}. SAIS not updated.	
	-24017	Missing required element: Receiving CTDS.	
	-24018	Only Entity COEStar valid to submit Migrant Need data.	
	-24019	No matching Support Program to change.	
	-24020	Homeless student must have a designated Primary Nighttime Residence. Please submit via the 011 Needs transaction prior to submitting a 21 st Century Support Program with a Homeless Need.	
	-224001	All elements on SAIS already match the submitted transaction; no change to SAIS data.	
	-244501	Support Program track number does not match the active membership track number	
	-244502	Support Programs must be in membership for each day of the service	

016 Student Year End Status

The [016 Student Year End Status](#) (page 239) transaction relates only to students who are in membership through the scheduled last day of school. This transaction captures one piece of information.

- **Year End Status Code:** the student's state on the last day of school. Every student who is in membership at the end of the school year must be assigned a **Year End Status Code**.

The [016 Student Year End Status](#) (page 239) transaction requires school and student identifying information and a year-end status code. The date on the transaction identifies the membership for which this code applies.

The [Year End Status Codes](#) can be found in **Transaction Code Values - Activity**.



Note: **Summer Activity Code** has a codependent relationship with **Year End Status Code**. These two elements and **Withdrawal Code** have a mutually exclusive relationship. SAIS will not validate these relationships during the transaction processing sequence. The relationship among these elements will not be validated in the first implementation of SAIS, but will be included in Integrity Checking processing in a future fiscal year.

Year End Status may be submitted before or after the school year end date. Some districts prefer to submit expected values beforehand and then correct those year end statuses which do not match expected student results.

Transaction Elements

The following structure describes the elements in this transaction.

Table 59: 016 Student Year End Status Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 016	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new Student Year End Status Code C = Change an existing Student Year End Status Code D = Delete an existing Student Year End Status Code	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Day of Membership	ENRDATE	10	D	The day this membership started; the date the student first received instruction for this membership.  Note: In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Year End Status Code	YEARENDSTAT	3	C	Student's academic status at the end of the school year <i>See Code Values – Activity (Year End Status only)</i>	

Changing Elements

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

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

- Year End Status Code

Element Optionality

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



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

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

Table 60: Student Year End Status Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Day of Membership	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Year End Status Code	R	R 1	R

1. This element must be different from SAIS for a valid change operation.



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

016.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

016.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

016.1.2 Allowed Code Values

Using Operation Code only and referring to [Table 60: Student Year End Status Transaction Element Optionality](#) (page 241)

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

016.1.3 Operation Code

If Operation Code **not** A (add) or C (change) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.
- **Solution:** Resubmit this transaction with the correct Operation Code.

016.1.4 Missing Fields

Using [Table 60: Student Year End Status Transaction Element Optionality](#) (page 241),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

016.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [016.3 Step 3: SAIS Database Update](#) (page 245) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in [Table 60: Student Year End Status Transaction Element Optionality](#) (page 241).

016.2.1 Entity / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the Entity ID **not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

016.2.2 Find the Membership

Using First Day of Membership instead of Absence Date, perform the validation defined in [004.2.2 Find the Membership](#) (page 71).

A membership must be found for this student at this LEA.

If school membership for this (Entity ID + Student ID + First Day of Membership + Track Number) is **not** found in the Student database, then:

no original membership or readmission was found for this student at this LEA.

- Report the discrepancy as: **ERROR** message -9019.
- **Solution:** There are two possible solutions, depending on the situation.

- If the key fields on the transaction are all correct, submit the *001 Student Enrollment* (page 9) or *002 Student Readmission* (page 45) to create the required condition on SAIS to precede this transaction. Then resubmit this transaction.
- If one or more of the key fields on the transaction are incorrect, , resubmit this transaction with the correct information.

Else, if the membership **is** found, **but** a withdrawal has already occurred, then:

the student withdrew from this membership before the end of the school year, so neither a year-end status nor a summer withdrawal activity is appropriate

- Report the discrepancy as: **ERROR** message -9019.
- **Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this transaction resubmitted.

Else, if the membership **is** found and there is **no** accompanying withdrawal, continue.

this is the correct membership and it is still active

- Continue processing.

016.2.3 Student Identifiers

Perform the same validation as for *002.2A.2 Student Identifiers* (page 51).

016.2.4 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform *016.2A Add Operation* (page 243).

If Operation Code = C (change), then:

- Perform *016.2C Change Operation* (page 244).

If Operation Code = D (delete), then:

- Perform *016.2D Delete Operation* (page 244).

016.2A Add Operation

The "add" operation will add the Year End Status Code to the existing membership.

016.2A.1 Get the Existing Status

Retrieve the row from the year end status table that matches the key elements in the submitted transaction.

If the matching year end status already exist in the database,

- Report the discrepancy as: **ERROR** message -20005.
- **Solution:** There are two possible solutions, depending on the situation.
 - If all submitted data on the transaction is correct, then SAIS has already been updated. Ignore this transaction.
 - If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.
- *DO NOT CONTINUE.*

If there is no **ERROR** above, then:

- Set year end status activity from Year End Status Code.

016.2C Change Operation

The "change" operation will change the Year End Status Code for the existing membership.

016.2C.1 Get the Existing Status

Retrieve the row from the year end status table that matches the key elements in the submitted transaction.

If the matching year end status does **not** exist in the database,

- Report the discrepancy as: **ERROR** message -20004.
- **Solution:** There are two possible solutions, depending on the situation.
 - If all submitted data on the transaction is correct, then resubmit this transaction with an ADD operation.
 - If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.
- *DO NOT CONTINUE.*

016.2C.2 Compare Submitted Values



Note: Nulls are a valid submission value, if the intention is to clear out an existing value on SAIS.

Compare submitted changeable field values to existing SAIS values

If the Year End Status Code is different from the {SAIS element value},

- Set {SAIS element name} from {submitted element name}.

If the student's Year End Status Code = 'G' and the Student's Grade is not equal to 11 or 12 then: Report the discrepancy as:

- **ERROR** message -20006

Only grades 11 and 12 are allowed to be submitted with a Year End Status of G (Graduated at Year End).
Submit either a Year End status of P (Promoted) or R (Retained) for grades PS to 10, including UE .

***Solution:** In order for a student with a grade below 11th grade to be submitted with a Graduated Year End status, the student will need to be promoted to 11th or 12th grade in order to graduate.*

If the student's Grade is in PS to 10, including UE and the Year End Status Code is neither 'P' (Promoted) nor 'R' (Retained) then: Report the discrepancy as:

- **ERROR** message -20007

Invalid Year End Status for grade - Submit either a Year End status of P (Promoted) or R (Retained) for grades PS to 10, including UE.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

016.2D Delete Operation

The "delete" operation will delete the Student Year End Status entity from the SAIS database.

As shown in [Table 60: Student Year End Status Transaction Element Optionality](#) (page 241) , all but the required elements for the delete operation will be ignored.

Perform [016.2C.1 Get the Existing Status](#) (page 244).

If there is no **ERROR** above, then:

- proceed to *016.3 Step 3: SAIS Database Update* (page 245)

Else

- DO NOT CONTINUE.

016.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform *016.3A Add Status* (page 245).

Else, if Operation Code = C (change), then:

- Perform *016.3C Change Status* (page 245).

Else, if Operation Code = D (delete), then:

- Perform *016.3D Delete Status* (page 245).

016.3A Add Status

Set foreign key:

Write new row to year end status table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

016.3C Change Status

The row in the year end status table that matches the key elements in the submitted transaction was retrieved earlier.

Write updated existing row of S year end status table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

016.3D Delete Status

The row in the year end status table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of year end status table from the SAIS Student database.

If the write was **not** successful then:

- *DO NOT CONTINUE.*

System Messages

Table 61: System Messages Related to the Student Year End Status Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	

Common	Msg #	Message	Extra Detail
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-20001	Missing required element: Enrollment Date	
	-20002	Missing required element: Year End Status Code	
	-20003	Invalid Year End Status Code: Year End Status Code	
	-20004	Matching Student Year End Status does not exist in the SAIS Database	
	-20005	Matching Student Year End Status already exists in the SAIS Database	
	-20006	Only grades 11 and 12 are allowed to be submitted with a Year End Status of G (Graduated at Year End). Submit either a Year End status of P (Promoted) or R (Retained) for grades PS to 10, including UE.	
	-20007	Invalid Year End Status for grade. Submit either a Year End Status of P (Promoted) or R (Retained) for grades PS to 10, including UE.	
	-320001	Year End Status Record Added	
	-320002	Year End Status Record Changed	
	-320003	Year End Status Record Deleted	
	-320004	Year End Status Record Deleted from Enrollment transaction	

017 Student Attendance

SAIS calculates each student's Average Daily Attendance (ADA) for funding and reporting purposes. SAIS provides two transactions for submitting the elements necessary to this calculation: [017 Student Attendance](#) (page 246) and [004 Student Absence](#) (page 68).



Note: All absences for all students must be reported to ADE with the [004 Student Absence](#) (page 68) transaction. However, calculating ADA is another matter. For most students, calculating ADA may be accomplished using the information provided in the [004 Student Absence](#) (page 68) transaction; for other students, however the only way this can be accomplished is via the [017 Student Attendance](#) (page 246) transaction.

The formulae for calculating ADA depend upon the characteristics of the student; these formulae and the groups' characteristics are set forth in A.R.S. § 15-901. Currently there are three groups defined in A.R.S. § 15-901.

- Preschool children with disabilities: full-time instruction is based on a certain number of minutes of instruction time per week.



Note: For preschoolers, only those who are currently receiving services for a SPED Group B disability are eligible to generate funding. Since SAIS might not know the student's current Needs at this point, the Preschool handicapped validation is performed in Integrity, after districts begin submitting the Needs data to SAIS and before ADM is calculated.

- Homebound students (students receiving home instruction) or hospitalized students: as above, full-time instruction is based on a certain number of minutes of instruction time per week.
- All other students: full-time instruction is based on a number of minutes or hours of instruction time per school year.

The first two groups require the same elements to calculate ADA and will use the [017 Student Attendance](#) (page 246) transaction to report the elements; the third requires a different set of elements and will use the [004 Student Absence](#) (page 68) transaction to report the elements. These transaction methodologies are described below.

- The [017 Student Attendance](#) (page 246) transaction, which is described in this chapter, captures school attendance information for use in calculating Average Daily Attendance for funding students whose ADA metric is amount of time attended per week. Absences and potential membership are irrelevant for calculating ADA here. Attendance is calculated by adding up all the attendance records for the student. The groups fitting this criterion are preschool students with disabilities and homebound students, but this [017 Student Attendance](#) (page 246) transaction may be used for any high school, preschool with disability, or homebound student.
- The [004 Student Absence](#) (page 68) transaction, which is described in an earlier chapter, captures absence information for use in calculating Average Daily Attendance by subtracting absences from the student's potential membership (calculated from the membership start and withdrawal dates, combined with the school calendar). All student absences should be reported to ADE using the [004 Student Absence](#) (page 68) transaction, but not all will be used for calculating ADA.

While all students' ADA could be determined with data submitted using the [017 Student Attendance](#) (page 246) transaction, using only the [004 Student Absence](#) (page 68) transaction for the vast majority of students not only provides more accurate student-level reporting, but also significantly reduces the number of transactions that must be reported to ADE. It also simplifies Student Detail reporting from the districts to ADE.

