

Arizona Department of Education

Student Accountability Information System

Student Database Transaction Requirements

• Integrity Checking Processes

Version 4.11

Last updated: September 26, 2005

Arizona Department of Education
School Finance Division
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IntegrityCheckingProcesses.doc

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Revisions

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

09/26/2005 Version 4.11 PUBLISHED

ver	New information	Old information	Source
4.11	Section 5.2 Support Programs <u>Update Error numbers for Johnson-Omalley related Integrity validation errors to be -44505, -44506, and -44507.</u>	<u>Previous version listed error numbers as -44515, -44516, and -@@. Previous version listed error numbers as -44515, -44516, and -@@.</u>	<u>Jim Whelan, IT – Business Analyst</u>

06/10/2005 Version 4.10 PUBLISHED

ver	New information	Old information	Source
4.10	Section 2.5 Synchronize Activity Codes <u>Stripped section down to containing only rules for Mid Year Track Changes.</u>	<u>Previously indicated in error that Summer Withdrawal and Year End Status would be in same fiscal year. This rule was not implemented and is being removed.</u>	<u>Alphonse Damas, R&E; Helen Hugo, MIS – Student Details Manager; C. Cree, MIS – Business Analysis</u>
4.10	Section 3.1 Student Counts Need Rules <u>Removed Service code rules applicable during 1998-99 since they were not applied in SAIS.</u>		<u>Karl Stubsjoen, Software Development; C. Cree, MIS – Business Analysis</u>
4.10	Section 3.4 Multiple Grades or Services <u>Removed warning message relating to duplicate SPED services.</u>	<u>Rule was redundant because rule in Section 3.3 would prevent the scenario from existing.</u>	<u>Peggy Staples, ESS; C. Cree, MIS – Business Analysis</u>
4.10	SPED Age Validation <u>Revised wording for error message pertaining to Pre-school age eligibility.</u>		<u>Shane Crabtree, MIS – QA Analyst; C. Cree, MIS – Business Analysis</u>

04/11/2005 Version 4.9 PUBLISHED

ver	New information	Old information	source
4.9	Section 3.6 SPED Exit / Age / Grade Validation <u>Modified rules regarding age validations on December 1st, and SPED Exit Reason code 3 – ‘Reached maximum age’</u>	<u>Previously validated age for Exit Reason 3 on December 1st. This was incorrect.</u>	<u>Ticket # 27868; Peggy Staples, ESS; C. Cree, MIS – Business Analysis</u>
4.9	Section 4.9 – Language Program Exit Validation <u>Modified rule to generate error message where exit from language program by virtue of change in grade or track has no subsequent language participation.</u>	<u>Rule was invoked incorrectly on exit reason code 7.</u>	<u>Ticket # 28319; Janice McGoldrick; C. Cree, MIS – Business Analysis</u>

02/04/2005 Version 4.8 PUBLISHED

ver	New information	Old information	source
4.8	Section 2.8 – Synchronize Grade/Age Added rule to bypass grade/age validations if tuition payer code indicates privately paid..	Previously did not exist.	Ticket # 18958 Mardy Cruz – SD Lead; C. Cree, MIS – Business Analysis
4.8	SPED Needs Added decision matrix governing valid relationships between Grade, SPED service codes, and SPED Needs.	Previously did not exist	Peggy Staples, ESS; C. Cree, MIS – Business Analysis
4.8	SPED Other Entity / Service Code Rules Replaced previously published decision matrix.	Headstart entity type previously allowed “C”, “G”, and “R” service codes.	Peggy Staples, ESS; C. Cree, MIS – Business Analysis
4.8	Mid-Year Track Change <ul style="list-style-type: none"> Added rule that EK must be preceded by WK in order to avoid concurrent enrollment. Modified wording in the summary paragraph indicating that a grade change is permissible for the EK enrollment. Removed “Language / Group B” business process from mid-year track change rules. 	Previously did not exist.	C. Cree, MIS – Business Analysis
4.8	Section 4.3 Language Needs Revised error message numbers related to language participation Integrity checks.	Numbers previously assigned had already been used for other business processes.	C. Cree, MIS – Business Analysis
4.8	Section 4.9 Language program exit validation Previously published rule removed. Rule will be implemented in FY06.		C. Cree, MIS – Business Analysis