AOI Students

AOI schools are required to report attendance. The SAIS system shall accept AOI minutes of instruction reported for any day of the school year, including days which statute requires schools to be closed, provided teacher-pupil interaction is not required on these days. All validation rules that are now in affect regarding the acceptance of non-AOI transaction records shall be maintained and applied to AOI transaction records, unless otherwise stated. Although AOI absence records shall be accepted by the SAIS system, they will not be considered during the integrity or aggregation processes.

Attendance Time Periods

Schools must report their attendance periods to coincide with the way they are stated in statute, which is in one-week increments. **ADE will reject any attendance transaction exceeding a one-week increment.** (One-day periods will also satisfy the statutory attendance period.) Attendance periods may have a maximum of 1-week in length, and only within the ADE-recognized boundaries for a week, which runs Sunday through Saturday.



Note: This rule has been stated since the inception of SAIS, but is only being enforced beginning with Fiscal Year 2003-2004.

SAIS shall reject a transaction that reports more than 1440 minutes (24 hours) per reported days of instruction. SAIS shall submit a warning if the minutes submitted in the transaction equals or exceeds 480 minutes (8 hours) per reported days of instruction.

Schools must report attendance to coincide with periods set in statute for calculating ADM and ADA, because ADE still will calculate ADM by the timeframes defined in statute for ADM: the first 40 school days, the next 60 school days and the remaining school days. Therefore, then three of those periods must end on the 40th day, the 100th day, and the last day of school.

Submitting both absence and attendance

A school may submit both attendance and absence for a membership. Sometimes it is a necessary result of the status of the pupil. At other times it could happen through an error in the transaction creation program at the school or district site. Note that given certain conditions, if SAIS finds both absence and attendance information for given point in time during a membership, then only the attendance transactions will be used when calculating ADA, and any absences will be used solely for statistical purposes. The funding source hierarchy follows:

Table 62: Both absence and attendance data found on SAIS

Grade and homebound setting	ADA basis
preschool student with disabilities	attendance*
elementary student, homebound	attendance*
elementary student, not homebound	not possible; attendance would be rejected; ADA uses absence
homebound student, any grade	attendance*
high school student, homebound	attendance*
high school student, not homebound	attendance*

* When attendance is the basis for ADA, any submitted absences will be used for statistical purposes only



Note: If ADE receives neither absence nor attendance for a student, SAIS will assume that instructional time is being reported with absences; in other words, the student will be assessed as having perfect attendance. Exception: If instructional time is required by statute to be reported to ADE using attendance, such as for a homebound.



Note: If absences are irrelevant for attendance reporting students, any invalid absences will fail. This rule will be enforced in Integrity.

The following excerpt from the 6/16/2003 **Inside SAIS** newsletter explains this another way:

In certain circumstances, attendance (versus absence) CAN or MUST be submitted to SAIS for funding students. These circumstances are:

1. Homebound Students MUST report attendance to receive funding (requirement of 240 minutes a week per statute).
2. PS Students MUST report attendance to receive funding (requirement of 360 minutes a week per statute).
3. High School Students CAN report using attendance rather than by reporting absences to receive funding (requirement is 1200 minutes a week per statute).

Examples

For all conditions in which attendance is a valid method of submitting school participation, if attendance is ever submitted for a period of time during that membership, attendance must continue to be submitted for the entire that condition exists, or SAIS will calculate it to be zero for all unreported days.

The following examples illustrate the impact of this rule.

Example 1. An elementary school student attends school for one month, then becomes homebound for the remainder of the school year). ADA for the first part of the year (until the date the Student Need of Homebound takes effect) is based on absence. ADA for the second part of the year, beginning the date the Student Need of Homebound started, is based on attendance, even if absences are submitted as well.

Example 2. A high school student attends regular school for the entire year, missing about ten days due to various reasons. The school submitted his first week (no days absent) using the *017 Student Attendance* (page 246) transaction. The school changes their mind, deciding to submit absences instead, and over the ensuing year they submit the ten days of absence. ADA for this student will be calculated solely using attendance. *This means that for an entire year, this student will look as though he was absent for 165 of the 175 days.*



Note: For all conditions in which attendance is a valid method of submitting school participation, if attendance is ever submitted for a period of time during that membership, attendance must continue to be submitted for the entire period that condition exists, or SAIS will calculate it to be zero for all unreported days.

Transaction Elements

The following structure describes the elements in the Student Attendance transaction.

Table 63: 017 Student Attendance Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 017	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add a new attendance C = Change an existing attendance D = Delete an existing attendance	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Attendance Start Date	ATTSTARTDT	10	D	The date this reported attendance period started	
Attendance End Date	ATTENDDT	10	D	The date this reported attendance period ended	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Attendance Minutes	ATTMIN	5	I	The amount of time, in minutes, that the student received instruction during the reported attendance period	

Changing Elements

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

The following elements will be changed if supplied with an "add", a "change", and a "delete" operation.

- Attendance End Date
- Attendance Minutes

Element Optionality

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



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

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

Table 64: Student Attendance Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Attendance Start Date	R	R	R
Attendance End Date	R	1	X
Attendance Minutes*	R	1	X

1. At least one of these elements must be different from SAIS for this to be a valid "change".



Note: * Attendance Minutes does not have predefined code values (by contrast, Absence Amount may only be stated in quarters, with a maximum of one whole day). 0 (zero) is a valid Attendance Minutes value.



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

017.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

017.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

017.1.2 Allowed Code Values

Using Operation Code only and referring to [Table 64: Student Attendance Transaction Element Optionality](#) (page 250),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

017.1.3 Operation Code

If Operation Code **not** A (add) or C (change) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.
- **Solution:** Resubmit this transaction with the correct Operation Code.

017.1.4 Missing Fields

Using [Table 64: Student Attendance Transaction Element Optionality](#) (page 250),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

017.1.5 Date Order

Attendance Start Date is > Attendance End Date.

- Report the discrepancy as: **ERROR** message -12004.
- **Solution:** Resubmit this transaction with dates corrected.

017.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [017.3 Step 3: SAIS Database Update](#) (page 257) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in [Table 64: Student Attendance Transaction Element Optionality](#) (page 250)

017.2.1 Entity / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID** **not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

017.2.2 Find the Membership

Using Attendance Start Date instead of Absence Date, perform the validation defined in [004.2.2 Find the Membership](#) (page 71).

A school membership must be found for this student at this LEA where the attendance dates reported in the transaction are included within the student's membership time span.

If SdSchoolMemberships for this (Entity ID + Student ID + Track Number) fitting the attendance period (the membership's First Day of Membership is <= Attendance Start Date) is **not** found in the Student database then:

no original membership or readmission was found for this student at this LEA that maps completely within these attendance dates.

- Report the discrepancy as: **ERROR** message -12016.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the *001 Student Enrollment* (page 9) or *002 Student Readmission* (page 45) to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct information.

Else, for this (Entity ID + Student ID)

- (If Attendance End Date <= Withdrawal Date {if it exists} or if Withdrawal Date does not exist) is **not** found in the Student database, then:

the student withdrew from this membership before the attendance period started, so attendance is inappropriate

- Report the discrepancy as: **ERROR** message -12005.
- **Solution:** If all dates are correct, there is no solution required. If the existing withdrawal was sent in error (the date was wrong), it must be deleted and this *017 Student Attendance* (page 246) resubmitted.
- Else, if the membership **is** found and there is **no** accompanying withdrawal occurring before the end of the reported attendance period, continue.

A Grade membership must be found for this student at this LEA where the attendance dates reported in the transaction are included within the student's membership time span.

If grade membership for this (Entity ID + Student ID + Track Number) fitting the attendance period (the membership's First Day of Membership is <= Attendance Start Date) is **not** found in the Student database then:

no original grade membership was found for this student at this LEA that maps completely within these attendance dates.

- Report the discrepancy as: **ERROR** message -12020.
- **Solution:** There are two possible solutions, depending on the situation.
 - If the key fields on the transaction are all correct, submit the *001 Student Enrollment* (page 9) or *002 Student Readmission* (page 45) to create the required condition on SAIS to precede this withdrawal. Then resubmit this transaction.
 - If one or more of the key fields on the transaction are incorrect, resubmit this transaction with the correct information.
- Else, if the membership **is** found and there is **no** accompanying withdrawal occurring before the end of the reported attendance period, continue.

this is the correct School and Grade membership and it was active for the reported attendance period

- Continue processing.

017.2.3 Validate Eligible Attendance Method

*The only students whose attendance is eligible to be reported using the *017 Student Attendance* (page 246) transaction are those whose attendance is stated in those terms in Arizona statute:*

- *disabled preschool students*
- *homebound students*
- *high school students.*

The processing from this paragraph has been moved to the following paragraph.

017.2.4 Validate Time Periods Reported in Add Transactions



Note: Where a SPED Need or Service Participation is relevant to the attendance method of reporting (homebound and preschool, respectively), the SPED Start Date should have no impact on acceptance of the attendance transaction. In other words, attendance reported for a preschooler should not be rejected if the attendance period dates fall outside of the SPED Service Participation dates. This situation would be addressed in the funding process, where SAIS would fund only for the days when the student is receiving a SPED service.

Perform the following paragraphs depending upon the conditional statements that apply.

Check to see if the student was reported as Homebound during this period of time

Get all needs where need = homebound associated with this student for the Attendance Start Date.

If one or more Needs of "homebound" are found, then continue.

- In needs table, If Need Entry Date <= Attendance Start Date AND (If Need Exit Date => Attendance End Date or if Need Exit Date does not exist)
- Then:

the Homebound need, during this attendance period of time, exists on the database

- Continue
- Else:
 - Report the discrepancy as: **ERROR** message -12007.
 - **Solution:** Resubmit this transaction with Attendance dates that are valid.

For all other students:

- Get the Calendar ID associated with (EntityID + FiscalYear + TrackNumber {if it exists}) for this student membership and for this Calendar ID enter the Calendar Date Table to determine all days where school attendance is scheduled during the school year.
- Continue processing,

For the following processes related to overlap and gap in the attendance reporting, Attendance Start Date and Attendance End Date with modifiers representing order of transactions will be used to express the relationships. The descriptor "Attendance" will be stripped off these expressions for clarity. These are defined below:

- Start Date (TR_n) = Latest Attendance Start Date already entered in the SAIS database with transaction n
- End Date (TR_n) = Latest Attendance End Date already entered in the SAIS database with transaction n.
- Start Date (TR_{n+1}) = Attendance Start Date in the current transaction (transaction n+1)
- (Start Date (TR_{n+1}) - 1) = Previous valid calendar day from the Attendance Start Date in the current transaction (transaction n+1), based on the school calendar.

017.2.4.0 Validate Weekly Time Period

Attendance periods may have a maximum of 1-week in length, and only within the Sunday through Saturday boundary.



Note: This rule has been stated since the inception of SAIS, but is only being enforced beginning with Fiscal Year 2003-2004.

If (Attendance Start Date through Attendance End Date) in the current transaction exceeds 7 days

Attendance period exceeds the maximum of one week in length.

- Report the discrepancy as: **ERROR** message -12021. Message: The attendance start and end dates submitted exceed or cross the boundaries of the week. attendance start date={start date}; attendance end date={end date}.
- **Solution:** Resubmit the transaction with the Attendance Start Date and Attendance End Date within the same Sunday-through-Saturday week.

If (Attendance Start Date and Attendance End Date) in the current transaction do not fall within the same Sunday-through-Saturday single week span.

Attendance period crosses single-week boundaries.

- Report the discrepancy as: **ERROR** message -12021. Message: The attendance start and end dates submitted exceed or cross the boundaries of the week. attendance start date={start date}; attendance end date={end date}.
- **Solution:** Resubmit the transaction with the Attendance Start Date and Attendance End Date within the same Sunday-through-Saturday week.

017.2.4.1 First Attendance Transaction

If Start Date (TR_{n+1}) > First Day of Membership for this student membership and no previous Start Date (TR_n) has been reported

There is a gap between the attendance reported in the current transaction and the First Day of Membership.

- Report the discrepancy as: **ERROR** message -12009.

Else,

If Start Date (TR_{n+1}) = First Day of Membership for this student membership.

This attendance transaction is the first for this student membership.

- Go to [017.2A Add Operation](#) (page 257).

017.2.4.2 Transaction Overlap Processing

Else,

If End Date (TR_n) => Start Date (TR_{n+1})

There is an overlap between the current transaction and the previous transaction.

- Report the discrepancy as: **ERROR** message -12010.
- **Solution:** There are two possible solutions: either resubmit the transaction with the Attendance Start Date corrected to prevent the overlap and Correct the Attendance Minutes accordingly or submit a change transaction to correct the previous Attendance End Date and Attendance Minutes to prevent an overlap and resubmit the current transaction.

<i>data</i>	<i>1st ID Sch Days</i>	<i>2nd ID Sch Days</i>	<i>3rd ID Sch Days</i>	<i>4th ID Sch Days</i>	<i>5th ID Sch Days</i>	<i>6th ID Sch Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd attendance							
attendance transaction (add)							Invalid add transaction

Figure 12: Transaction Overlap Processing

017.2.4.3 Checking for Gap in Transaction Processing Before Adding to Database

Else,

If End Date (TR_n) < (Start Date (TR_{n+1}) - 1)*

There is a gap between the attendance reported in the current transaction and the previous transaction.

- Report the discrepancy as: **ERROR** message -12009.



Note: * This means that the program logic must compare each day between the End Date (TR_n) and the Start Date (TR_{n+1}) to the school calendar and if any of these days are valid attendance days, declare that a gap in attendance transaction processing exists.

- Solution:** If the gap was caused by the previous transaction being lost, resubmit the previous transmission and then resubmit the current transaction. Otherwise there are two possible solutions, either resubmit the transaction with the Attendance Start Date corrected to prevent the gap and correct the Attendance Minutes accordingly; or submit a change transaction to correct the previous Attendance End Date and Attendance Minutes to prevent a gap and resubmit the current transaction.

<i>data</i>	<i>1st 10 Sch Days</i>	<i>2nd 10 Sch Days</i>	<i>3rd 10 Sch Days</i>	<i>4th 10 Sch Days</i>	<i>5th 10 Sch Days</i>	<i>6th 10 Sch Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd attendance							
attendance transaction (add)							Invalid add transaction

Figure 13: Checking for Gap in Transaction Processing

017.2.4.4 Contiguous Transaction Processing before Adding to Database

Else,

If student attendance end date = (Previous valid attendance date before the Attendance Start Date based on the school calendar) then:

If End Date (TR_n) = (Start Date (TR_{n+1}) - 1)

There is no gap between the attendance reported in the current transaction and the previous transaction.

Go to [017.2.4.5 Validation of the 40th and 100th Day Transactions](#) (page 255).

<i>data</i>	<i>1st 10 Sch Days</i>	<i>2nd 10 Sch Days</i>	<i>3rd 10 Sch Days</i>	<i>4th* 10 Sch Days</i>	<i>5th 10 Sch Days</i>	<i>6th 10 Sch Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd attendance							
attendance transaction (add)							Valid add transaction

Figure 14: Contiguous Transaction Processing

017.2.4.5 Validation of the 40th and 100th Day Transactions

If Attendance Start Date > 40th school day based on school calendar but < 100th school day based on school calendar and,

No student attendance end date found to be equal to the 40th school day based on school calendar.

- Report the discrepancy as: **ERROR** message -12011.
- **Solution:** Send a change message to correct the previous attendance transaction to have an Attendance End Date = 40th school day and resubmit this add transaction to start with an Attendance Start Date = Next valid school day after the 40th school day based on the school calendar. Correct the Attendance Minutes reported in the change and add transactions accordingly.

Else,

If Attendance Start Date > 100th school day based on school calendar

AND,

No student attendance end date found to be equal to the 100th school day based on school calendar.

- Report the discrepancy as: **ERROR** message -12012.
- Stop processing.
- **Solution:** Send a change message to correct the previous attendance transaction to have an Attendance End Date = 100th school day and resubmit this add transaction to start with an Attendance Start Date = Next valid school day after the 100th school day based on the school calendar. Correct the Attendance Minutes reported in the change and add transactions accordingly.

017.2.5 Validate Time Periods Reported in Change Transactions

If matching student attendance start date for the reported Attendance Start Date not found.

- Report the discrepancy as: **ERROR** message -12013.
- **Solution:** If the student attendance start date is incorrect on the change transaction correct and resubmit the transaction

Else,

For any student attendance start date = Attendance Start Date

If next contiguous student attendance start date does not exist or only Attendance Minutes are being changed,

- *The change transaction Attendance Start Date is valid.*

Go to [017.2C Change Operation](#) (page 257).

<i>data</i>	<i>1st</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>2nd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>3rd</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>4th*</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>5th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>6th</i> <i>10</i> <i>Sch</i> <i>Days</i>	<i>disposition</i>
need data already on SAIS							
Previously rptd attendance							
attendance transaction (chg)							Invalid change transaction

Figure 15: Validate Time Periods Reported in Change Transactions

017.2.6 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [017.2A Add Operation](#) (page 257).

If Operation Code = C (change), then:

- Perform [017.2C Change Operation](#) (page 257).

If Operation Code = D (delete), then:

- Perform [017.2D Delete Operation](#) (page 257).

017.2A Add Operation

The "add" operation will associate the new attendance to the existing membership.

017.2A.1 Student Identifiers

Perform the same validation as for [002.2A.2 Student Identifiers](#) (page 51).

017.2A.2 Update Attendance Elements

Set student attendance start date from Attendance Start Date.

Set student attendance end date from Attendance End Date.

Set student attendance minutes from Attendance Minutes.

017.2C Change Operation

017.2C.1 Update Attendance Elements

For each changeable element on the submitted transaction,

- Compare submitted value to existing SAIS value
- If the {submitted element} is different from the {SAIS element}:
 - Set {the SAIS element} from {the submitted element value}.
 - Report the action as: **INFORMATION** message -412001 (if SAIS is doing positive reporting).

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -212002.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE SAIS DATABASE.

017.2D Delete Operation

The "delete" operation will remove the attendance from the existing membership.

As shown in [Table 64: Student Attendance Transaction Element Optionality](#) (page 250), all but the required elements for the delete operation will be ignored.

Retrieve the row from the attendance table that matches the key elements in the submitted transaction.

If this attendance record does **not** exist in the database,

- Report the discrepancy as: **ERROR** message -12018.
- **Solution:** If one or more submitted key fields are wrong, fix those fields and resubmit the transaction.
- *DO NOT CONTINUE.*

If there is no **ERROR** above, then:

- Proceed to [017.3 Step 3: SAIS Database Update](#) (page 257).

Else

- DO NOT CONTINUE.

017.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

The row in the attendance table that matches the key elements in the submitted transaction was retrieved earlier.

If Operation Code = A (add), then:

- Perform [017.3A Add Attendance](#) (page 258).

Else, if Operation Code = C (change), then:

- Perform [017.3C Change Attendance](#) (page 258).

Else, if Operation Code = D (delete), then:

- Perform [017.3D Delete Attendance](#) (page 258).

017.3A Add Attendance

Write (update) existing row of Student Details table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

017.3C Change Attendance

Write (update) existing row of Student Details table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

017.3D Delete Attendance

Write (update) existing row of Student Details table in SAIS Student database.

If the write was **not** successful then

- DO NOT CONTINUE.

System Messages

Table 65: System Messages Related to the Student Attendance Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9017	LEA identifier does not exist	
	-12001	Missing required element: Attendance Start Date	
	-12002	Missing required element: Attendance End Date	
	-12003	Missing required element: Attendance Minutes	
	-12004	Attendance End Date cannot occur before the Attendance Start Date	
	-12005	Student withdrew from this enrollment before the reported attendance period	
	-12006	Student Attendance transaction is for preschool and homebound students; Student Absence transaction is for all other students	

Common	Msg #	Message	Extra Detail
	-12007	Attendance reported in this homebound attendance transaction falls outside of the time period defined by Need Entry Date to Need Exit Date for the Homebound Need Code	
	-12008	Attendance reported in this preschool attendance transaction falls outside of the time period defined by SPED Entry Date to SPED Exit Date for the Preschool Need Code	
	-12009	There is a gap between the attendance reported in the current transaction and either the previous transaction, or the Enrollment Date if this is the first Attendance Transaction for the Student Membership	
	-12010	Attendance reported in this transaction overlaps previously reported attendance data for this student	
	-12011	Attendance report ending on the 40 th school day required by statute for calculating ADM and ADA was not sent	
	-12012	Attendance report ending on the 100 th school day required by statute for calculating ADM and ADA was not sent	
	-12013	Attendance Start Date did not match any student's school attendance start date in the SAIS Database	
	-12014	The same student attendance already exists for this membership	
	-12015	Student Attendance transaction is for preschool and homebound students; Student Absence transaction is for all other students	
	-12016	No enrollment was found to match the submitted transaction	
	-12018	This student's school attendance does not exist in the database	
	-12019	Cannot submit attendance data for a student who IS NOT Preschool Student. Submit Absence data instead.	
	-12020	There is no grade membership associated with the school membership	
	-12021	The attendance start and end dates submitted exceed or cross the boundaries of the week. Attendance Start Date={ }; Attendance End Date={ }	
	-212001	There is a gap between the attendance reported in the current transaction and either the previous transaction, or the Enrollment Date if this is the first Attendance Transaction for the Student Membership	
	-212002	No elements on the transaction are different from SAIS; SAIS was not updated	
	-312001	Added Student Attendance	
	-312002	Changed Student Attendance	

Common	Msg #	Message	Extra Detail
	-312003	Deleted Student Attendance	
	-312004	Deleted Student Attendance from Enrollment transaction	
	-412001	Element {element name} changed from {SAIS value} to {transaction value} effective {EFFDATE}	

018 Student Summer Withdrawal

 **Note:** The first year that districts are required to begin submitting **Student Summer Withdrawal** transactions will be for those students who summer withdraw in summer 2002. SAIS will show these summer withdrawals on the Year End Enrollment report for Fiscal Year 2002-2003.

For Year End Enrollment reports in Fiscal Year 2001-2002 and earlier, SAIS will continue to accept manual summer withdrawal counts from the districts via DelRep.

The *018 Student Summer Withdrawal* (page 260) transaction relates only to the student who is in membership through the scheduled last day of school but does not return to school, at least not where and when expected. The following students are expected to start membership in a new school year:

- **Group 1: Returning students.** Each student who is still in membership at the end of the school year in any grade other than the highest grade offered by that school, is expected to continue membership in the same school the next school year.