11/02/2004 Version 4.7 PUBLISHED

ver	New information	Old information	source
4.7	Section 2.3 – Synchronize DOR, Tuition Payer, and Special Enrollment Added note to Tuition Payer subsection indicating overlaps or gaps should not exist for tuition payer 3 to be consistent with rules applied to other tuition payer values.		Ticket # 20164 Mardy Cruz – SD Lead; C. Cree, MIS – Business Analysis
4.7	Language Needs Clarified validation for transfer to different track mid-year.		C. Cree, MIS – Business Analysis

10/04/2004 Version 4.6 PUBLISHED

ver	New information	Old information	source
4.6	Chapter 4, Sec. 4.2 Missing Membership for a Language Program Clarified rule that language participation must have corresponding membership.		SAIS Business Rules; C. Cree, MIS – Business Analysis
4.6	Chapter 4, Sec. 4.9 Language Program Exit Validation Added validation to synchronize language exit date with membership / track exit date.	Previously did not exist	SAIS Business Rules; C. Cree, MIS – Business Analysis
4.6	Chapter 5, Support Programs Validations Table Removed edit for Transportation / School Choice	Previously to be implemented in FY05. Now deferred to a future fiscal year.	Ticket # 174 Nancy Konitzer, AAD; Helen Hugo, MIS – Student Details Manager; C. Cree, MIS – Business Analysis

ver	New information	Old information	source
4.6	Chapter 5, Sec. 5.1 Support Programs--Transportation / School Choice Added note to this section indicating that validations will not be implemented in FY05, but in a future fiscal year.	Previously were to be implemented in FY05.	Ticket # 174 Nancy Konitzer, AAD; Helen Hugo, MIS – Student Details Manager; C. Cree, MIS – Business Analysis
4.6	Chapter 5, Sec. 5.2 Support Programs-Validate Support Program / Student <ul style="list-style-type: none"> Added validations for Title I Academic Disadvantage transactions. Added validation eliminating duplicate support program participation Added validation against federal designation of “In School Improvement” for Supplemental Education Services 	Previously did not exist	SAIS Business Rules C. Cree, MIS – Business Analysis
4.6	Chapter 5, Sec. 5.3 Membership Validations for a Support Program <ul style="list-style-type: none"> Modified the heading label from “Missing Membership..”. Added membership validations to synchronize with Support Program transactions. 	Previously did not exist	SAIS Business Rules C. Cree, MIS – Business Analysis

09/23/2004 Version 4.5 **PUBLISHED**

ver	New information	Old information	source
4.5	Synchronize SPED/Membership Grade Added warning message <ul style="list-style-type: none"> 223002 	Previously did not exist	Ticket #18244 Peggy Staples, ESS; C. Cree, MIS – Business Analysis
4.5	Students on Attendance Reporting Added 3 validation rules for absence failures to make rules consistent.	Previously not included in this section.	Ticket # 23387 Katherine Van Mourik, School Finance; Raphaela Conner, School Finance; Mardy Cruz, QA Lead; C. Cree, MIS – Business Analysis
4.5	SPED Service Codes Added error message <ul style="list-style-type: none"> 23037 	Previously did not exist	Ticket #23378 Peggy Staples, ESS; Mardy Cruz, QA C. Cree, MIS – Business Analysis
4.5	SPED Concurrent Needs Added decision matrix governing valid combinations of SPED Needs.	Previous edits were not consistently applied.	Peggy Staples, ESS; Mardy Cruz, QA C. Cree, MIS – Business Analysis
4.5	Other Entity/Service Code Rules Added decision matrix governing valid combinations of entities and SPED Service Codes	Previous edits were not consistently applied.	Peggy Staples, ESS; Mardy Cruz, QA C. Cree, MIS – Business Analysis
4.5	Concurrent Language Participation New section added to warn where more than one ELL Service is being provided concurrently.	Previously did not exist	Kathie Mooney, EAS; Katherine Van Mourik, School Finance; C. Cree, MIS – Business Analysis