 **Note:** The student's academic status at the end of the previous year – promoted, retained, etc. – is irrelevant to determining if a student is a "returning student."

- **Group 2: New students from feeder schools.** Each student who is still in membership at the end of the school year in the highest grade offered by that school, is expected to begin membership for the next school year at the LEA for which that school is a feeder. For example, a child attending an elementary school that serves kindergarten through eighth grade and who is promoted at the end of the year, is expected to begin the next year at the high school that has agreed to accept this school's graduates.

If one of these children fails to start membership in school in the new school year as expected, this is reported to SAIS with the *018 Student Summer Withdrawal* (page 260) transaction. The Summer Withdrawal Activity Code classifies activity (1) that affects membership, and (2) that took place after the scheduled last day of school but before the beginning of the next school year. The valid Summer Withdrawal Activity Codes can be found in **Transaction Code Values** document.

Timeline of Summer Withdrawals

The following timeline depicts summer withdrawals in relation to the fiscal year, to the school year, and to other entry and withdrawal activities.

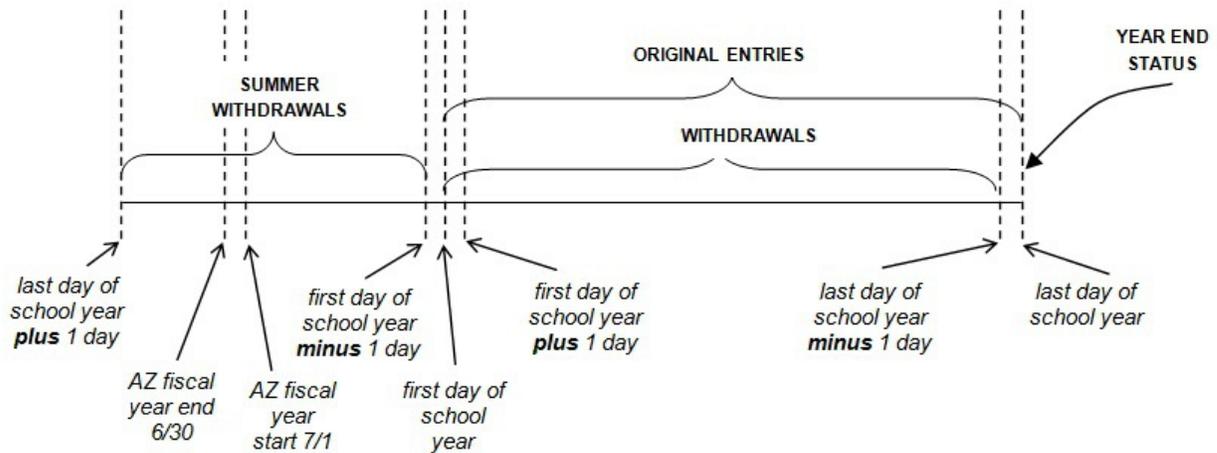


Figure 16: Timeline of Summer Withdrawal

Relationship of Summer Withdrawal to Year End Status

Logically, since a student may only have a summer withdrawal if he finished the prior school year at the scheduled year-end, the existence of a Summer Withdrawal Activity Code implies existence of a Year End Status Code for the prior year.

By the same reasoning, a student having a summer withdrawal should not have a regular Withdrawal Code, because that means the student did NOT finish the prior school year at the scheduled year end.

SAIS will not enforce these rules at this time. Districts and vendors will be notified when this validation is planned to be added to the Integrity Checking Process for a future release of SAIS.

Summer Withdrawal vs. Summer School

Summer withdrawal has nothing to do with summer school. It relates to activities that occur during the summer break, and that result in the student's not starting membership as expected in school at the beginning of the next school year.

Frequently Asked Questions Regarding Summer Withdrawal

Following are frequently asked questions regarding how summer withdrawals are assigned to a student.

- Q1 **Reporting School.** To which school is the summer withdrawal attributed?
- A The school that should have received the student in the new school year reports the summer withdrawal.
- Q2 **Date:** What date should be used on the transaction?

- A The summer withdrawal date is the date on which the withdrawal activity occurred. For those dates that are uncertain, e.g., no-shows, the school should identify the activity date as near as possible. The summer withdrawal date must be at least one day before the first day of the new school year. It should also be at least one day after the last day of the previous school year at the "sending" school, but this validation will not be done: in cases where two schools are involved, the receiving school might not have the same calendar as the sending school.



Note: *018 Student Summer Withdrawal* (page 260), as is the case with language assessment student assessments, is one of only two transaction types that will allow activities that occur in one fiscal year to be counted in another fiscal year. For example, summer withdrawals that occur after the end of school for FY2001-2002, but before July 1st of 2002, will be reported with the data for FY2002-2003, as illustrated in the diagram in section *Timeline of Summer Withdrawals* (page 260) earlier in this chapter.

- Q3 **Grade:** To what grade should the summer withdrawal be attributed?
- A The grade this summer withdrawal should be attributed to is the student's intended grade for the new school year at this school. "Intended grade" is the grade that the school would have placed the student in had he begun membership in the new year.
- Q4 **School Year:** To which school year will ADE attribute the summer withdrawal for the Year End Enrollment report?
- A The summer withdrawal will be attributed to the school year immediately following the summer break containing the reported Summer Withdrawal Date.
- Q5 **Due Date:** What is the due date for this information to ADE?
- A No later than May 31st, to allow for enough time for submitters to correct errors.

Withdrawal Reason Codes

Beginning with the 2004-05 school year, SAIS users are required by legislation to capture and report the new student level element Withdrawal Reason Code. Withdrawal Reasons are a secondary reason for the withdrawal (the primary reason being the Withdrawal Activity Code). Withdrawal Reasons are optional, and will not apply to the great majority of students who withdraw from school prior to the last scheduled day of session.

There will be no ADM funding impact related to the Withdrawal Reason Codes.

Since the validity of Withdrawal Reason Code depends on elements that can be changed in other transactions, the validation is not done here in Transaction Processing, but later in Integrity Checking Processing.

Transaction Elements

The following structure describes the elements in this transaction.

Table 66: 018 Student Summer Withdrawal Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 018	
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	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Operation Code	OPRC	1	S	A = Add a new Summer Withdrawal C = Change an existing Summer Withdrawal Activity Code, Grade Level Code or School Attended End of Previous Year D = Delete an existing Summer Withdrawal	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
Summer Withdrawal Date	SUMWDDATE	10	D	The date during the summer break that the student's summer withdrawal occurred.	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Summer Withdrawal Activity Code	ACTVCD	3	C	Type of withdrawal activity that occurred during the summer break <i>See Code Values – Activity (Summer Withdrawal Activity only)</i>	
Grade Level Code	GDLVLCD	3	C	The grade to which the student would have been assigned in the new school year, had he begun membership as expected. <i>See Code Values – Grade</i>	
School Attended End of Previous Year	PREVENTITYID	9	S	School identifier of the school where this student attended at the end of the previous school year; CTDS code <i>This element is especially relevant for summer withdrawal students who attended a feeder school or any school that is not the school reporting the summer withdrawal (e.g., for a promoted 8th grader who is summer withdrawing from high school, this element would have reflect the ENTITYID of the school where he attended 8th grade).</i>	
Withdrawal Reason Code	WDREASONCD	3	C	The supplemental reason for the withdrawal activity that occurred. <i>See Code Values – Withdrawal Reason</i>	

Note for WR1 and WR2:

1. If a school does not have this designation, or if a student transfers to another school with the same designation, then this withdrawal reason is invalid.

These reason codes relationships with a school designation will not be enforced at this time. However, warning messages will be returned.

Changing Elements

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

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

- Summer Withdrawal Activity Code
- Grade Level Code
- School Attended End of Previous Year
- Withdrawal Reason Code

Element Optionality

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



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

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

Table 67: Student Summer Withdrawal Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Summer Withdrawal Date	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Summer Withdrawal Activity Code	R	R	X
Grade Level Code	R	R	X
School Attended End of Previous Year	R	R	X
Withdrawal Reason Code			X



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

018.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

018.1.1 Allowed Data Format

Perform the same verification as for [001.1.1 Allowed data format](#) (page 17).

018.1.2 Allowed Code Values

Using Operation Code only and referring to [Table 67: Student Summer Withdrawal Transaction Element Optionality](#) (page 264),

- Perform the same verification as for [001.1.2 Allowed code values](#) (page 17).

If any other required fields are invalid, then:

- Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-32003	Invalid value in element: Summer Withdrawal Activity Code

018.1.3 Operation Code

If Operation Code **not** A (add) or C (change) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.
- Solution:** Resubmit this transaction with the correct Operation Code.

018.1.4 Missing Fields

Using [Table 67: Student Summer Withdrawal Transaction Element Optionality](#) (page 264),

- Perform the same verification as for [001.1.4 Missing Fields](#) (page 18).

If any other required fields are missing, then:

- Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-32001	Missing required element: First Day of Membership
-32002	Missing required element: Summer Withdrawal Activity Code

018.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to [018.3 Step 3: SAIS Database Update](#) (page 269) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted value for Operation Code. This information is in [Table 67: Student Summer Withdrawal Transaction Element Optionality](#) (page 264).

018.2.1 Entity / LEA

Don't go beyond this point if either LEA (Entity ID or School Attended End of Previous Year) does not exist in the system.

If the Entity ID **not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

If the School Attended End of Previous Year **not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct School Attended End of Previous Year information.

018.2.2 Student Identifiers

This validation is similar to that for [002.2A.2 Student Identifiers](#) (page 51), except for explanatory notes and the listed solutions.

Once all public schools in Arizona are on SAIS, for all summer withdrawals, the student should already be on the SAIS database. In other words, each student eligible to be counted as a summer withdrawal must have already been in the Arizona school system. Therefore, the student's SAIS-generated student identifier should already exist on SAIS. However, until all public schools in Arizona are on SAIS, it will be possible for a school to encounter a summer withdrawal student who is legitimately not on the SAIS student database yet. [018 Student Summer Withdrawal](#) (page 260) transactions are required for these students, but a SAIS ID would have to be created for the student and his demographic data would have to be added to SAIS first with a [005 Student Personal Information](#) (page 76) transaction with an "add" operation. Then this [018 Student Summer Withdrawal](#) (page 260) transaction would be submitted.

If the SAIS-generated student identifier does not already exist on SAIS, yet the school listed as the School Attended End of Previous Year as a whole did submit student-level data to SAIS in that fiscal year, this implies one of two things:

- This student was not reported last year as he should have been by the previous school. In this case a [001 Student Enrollment](#) (page 9) and all its associated activities must be submitted to SAIS. Then this [018 Student Summer Withdrawal](#) (page 260) transaction would be submitted.
- This student was not in membership last year at the School Attended End of Previous Year. In this case the student would not be eligible for a summer withdrawal, and this transaction will be rejected.

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

- Set **Fiscal Year** to the fiscal year implied by the Summer Withdrawal Date.

Keep in mind that the complete set of Summer Withdrawals reported for a single district for a single fiscal year may occur over a period of time that spans two fiscal years (see the diagram in section [Timeline of Summer Withdrawals](#) (page 260) earlier in this chapter)

- Identify the school year immediately following the reported Summer Withdrawal Date.
- Determine the **Fiscal Year** of that school year.

Get the **most recent occurrence** of this Student ID in the students table on the SAIS database.

If the ID **not** found in the students table then:

- If the previous school (School Attended End of Previous Year) did NOT submit student-level data to SAIS for **Fiscal Year**,

This school was still submitting aggregated counts at that time; there will not be a record of this student on SAIS; the school reporting the summer withdrawal must create the student on SAIS

- Report the discrepancy as: **ERROR** message -32012.
- **Solution:** Create the student on SAIS by submitting the *005 Student Personal Information* (page 76) transaction, with an **Add** Operation Code, and then resubmit this *018 Student Summer Withdrawal* (page 260) transaction.
- Else, if the previous school (School Attended End of Previous Year) DID submit student-level data to SAIS for **Fiscal Year**,
 - Report the discrepancy as: **ERROR** message -9010.
 - **Solution:** The solution depends on the situation.
 - If one of the key fields on the transaction is incorrect, resubmit this *018 Student Summer Withdrawal* (page 260) transaction with the correct information.
 - If the student was NOT previously in the Arizona public school system, do nothing. This child is not eligible for a summer withdrawal.
 - If the student WAS previously in the Arizona public school system in the previous **Fiscal Year**, the membership is missing. Submit a *001 Student Enrollment* (page 9) and related transactions, then resubmit this *018 Student Summer Withdrawal* (page 260) transaction.

018.2.3 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform *018.2A Add Operation* (page 267).

If Operation Code = C (change), then:

- Perform *018.2C Change Operation* (page 268).

If Operation Code = D (delete), then:

- Perform *018.2D Delete Operation* (page 268).

018.2A Add Operation

The "add" operation will add the Summer Withdrawal to the existing student.

018.2A.1 Summer Withdrawal Activity Code

If Summer Withdrawal Activity Code is **not** a value relevant to summer (see the Activity Codes starting with an "S" in the **Transaction Code Values** document), then:

- Report the discrepancy as: **ERROR** message -32003.
- **Solution:** Resubmit this transaction including the correct Summer Withdrawal Activity Code.

If the student's Summer Withdrawal Activity Code = 'S7' and the Student's Grade is not equal to 11 or 12 then:

- Report the discrepancy as: **ERROR** message -32014. Only grades 11 and 12 are allowed to be submitted with a Summer Withdrawal Activity Code of S7 (Summer Early Graduation).

If this edit ended successfully (no severity level of ERROR), then set the following elements:

- Set summer withdrawal activity from Summer Withdrawal Activity Code.

018.2A.2 Multiple Summer Withdrawals for a Membership

There may only be one Summer Withdrawal for a student at a school. At transaction time, SAIS will merely validate that only one Summer Withdrawal exists for a membership.

If a summer withdrawal **already** exists in the SAIS database,

- Report the discrepancy as: **ERROR** message -32005.
- **Solution:** If the information on SAIS is incorrect, submit a **Student Summer Withdrawal** transaction with a CHANGE operation to correct the details.

018.2C Change Operation

The "change" operation will change the changeable fields for the existing summer withdrawal.

018.2C.1 Get the Existing Summer Withdrawal

Retrieve the row from the summer withdrawal table that matches the key elements in the submitted transaction (Student ID, Entity ID, Summer Withdrawal Date).

If the matching summer withdrawal does **not** exist in the database,

- Report the discrepancy as: **ERROR** message -32004.
- **Solution:** There are two possible solutions, depending on the situation.
 - If all submitted data on the transaction is correct, then resubmit this transaction with an ADD operation.
 - If one or more of the key data fields on the transaction are incorrect, resubmit this transaction with the correct data.
- *DO NOT CONTINUE.*

018.2C.2 Compare Submitted Values

Compare submitted changeable field values to existing SAIS values

If the Summer Withdrawal Activity Code is different from the ACTVCD,

- Set ACTVCD from Summer Withdrawal Activity Code.

If the Grade Level Code is different from the GDLVLCDCD,

- Set GDLVLCDCD from Grade Level Code.

If the School Attended End of Previous Year is different from the PREVENTITYID ,

- Set PREVENTITYID from School Attended End of Previous Year.

If the Withdrawal Reason Code is different from the WDREASONCD,

- Set WDREASONCD from Withdrawal Reason Code.

If no transaction elements were different from SAIS elements,

- Report the discrepancy as: **WARNING** message -209000.
- **Solution:** None. SAIS will not be updated.
- DO NOT UPDATE THE DATABASE.

018.2D Delete Operation

The "delete" operation will delete the Student Summer Withdrawal from the SAIS database.

As shown in [Table 67: Student Summer Withdrawal Transaction Element Optionality](#) (page 264) , all but the required elements for the delete operation will be ignored.

Perform [018.2C.1 Get the Existing Summer Withdrawal](#) (page 268).

If there is no **ERROR** above, then:

- Proceed to [018.3 Step 3: SAIS Database Update](#) (page 269)

Else

- DO NOT CONTINUE.

018.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

If Operation Code = A (add), then:

- Perform [018.3A Add Summer Withdrawal](#) (page 269).

Else, if Operation Code = C (change), then:

- Perform [018.3C Change Summer Withdrawal](#) (page 269).

Else, if Operation Code = D (delete), then:

- Perform [018.3D Delete Summer Withdrawal](#) (page 269).

018.3A Add Summer Withdrawal

Write new row to summer withdrawal table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

018.3C Change Summer Withdrawal

The row in the summer withdrawal table that matches the key elements in the submitted transaction was retrieved earlier.

Write updated existing row of summer withdrawal table in SAIS Student database.

If the database "write" action was **not** successful

- DO NOT CONTINUE.

018.3D Delete Summer Withdrawal

The row in the summer withdrawal table that matches the key elements in the submitted transaction was retrieved earlier.

Delete the selected row of summer withdrawal table from the SAIS Student database.

If the write was **not** successful then:

- *DO NOT CONTINUE.*

System Messages

Table 68: System Messages Related to the Student Summer Withdrawal Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9009	Invalid formatted data in element	

Common	Msg #	Message	Extra Detail
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
Yes	-9019	No School Membership found for Student	
Yes	-209000	Submitted Student Summer Withdrawal value matches the SAIS Database	
	-32001	Missing required element: First Day Of Membership	
	-32002	Missing required element: Summer Withdrawal Code	
	-32003	Invalid Summer Withdrawal Code: Summer Withdrawal Code	
	-32004	Matching Student Summer Withdrawal does not exist in the SAIS Database	
	-32005	Summer Withdrawal already exists in the SAIS Database	
	-32006	Missing required element: Summer Withdrawal Date	
	-32007	Submitted Summer Withdrawal Date Should Be Greater Than Last Day Of The School	
	-32014	Only grades 11 and 12 are allowed to be submitted with a Summer Withdrawal Activity Code of S7 (Summer Early Graduation).	
	-332001	Summer Withdrawal Record Added	
	-332002	Summer Withdrawal Record Changed	
	-332003	Summer Withdrawal Record Deleted	

019 SPED Service DOR Transfer

Effective FY2006, the **SPED Service DOR Transfer** transaction has been removed from SAIS. The [014 SPED Service Participation](#) (page 200) transaction has been enhanced to permit a Funded SPED Service DOR to be changed.

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

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

System Messages

Table 69: System Messages Related to the Student SPED Service DOR Transfer Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	

Common	Msg #	Message	Extra Detail
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9006	Missing required element: School Student ID	
Yes	-9007	Invalid or missing Track Number	
Yes	-9008	Missing required element: Track Number	
Yes	-9009	Invalid formatted data in element	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9015	Date falls outside this LEA's session calendar	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-10066	Invalid transaction type {19}. SPED Service DOR transfers require a change to SPED Service Participation record.	FY2006 forward
	-33001	Unallowed value in element: Old Funded SPED Service DOR	
	-33002		
	-33003	Unallowed value in element: New Funded SPED Service DOR	
	-33004		
	-33005	Missing required element: Old Funded SPED Service DOR	
	-33006	Missing required element: Old SPED Service DOR Entry Date	
	-33007	Missing required element: New Funded SPED Service DOR	
	-33008	Missing required element: New SPED Service DOR Start Date	
	-33009	Missing required element: New SPED Service DOR Start Date	
	-33010	Submitted Funded SPED Service DOR Entry date must be earlier than the submitted Funded SPED Service DOR End date	
	-33011	SPED Service DOR value already exists with same Start Date	
	-33012	Matching SPED Service DOR Not Found For Change Operation	
	-33013	Matching SPED Service DOR Not Found For Delete Operation	

Common	Msg #	Message	Extra Detail
	-33014	SPED Service DOR values for this operation already match the SAIS database	
	-33015	No matching SPED Service DOR on SAIS	
	-33016	Missing required element: Old Funded SPED Service DOR Or Old SPED Service End Date Or Old Neighborhood School Indicator	
	-33017	Funded SPED Service DOR not found or inaccurate	
	-33018	Funded SPED Service DOR required when dates provided	
	-33019	Invalid Funded SPED Service DOR – End Date Without Start Date	
	-333001	SPED Service DOR Record Added	
	-333002	SPED Service DOR Record Changed	
	-333003	SPED Service DOR Record Deleted	

020 Community College Classes

This transaction applies only to students attending a community college for classes that count toward the student's high school graduation requirements. A.R.S. § 15-1042.A.2 requires ADE to collect this information from LEA's/schools.

While not every student will be in membership at a high school concurrent while receiving instruction at a community college, every student in this situation should already be on SAIS. The LEA who must submit this information to SAIS is the LEA that permitted the student to attend the community college and that agreed to allow the credits to count toward the student's high school graduation requirements.

Transaction Elements

The following structure describes the elements in this transaction.

Table 70: 020 Community College Classes Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 020	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new community college classes C = Change an existing community college classes D = Delete an existing community college classes	
Entity ID	ENTITYID	9	S	School identifier; CTDS code of the high school	

Field name	Abbreviated name	Len	Data type	Description	Remarks
School Student ID	SCHLSTUID	12	S	School-generated (by the high school) student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Community College Entity ID	CCENTITYID	9	S	School identifier; CTDS code of the community college	
Community College Entry Date	CCENTRYDT	10	D	The date the student's instruction began at the community college.	
Community College Exit Date	CCEXITDT	10	D	The date the student's instruction ended at the community college.	
Community College Classes	CCNUMCLASS	2	I	The number of classes counting toward the student's high school graduation requirements.	

Changing Elements

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

The following elements will be changed with a "change" operation.

- Community College Exit Date
- Community College Classes

Element Optionality

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



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

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

Table 71: Community College Transaction Element Optionality

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

Element	Add	Change	Delete
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Community College Entity ID	R	R	R
Community College Entry Date	R	R	R
Community College Exit Date			X
Community College Classes	R	R	X



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

020.1 Step 1: Verification

Perform every step in Verification, even if errors are encountered. Report all errors.

020.1.1 Allowed Data Format

Perform the same validation as for [001.1.1 Allowed data format](#) (page 17).

020.1.2 Allowed Code Values

There are no codes (other than Operation Code) used in this transaction.

020.1.3 Operation Code

If Operation Code **not** A (add) or C (change) or D (delete), then:

- Report the discrepancy as: **ERROR** message -9000.
- **Solution:** Resubmit this transaction with the correct Operation Code.

020.1.4 Missing Fields

Using [Table 71: Community College Transaction Element Optionality](#) (page 273), perform the same validation as for [001.1.4 Missing Fields](#) (page 18).

If any other required fields are missing, then:

- Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-35001	Missing required element: Community College Entity ID
-35002	Missing required element: Community College Entry Date
-35003	Missing required element: Community College Classes

020.2 Step 2: Validation

Perform these edits. After successful completion of each of the following edits (no **FATAL ERROR** severity levels) and unless stated otherwise in the following sections, proceed to [020.3 Step 3: SAIS Database Update](#) (page 277) to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in [Table 71: Community College Transaction Element Optionality](#) (page 273) above.

020.2.1 Entity / LEA

Don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID not** found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Entity ID information.

If the Community College Entity ID not found in the SAIS database, then:

- Report the discrepancy as: **ERROR** message -9017.
- **Solution:** Resubmit this transaction including the correct Community College Entity ID information.

If the Community College Entity ID is not a valid community college (type 06), then:

- Report the discrepancy as: **ERROR** message -35004. Message "Entity is not a valid community college."
- **Solution:** Resubmit this transaction including the correct Community College Entity ID information.

020.2.2 Fiscal Year

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

- Set **Fiscal Year** to the fiscal year identified by the Fiscal Year Entry in the Header Record.

020.2.3 Operation Code

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

- Perform [020.2A Add Operation](#) (page 275).

If Operation Code = C (change), then:

- Perform [020.2C Change Operation](#) (page 276).

If Operation Code = D (delete), then:

- Perform [020.2D Delete Operation](#) (page 276).

020.2A Add Operation

020.2A.1 Student Identifiers

Perform the same validation as for [001.2A.2.1 SAIS Student ID](#) (page 23).

020.2A.2 Find Community College Classes

Attempt to retrieve the row from the community college class table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Community College Entity ID + Community College Entry Date) is found in community college class table, then:

this community college membership already exists on the database

- Report the discrepancy as: **ERROR** message -35005. Message: This community college membership already exists on SAIS.
- **Solution:** None.
- DO NOT CONTINUE.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

- Set community college class student identifier from Student ID.
- Set community college class entity from Community College Entity ID.
- Set community college class start date from Community College Entry Date.
- Set community college class end date from Community College Exit Date.
- Set community college class number of classes from Community College Classes.
- Set community college class fiscal year to **Fiscal Year**.

020.2C Change Operation

020.2C.1 Find existing Community College Classes

Retrieve the row from the community college class table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Community College Entity ID + Community College Entry Date) is **not** found in community college class table, then:

no matching community college membership exists on the database

- Report the discrepancy as: **ERROR** message -35006. No matching community college membership exists on SAIS.
- **Solution:** None.
- DO NOT CONTINUE WITH THIS EDIT

Else, if this row **is** already on the database, then:

- CONTINUE WITH THIS EDIT.

If community college class end date = Community College Exit Date

AND community college class number of classes = Community College Classes

- Report the discrepancy as: **WARNING** message -209000. Nothing to change; submitted information already matches SAIS.
- **Solution:** None. No update will be made to SAIS.
- DO NOT UPDATE THE DATABASE.

020.2C.2 Change All Changeable Elements

If all edits ended successfully (no severity level of WARNING or ERROR), then:

- Set community college class end date from Community College Exit Date.
- Set community college class number of classes from Community College Classes.

020.2D Delete Operation

Retrieve the row from the community college class table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Community College Entity ID + Community College Entry Date) is **not** found in community college class table, then:

no matching community college membership exists on the database

- Report the discrepancy as: **ERROR** message -35006. No matching community college membership exists on SAIS.
- **Solution:** None.
- DO NOT CONTINUE.

020.3 Step 3: SAIS Database Update

If any verification or validation edit failed with severity level of **ERROR**,

- DO NOT PERFORM THIS STEP.

For Operation Code = add,

- Perform [020.3A Add Community College Classes](#) (page 277).

For Operation Code = change,

- Perform [020.3C Change Community College Classes](#) (page 277).

For Operation Code = delete,

- Perform [020.3D Delete Community College Classes](#) (page 277).

020.3A Add Community College Classes

Write new row of community college class to SAIS Student database.

020.3C Change Community College Classes

The row in the community college class table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Write updated row of community college class to SAIS Student database.

020.3D Delete Community College Classes

The row in the community college class table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.

Delete the selected current row of community college class.

System Messages

Table 72: System Messages Related to the Community College Classes Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-35001	Missing required element: Community College Entity ID	

Common	Msg #	Message	Extra Detail
	-35002	Missing required element: Community College Entry Date	
	-35003	Missing required element: Community College Classes	
	-35004	Entity is not a valid community college	
	-35005	This community college membership already exists on SAIS	
	-35006	No matching community college membership exists on SAIS.	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-335000	Added Community College Classes	
	-335001	Deleted Community College Classes	
	-335002	Changed Community College Classes	

021 Initial IEP

This transaction applies to Preschool age students or younger. SAIS will only accept *021 Initial IEP* (page 278) transactions for those children who are less than 5 years of age by September 1st of the current fiscal year.

IDEA requires for FAPE purposes that we must account for *021 Initial IEP* (page 278) for students less than three years old (pre-preschool) **BEFORE they receive SPED services**. IDEA requires ADE to collect this information from LEA's/schools.

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

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

In addition to the above FAPE requirement, beginning in FY2006, an *021 Initial IEP* (page 278) must be submitted for those students with SPED Service participation who are less than 5 years of age by September 1st of the current fiscal year (Preschool exit age validation criteria), This validation will occur in Integrity, but is noted here for information purposes.

Beginning in FY2006, SAIS will accept an *021 Initial IEP* (page 278) Date element in the current fiscal year or one fiscal year prior in the *021 Initial IEP* (page 278) transaction.

Beginning in FY2006, submitters of *021 Initial IEP* (page 278) must indicate if the student was enrolled in an Arizona Early Intervention Program (AZEIP).

Students not yet on SAIS

Since this transaction collects information on children not yet receiving services, it stands to reason that they will not be in the SAIS database prior to receiving their *021 Initial IEP* (page 278). Therefore, data for these children will require the same considerations as that for "Needs-Only" students (described earlier in this document in *Needs-only students* (page 146). The below box describes how to get a SAIS student identifier (the "SAIS ID") for the children being reported on this *021 Initial IEP* (page 278) transaction.

In most cases the child will not already have been assigned a SAIS student identifier. In these cases, before the *021 Initial IEP* (page 278) may be submitted to ADE, the district must submit a *005 Student Personal Information* (page 76) transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

After the child has been assigned a SAIS ID, use that SAIS ID when submitting the *021 Initial IEP* (page 278) transaction for that child.

Transaction Elements

The following structure describes the elements in this transaction.

Table 73: 021 Initial IEP Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 021	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Initial IEP C = Change an existing Initial IEP D = Delete an existing Initial IEP	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Initial IEP Date	INITIEPDT	10	D	The date of the Initial IEP meeting that ensures FAPE.	
Proposed Service Initiation Date	SVCINITDT	10	D	The proposed date for the initiation of services.	
AzEIP Indicator	AZEIP	1	L	Defines if student is enrolled in an Arizona Early Intervention Program.	

Changing Elements

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

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

- Initial IEP Date

- Proposed Service Initiation Date
- AzEIP

Element Optionality

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



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

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

Table 74: Initial IEP Transaction Element Optionality

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

Transaction Messages



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

SD-TX021-IEP-002.2.1

Allow the submission of an *021 Initial IEP* (page 278) transaction where the **Initial IEP** Date is in the current or current minus one FY.

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

SD-TX021-IEP-002.3A.2

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

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

Table 75: System Messages for Initial IEP

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-001	<p>Verification</p> <p>Perform every step in Verification, even if errors are encountered. Report all errors.</p> <p>If the value in any element does not match the SAIS-defined data type, then Report the discrepancy</p>	<p>ERROR message -9009</p> <p>Solution: Resubmit this transaction, with each element in its allowed format only</p>	N		
SD-TX021-IEP-001.1	<p>Operation Code</p> <p>If <u>Operation Code</u> not A (add) or C (change) or D (delete), then report the discrepancy.</p>	<p>ERROR message -9000</p> <p>Solution: Resubmit this transaction with the correct <u>Operation Code</u></p>	N		
SD-TX021-IEP-001.2	<p>Missing Fields</p> <p>Using Table 74: Initial IEP Transaction Element Optionality (page 280), perform the same validation as for SD-TX011-ND-001.3.</p> <p>If any required fields are missing, then report any discrepancies.</p>	<p>ERROR message -36001</p> <p>Missing required element: Initial IEP Date</p> <p>ERROR message -36002</p> <p>Missing required element: Proposed Service Initiation Date</p> <p>ERROR message -36005</p> <p>Missing required element: AzEIP Indicator (FY2006)</p> <p>Solution: Resubmit this transaction with information in every required field</p>	N		
SD-TX021-IEP-002	<p>Validation</p> <p><i>Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to update the SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in Table 74: Initial IEP Transaction Element Optionality (page 280) above</i></p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.1	Entity / LEA Perform the validation contained in SDTX011ND-002.1		N		
SD-TX021-IEP-002.2	Fiscal Year Set the temporary element Fiscal Year for use throughout the remaining validations. Set Fiscal Year to the fiscal year identified by the <u>Fiscal Year Entry in the Header Record</u>		N		
SD-TX021-IEP-002.2.1	Fiscal Year The Initial IEP Date must be in the current or current minus one Fiscal Year .	ERROR message -36007 Initial IEP date must be in the current fiscal year or one prior fiscal year	N		
SD-TX021-IEP-002.3	Operation Code From here on, Validation relies on the <u>Operation Code</u> . Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u> .		N		
SD-TX021-IEP-002.3A.1	Student Identifiers SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (<u>Student ID</u>) and the school-generated student identifier (<u>School Student ID</u>) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the <u>005 Student Personal Information</u> (page 76) transaction. If the <u>Student</u> not found in the SdStudents table then report the discrepancy.	ERROR message -9010 Solution: If the SAIS ID is incorrect, and there is no matching student on the database, submit the <u>001 Student Enrollment</u> (page 9) or <u>005 Student Personal Information</u> (page 76) to create the student on SAIS to precede this information change, then resubmit this transaction	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.3A.2	<p>Find Initial IEP</p> <p>Attempt to retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u>) is found in Initial IEP table, then:</p> <p><i>an Initial IEP already exists on the database. Report the discrepancy. DO NOT CONTINUE</i></p>	<p>ERROR message -36003</p> <p>An Initial IEP already exists on SAIS</p> <p>Solution : None</p>	N		
SD-TX021-IEP-002.3A.2	<p>Initial IEP Age validation</p> <p>Initial IEP data need only be submitted for PS age and younger students less than 5 years old by Sept. 1st of current FY.</p>	<p>ERROR message -36006</p> <p>Initial IEP data need only be submitted for PS age and younger students less than 5 years of age by September 1st; {birthdate}</p>	N		
SD-TX021-IEP-002.3A.3	<p>Check Initial IEP</p> <p>Validate that IF the student has SPED services at this school that it started on or after the Initial IEP date. Otherwise, report the discrepancy.</p> <p>Validate that the incoming Initial IEP date is the same as or earlier than the Proposed Service Initiation Date. Otherwise, report the discrepancy.</p>	<p>WARNING message -236002</p> <p>Solution: None</p> <p>WARNING message -236003</p> <p>Solution: None</p>	N		
SD-TX021-IEP-002.3A.4	<p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set student ID of the Initial IEP from <u>Student ID</u>.</p> <p>Set Initial IEP date from <u>Initial IEP Date</u>.</p> <p>Set proposed service initiation date from <u>Proposed Service Initiation Date</u>.</p> <p>Set FiscalYear to Fiscal Year</p>		N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-002.3C.1	<p>Change Operation</p> <p>Find Existing Initial IEP Retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID</u> + <u>Student ID</u>) is not found in Initial IEP table, then:</p> <p><i>no matching Initial IEP exists on the database, report the discrepancy. DO NOT CONTINUE WITH THIS EDIT.</i></p> <p>Else, if this row is already on the database, then: CONTINUE WITH THIS EDIT:</p>	<p>ERROR message -36004</p> <p>Solution: None</p>	N		
SD-TX021-IEP-002.3C.2	<p>If the proposed service initiation date on the Initial IEP table = <u>Proposed Service Initiation Date</u></p> <p>AND Initial IEP date = <u>Initial IEP Date</u>, report the discrepancy. DO NOT UPDATE THE DATABASE.</p>	<p>WARNING message -209000</p> <p>Solution:None. No update will be made to SAIS</p>	N		
SD-TX021-IEP-002.3C.3	<p>Check Initial IEP</p> <p>Perform SD-TX021-IEP-002.3A.3</p>		N		
SD-TX021-IEP-002.3C.4	<p>Change all Changeable Elements</p> <p>If all edits ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set Initial IEP date from <u>Initial IEP Date</u></p> <p>Set proposed service initiation date from <u>Proposed Service Initiation Date</u>.</p>		N		
SD-TX021-IEP-002.3D	<p>Delete Operation</p> <p>Retrieve the row from the Initial IEP table whose identifiers match those in the submitted transaction.</p> <p>If (Entity ID + Student ID + Initial IEP Date) is not found in Initial IEP table, then:</p> <p><i>no matching Initial IEP exists on the database. Report the discrepancy. DO NOT CONTINUE</i></p>	<p>ERROR message -36004</p> <p>Solution: None</p>	N		

BR ID	Rule Description	Message(s)	New / change this Yr?	Date Revised	Reviser
SD-TX021-IEP-003	SAIS Database Update If any verification or validation edit failed with severity level of ERROR , DO NOT PERFORM THIS STEP.		N		
SD-TX021-IEP-003.1	Add Initial IEP Write new row of Initial IEP to SAIS Student database		N		
SD-TX021-IEP-003.2	Change Initial IEP The row in the Initial IEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row. Write updated row of Initial IEP to SAIS Student database		N		
SD-TX021-IEP-003.3	Delete Initial IEP The row in the Initial IEP table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row. Delete the selected current row of Initial IEP		N		

System Messages

Table 76: System Messages Related to the Initial IEP Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-36001	Missing required element: Initial IEP Date	
	-36002	Missing required element: Proposed Service Initiation Date	

Common	Msg #	Message	Extra Detail
	-36003	An initial IEP already exists on SAIS.	
	-36004	No matching initial IEP exists on the database.	
	-36005	Missing required element: AzEIP Indicator	
	-36006	Initial IEP data need only be submitted for PS age students less than 5 years of age by September 1 st ; {Birth Date}	
	-36007	Initial IEP date must be in the current fiscal year or one prior fiscal year	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-236001	<i>Student is not 3 years old on Initial IEP Date; Initial IEP will not count toward FAPE.</i>	<i>Inactivated</i>
	-236002	Student was in SPED services before the stated Initial IEP date.	
	-236003	The Initial IEP must be done earlier than or on the same day as the Proposed Service Initiation Date.	
	-236004	Student already has an Initial IEP in SAIS.	
	-336000	Added Initial IEP	
	-336001	Deleted Initial IEP	
	-336002	Changed Initial IEP	

022 Student Test Label



Note: This transaction is only required if the entity wants to receive student pre-id test labels sorted by group, rather than grade.

Data elements required for printing **test labels** and not already available in SAIS will be collected for each student at an LEA, via a new SAIS transaction.

Transaction Elements

The following structure describes the elements in this transaction.

Table 77: 022 Student Test Label Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 022	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Operation Code	OPRC	1	S	A = Add new test label C = Change an existing test label D = Delete an existing test label	
Entity ID	ENTITYID	9	S	School identifier; CTDS code of the high school	
School Student ID	SCHLSTUID	12	S	School-generated (by the high school) student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
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.	

Changing Elements

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

The following elements will be changed with a "change" operation.

- Group Name

Element Optionality

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



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

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

Table 78: Student Test Label Transaction Element Optionality

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

Element	Add	Change	Delete
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Group Name	R	R	

Transaction Messages

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

Table 79: Student Test Labels System Messages

BR ID	Rule Description	Message(s)	New / change this yr?	Date Revised	Revisor
ADTX022MB-001	Verification Perform every step in Verification, even if errors are encountered. Report all errors.		N		
ADTX022MB-001.1	Allowed data format Perform the same validation as for 001.1.1 Allowed data format (page 17).		N		
ADTX022MB-001.2	Allowed code values There are no codes (other than Operation Code) used in this transaction.		N		
ADTX022MB-001.3	Operation Code If Operation Code not A (add) or C (change) or D (delete), then: Report the discrepancy	ERROR message -9000 Solution: Resubmit this transaction with the correct Operation Code.	N		
ADTX022MB-001.4	Missing fields Using Table 78: Student Test Label Transaction Element Optionality (page 287), perform the same validation as for 001.1.4 Missing Fields (page 18). If any other required fields are missing, then: Report any of the discrepancies	ERROR message -37001 Missing required element: Group Name	N		

BR ID	Rule Description	Message(s)	New / change this yr?	Date Revised	Revisor
ADTX022MB-002	<p>Validation</p> <p>Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to update SAIS database appropriately. For validation, take into consideration whether the element is required or optional, based on the submitted values for <u>Operation Code</u>. This is defined in <i>Table 78: Student Test Label Transaction Element Optionality</i> (page 287) .</p>		N		
ADTX022MB-002.1	<p>Entity / LEA</p> <p>Don't go beyond this point if the LEA does not exist in the system. If the Entity ID not found in the SAIS database, then: Report the discrepancy</p> <p>If the <u>Student Test Label Entity ID not</u> found in the SAIS database, then: Report the discrepancy</p>	<p>ERROR message -9017</p> <p>Solution: Resubmit this transaction including the correct <u>Entity ID</u> information.</p>	N		
ADTX022MB-002.2	<p>Fiscal Year</p> <p>Set the temporary element Fiscal Year for use throughout the remaining validations. Set Fiscal Year to the fiscal year identified by the <u>Fiscal Year Entry in the Header Record</u>.</p>		N		
ADTX022MB-002.2	<p>Operation Code</p> <p>From here on, Validation relies on the <u>Operation Code</u>. Perform one of the remaining sub-steps, depending upon the value of <u>Operation Code</u>.</p>		N		
ADTX022MB-002.2.1	If <u>Operation Code</u> = A (add)		N		
ADTX022MB-002.2.1.1	<p>Student identifiers</p> <p>Perform the same validation as for Student Enrollment - SAIS Student ID.</p>		N		

BR ID	Rule Description	Message(s)	New / change this yr?	Date Revised	Revisor
ADTX022MB-002.2.1.2	<p>Find Student Test Labels</p> <p>Attempt to retrieve the row from the test labels table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID + Student ID + Student Labels Elements</u>) is found in test labels, then:</p> <p><i>this student's test label data already exists on the database. Report the discrepancy.</i></p> <p>If this edit ended successfully (no severity level of WARNING or ERROR), then:</p> <p>Set test labels Student ID from <u>Student ID</u>.</p> <p>Set test labels Entity ID from <u>Student Test Labels Entity ID</u>.</p> <p>Set group name from Group Name.</p> <p>Set fiscal year to Fiscal Year.</p>	<p>ERROR message -37002</p> <p>This student's label information already exists on SAIS.</p> <p>Solution: None</p>	N		
ADTX022MB-002.2.2	If Operation Code = "C" (change)		N		
ADTX022MB-002.2.2.1	<p>Find Student Test Labels</p> <p>Retrieve the row from the test labels table whose identifiers match those in the submitted transaction.</p> <p>If (<u>Entity ID + Student ID + Student Test Labels Entity ID + Student Test Label Entry Date</u>) is not found in test labels table, then: no matching student test label data exists on the database</p> <p>Report the discrepancy DO NOT CONTINUE WITH THIS EDIT</p> <p>Else, if this row is already on the database, then: CONTINUE WITH THIS EDIT.</p>	<p>ERROR message -37003</p> <p>No matching student test label data exists on SAIS.</p> <p>Solution: None</p>	N		
ADTX022MB-002.2.3	If Operation Code = "D" (delete)		N		

BR ID	Rule Description	Message(s)	New / change this yr?	Date Revised	Revisor
ADTX022MB-002.2.3.1	<p>Find Student Test Labels</p> <p>Retrieve the row from the test labels table whose identifiers match those in the submitted transaction.</p> <p>If (Student Test Label <u>Entity ID</u> + <u>Student ID</u>) is not found in test labels table, then: no matching student test label data exists on the database</p> <p>Report the discrepancy DO NOT CONTINUE.</p>	<p>ERROR message -37003</p> <p>No matching student test label data exists on SAIS</p> <p>Solution: None.</p>	N		
ADTX022MB-002.3	<p>SAIS Database Update</p> <p>If any verification or validation edit failed with severity level of ERROR, DO NOT PERFORM THIS STEP.</p> <p>For <u>Operation Code</u> = add, Perform Add Student Test Labels.</p> <p>For <u>Operation Code</u> = change, Perform Change Student Test Labels.</p> <p>For <u>Operation Code</u> = delete, Perform Delete Student Test Labels</p>		N		
ADTX022MB-002.3.1	<p>If Operation Code = "A" (add) Add</p> <p>Student Test Labels Write new row of test labels to SAIS Student database</p>		N		
ADTX022MB-002.3.2	<p>Change Student Test Labels</p> <p>The row in the test labels table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</p> <p>Write updated row of test labels to SAIS Student database.</p>		N		

BR ID	Rule Description	Message(s)	New / change this yr?	Date Revised	Revisor
ADTX022MB-002.3.3	<p>Delete Student Test Labels</p> <p>The row in the test labels table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.</p> <p>Delete the selected current row of test labels.</p>		N		

System Messages

Table 80: System Messages Related to the Test label Transaction

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-37001	Missing required element: Group Name	
	-37002	This student's label information already exists on SAIS	
	-37003	No matching student test label data exists on SAIS.	
Yes	-209000	No elements on the transaction are different. SAIS was not updated	
	-334000	Added Test Label	
	-334001	Deleted Test Label	
	-334002	Changed Test Label	

023 Early Childhood Program Participation

023 Early Childhood Program Participation (page 292) transaction is designed to capture the elements that are directly related to the Programs in which Preschool students participate.

Transaction Elements

The following structure describes the elements in this transaction.

Table 81: 023 Early Childhood Program Participation Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 023	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add New Preschool Program Participation C = Change Existing Preschool Program Participation information D = Delete a Preschool Program Participation	
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where student is participating in the Preschool program	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Preschool Program Type	PSPROGTYPE	2	C	Program in which student is participating <i>See Code Values – Preschool Programs</i>	
Program Entry Date	PGMENTRYDATE	10	D	The date the student entered the program	
Program Exit Date	PGMEXITDATE	10	D	The date the student exited the program	
Program Partner ID	PROGPARTID	9	S	School identifier; CTDS code, of district, charter or other agency reporting data on Entity's behalf, OR with which the Entity has a relationship	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Family Income Indicator	FMLYINCIND	1	B	Used for students enrolled in the Even Start or Family Literacy Program to who whether the family is at or below the poverty level	
Living in Household Indicator	LIVHSHLDIND	2	C	FY2008 thru FY2010: Used for students enrolled in the Early Childhood Block Grant Program to determine parental employment status FY2011: Used for students enrolled in the First Things First (FTF) to determine parental employment status <i>See Code Values – Early Childhood Block Grant - Living in Household Indicator</i>	
Mother Employment Status	NEWSPECENREND	1	B	Used in conjunction with Living in Household Indicator if living with Mother or Both	
Father Employment Status	OLDTUITPAYRCD	1	B	Used in conjunction with Living in Household Indicator if living with Father or Both	
Adult Education ID	ADULTEDID	10	A	ADE-generated Adult Education identifier. Used in conjunction with Preschool Program types State Family Literacy and Title I Even Start only.	
PPVT III or PALS-PreK Exempt		2	C	Used for students enrolled in the Early Childhood State Family Literacy or Title I Even Start programs who are exempt from taking the PPVT III or PALS-PreK assessment(s). <i>See Code Values – Early Childhood Preschool Exceptions for Title I Even Start and State Family Literacy</i>	

Changing Elements

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

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

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

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 82: Early Childhood Program Participation Transaction Element Optionality

Element	Add	Change	Delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Preschool Program Type	R	R	R
Program Entry Date	R	R	R
Program Exit Date		3	X
Program Partner ID		3	X
Family Income Indicator	4	3	X
Living in Household Indicator	1	3	X
Mother Employment Status	2	3	X
Father Employment Status	2	3	X
Adult Education ID	4	3	X
PPVT III or PALS-PreK Exempt	5	3	X

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

4. If Preschool Program Type is Title I Even Start (or State Family Literacy prior to FY2011), then this field is required, otherwise it shall be ignored.
5. If Preschool Program Type is Title I Even Start (or State Family Literacy prior to FY2011), then this field is optional, otherwise it shall be ignored.

Transaction Rules

The following rule(s) will be applied to the *023 Early Childhood Program Participation* (page 292) transaction.

SD-TX023-ECP-001 (FY2008 – present)

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

- **ERROR** message -38201

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

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

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

- **ERROR** message -@@@

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

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

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

- **ERROR** message -@@@

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

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

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

- **ERROR** message -@@@

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

Definitions

Following are definitions for data elements used in the *023 Early Childhood Program Participation* (page 292) transaction.

Table 83: Early Childhood Program Definitions

Element	Description
School CTDS (Required)	CTDS number of the school where the program is being provided. All HeadStart / private schools providing preschool services must apply to ADE to receive a CTDS number.
Program Type (Required)	This field would determine which PS programs a student is participating in, for example: Title I Even Start  Note: A preschool Student may participate in multiple programs. An <i>023 Early Childhood Program Participation</i> (page 292) transaction will need to be submitted to SAIS for each program.
Program Entry Date (Required)	The date that the student enters the program defined in Program Type

Element	Description
Program Exit Date (Optional)	The date that the student is exited/withdrawn from the program defined in Program Type
Family Income Indicator (Required, only if PS Program Type is Even Start or Family Literacy)	This will be a Y/N (1, 0) indicator to list whether a family is at or below the poverty level (100%).
Living in Household Indicator - Required only if Program Type is First Things First (for FY2011 to present) or Early Childhood Block Grant (FY2008 through FY2010).	This indicator is a required field if the Program Type is First Things First (for FY2011 to present) or Early Childhood Block Grant (FY2008 through FY2010): If required, the values of this indicator can be: <ul style="list-style-type: none"> • Mother - If the indicator is marked as Mother, then the Mother Employment Status below becomes a required field and must be entered • Father - If the indicator is marked as Father, then the Father Employment Status below becomes a required field and must be entered • Both - If the indicator is marked as Both, then both the Mother Employment Status and the Father Employment Status fields must be entered • Not living with either parent - If the indicator is marked as Not living with either parent, then neither the Mother Employment Status nor Father Employment Status must be entered
Mother Employment Status - (Optional, depending on Living in Household Indicator above)	This is needed for Federal reporting for the First things First program (for FY2011 to present) or Early Childhood Block Grant (for FY2008-2010). This shall be a Yes / No indicator.
Father Employment Status - (Optional, depending on Living in Household Indicator above)	This is needed for Federal reporting for the First things First program (for FY2011 to present) or Early Childhood Block Grant (for FY2008-2010) This shall be a Y/N (1, 0) indicator.
Program Partner ID (Optional)	CTDS number of the district, charter, or other agency that is entering the data on behalf of the entity OR CTDS number of the district or charter with which the entity shares a relationship. This field will be used in cases where: A district, charter or other agency is designated to report data to SAIS on behalf of the entity, to ensure there is way to determine who submitted the data in SAIS, and for the submitting district, charter or other agency to be able to view the data. When an entity has a relationship with a district or charter school, this field should be used to report the CTDS of that district or charter.
Adult Education ID	Identifier used by the Title I Even Start program
PPVT III or PALS-PreK Exempt	Child is exempt from assessment on the PPVT-III and the PALS PreK if the child is participating in Title I Even Start (for FY2008 through present) or State Family Literacy (for FY2008- FY2010), but does not meet the age requirement to be assessed, has not received 6 months of instruction, or is a child with a hearing impairment, a vision impairment or a language barrier.

System Messages

Table 84: System Messages Related to the Early Childhood Program Participation

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	

Common	Msg #	Message	Extra Detail
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	
Yes	-9005	Missing required element: CTDS	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	-38001	Missing required element: Preschool Program Type.	
	-38002	Missing required element: Program Entry Date.	
	-38004	Living in Household Indicator is required when PS Program Type is (FY2008 through FY2010) Early Childhood Block Grant, or (FY2011) First Things First.	
	-38005	Unallowed value in element: Preschool Program Type.	
	-38008	Unallowed value in element: Living in Household Indicator	
	-38011	Mother Employment Status is required when Living in Household Indicator is marked as Mother.	
	-38012	Father Employment Status is required when Living in Household Indicator is marked as Father.	
	-38013	Mother and Father Employment Statuses are required when Living in Household Indicator is marked as Both.	
	-38014	Mother and Father Employment Statuses must be blank when Living in Household Indicator is marked as Neither.	
	-38015	Preschool Program Participation already exists on SAIS	
	-38017	Preschool Program not found for operation	
	-38019	Student must have a membership at the same school where the PS program is reported.	
	-38020	Program Exit Date cannot be less than Program Start Date.	
	-38021	Student must have a preschool membership in SAIS to participate in an Early Childhood Program.	

024 Early Childhood Preschool Assessment

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

- The Arizona Department of Education (Department) will adopt one or a small number of appropriate, comprehensive, valid and reliable assessments for progress monitoring and for measuring outcome indicators in preschool children in any or all early childhood programs administered by the Department. Local educational agencies and their schools will select an allowed assessment and assess the preschool student in order to monitor progress of children and to meet the requirements of the 2004 Individuals with Disabilities Education

Improvement Act (IDEA), Part B, Section 619, or to provide accountability data for the State Early Childhood Block Grant (A.R.S. § 15-1251) or to provide accountability data for the State Family Literacy Program (A.R.S. § 15-191.01) and Title 1 Even Start Program (Title 1, Part B, Subpart 3). This adoption is in addition to the two assessments currently required for Title 1 Even Start Programs (Peabody Picture Vocabulary Test and Preschool Assessment of Literacy Skills – Pre-K).

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

Transaction Elements

The following structure describes the elements in this transaction.

Table 85: 024 Early Childhood Preschool Assessment Transaction Elements

Field name	Abbreviated name	Len	Data type	Description	Remarks
Transaction ID	TRANSID	3	I	ID value = 024	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message	
Operation Code	OPRCD	1	S	A = Add New Preschool Assessment C = Change Existing Preschool Assessment information D = Delete a Preschool Assessment	
Entity ID	ENTITYID	9	S	School identifier; CTDS code, where Preschool Assessment was given	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier (SAIS ID)	
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this membership applies. (If the school does not have its own calendar, it will use the district's calendar.)	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Responsible Entity ID	RESPENTITYID	6	S	Responsible District or Charter Holder CTD Number	

Field name	Abbreviated name	Len	Data type	Description	Remarks
Preschool Assessment Type	PSASSTYPE	2	C	Assessment Type that student received <i>See Code Values – Preschool Assessments</i>	
Assessment Date	ASSDATE	10	D	The date the student took the assessment	
Test Score 1	TESTSCORE1	3	I	Score of Test Area	
Test Score 2	TESTSCORE2	3	I	Score of Test Area	
Test Score 3	TESTSCORE3	3	I	Score of Test Area	
Test Score 4	TESTSCORE4	3	I	Score of Test Area	
Test Score 5	TESTSCORE5	3	I	Score of Test Area	
Test Score 6	TESTSCORE6	3	I	Score of Test Area	
Test Score 7	TESTSCORE7	3	I	Score of Test Area	
Test Score 8	TESTSCORE8	3	I	Score of Test Area	
Test Score 9	TESTSCORE9	3	I	Score of Test Area	
Test Score 10	TESTSCORE10	3	I	Score of Test Area	
Test Score 11	TESTSCORE11	3	I	Score of Test Area	
Test Score 12	TESTSCORE12	3	I	Score of Test Area	

Changing Elements

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

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

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

Element Optionality

This table defines whether each element is required or optional.



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

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

Table 86: Early Childhood Preschool Assessment Transaction Element Optionality

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

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

Notes on Early Childhood Assessment Test Scores

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

Transaction Rules

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

SD-TX024-ECA-001

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

- **ERROR** message -39008

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

Definitions

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

Table 87: Early Childhood Assessment Definitions

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

System Messages**Table 88: System Messages Related to the Early Childhood Preschool Assessment Transaction**

Common	Msg #	Message	Extra Detail
Yes	-9000	Operation Code not allowed for this transaction	
Yes	-9001	Missing required element: Operation Code	
Yes	-9002	Missing required element: SAIS Student ID	
Yes	-9003	Missing required element: First Name	
Yes	-9004	Missing required element: Last Name	

Common	Msg #	Message	Extra Detail
Yes	-9005	Missing required element: CTDS	
Yes	-9007	Invalid or missing Track Number	
Yes	-9010	SAIS Student ID does not exist	
Yes	-9017	LEA identifier does not exist	
Yes	-9018	LEA identifier not active	
	@@	Student must have a either an Early Childhood Program Participation or a Preschool SPED Participation	
	-39001	Missing required element: Preschool Assessment Type	
	-39002	Missing required element: Assessment Date.	
	-39003	Missing required element: Responsible Entity ID	
	-39005	Unallowed value in element: Preschool Assessment Type.	
	-39006	Failed to find Responsible Entity CTDS value in the SAIS Database.	
	-39008	Number of Test Scores must be equal to the number of Test Areas of the given Assessment Type.	
	-39009	Preschool Assessment must have the related Program Participation or SPED Participation. Please submit via the 014 SPED Program or 023 Preschool Program transaction prior to submitting a PS Assessment.	

Issues

This area is used to record new issues.