09/16/2004 Version 4.4 PUBLISHED

ver	New information	Old information	source
4.4	Language Needs – Missing Membership for a Language Program Added validation that Grade Membership must be at same LEA as language participation.	Previously did not exist	Kathie Mooney, EAS; Mardy Cruz, QA C. Cree, MIS – Business Analysis
4.4	2.5 Synchronize Activity Codes Modified validations of Enrollment (E), Withdrawal (W), and Readmission (R) codes -43201, -43202, -43203 to be validated in ADM, October Enrollment, and Year End Integrity	Previously, these validations only occurred in Year End Integrity	Jim Whelan, MIS - Business Analyst Ginny Nordstrom, Developer
4.4	2.5.6 – 2.5.9 Synchronize Activity Codes Moved all Mid-Year track change validations from 2.20 to section 2.5.6 – 2.5.9	Previously published in another section	Jim Whelan, MIS - Business Analyst Ginny Nordstrom, Developer
4.4	Students on Attendance Reporting Modified section to include validation for missing attendance as well as attendance gaps.	Previously did not specify missing attendance in validation rule.	Ticket #18601 / 63 Helen Hugo, MIS – Student Details Manager, Mardy Cruz, QA Lead C. Cree, MIS – Business Analysis
4.4	Membership (DOR/DOA/CEC Combinations) Added rule to section 19.6 for CEC-A/DOR combination, such that CTD meets specific criteria.	This new rule was included in version 4.0 of this document but was not flagged as a revision.	Ticket # 14040 Jim Whelan, Business Analyst
4.4	Student Membership FTE Modified rule regarding Absence amounts and FTE to failure.	Previously was a warning message.	Ticket # 16194 Buell Brown, QA; Mardy Cruz, QA; C. Cree, MIS – Business Analysis

09/09/2004 Version 4.3 PUBLISHED

ver	new information	old information	source
4.3	Special Education Needs Removed Integrity validation on Sped Exit Reason Code 8 being valid only in FY 2005 and beyond	FY validation will now be checked at the transaction level instead of being implemented in Integrity	Jim Whelan, MIS – Business Analyst
4.3	Withdrawal Reason Codes Modified the integrity rule for combinations of withdrawal codes and withdrawal reason codes from an Error to a Warning.	Previously, incompatible withdrawal reason codes were treated as an Error.	C. Cree, MIS – Business Analysis
4.3	Transfer to Different Grade or Track for Language Participants Added validation to ensure that an exit reason requiring subsequent re-enrollment in a different grade or track is enforced.	Previously did not exist	Ticket(s) 18798 / 25 C. Cree, MIS – Business Analysis
4.3	Charter / Public Non-charter Concurrency Validation Inserted rule in calculation of Membership FTE whereby validation of concurrent memberships will force auto-integrity to be executed.	Previously did not exist	Tickets(s) 19770 / 80 Buell Brown, QA Analyst; C. Cree, MIS – Business Analysis
4.3	Special Education Needs Added -44351 SPED Need Categories ED, EDP and A that are concurrent for a student is not allowed	Validation previously existed, but was only documented in the Codes Values doc.	Jim Whelan, MIS – Business Analyst
4.3	Special Education Needs Added -44353 SPED Need Categories MIMR, MOMR and SMR that are concurrent for a student is not allowed	Validation previously existed, but was only documented in the Codes Values doc.	Jim Whelan, MIS – Business Analyst

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.3	<p>Withdrawal Reason Codes Removed warnings</p> <ul style="list-style-type: none"> -215002. Message: Student should not use the School Choice option to transfer from one Underperforming school to another {CTDS of receiving school}. -215004. Message: Student should not use the School Choice option to transfer from one Persistently Dangerous school to another {CTDS of receiving school}. 	Warnings previously attempted to return future school information, which is not readily captured by the LEAs. SAIS withdrawal and summer withdrawal do not have fields that capture a school transferred to (receiving school).	Jim Whelan, MIS – Business Analyst
4.3	<p>Withdrawal Reason Codes Modified warning messages -215001 and -215003 to state "...should not..."</p>	Previously, message was intended to be a failure and stated "...cannot..."	Jim Whelan, MIS – Business Analyst
4.3	<p>Withdrawal Reason Codes Added note to the validation table of Withdrawal Reason Codes for WT/ST. Notes states: "This activity is accomplished now using the Student Grade Transfer transaction. SAIS will translate the Grade Transfers into WT/ET activities when creating the Year End Enrollment report."</p>	Explanation of withdrawal reason codes WT/ST for Integrity documentation purposes was not previously available as in other documents.	Jim Whelan, MIS – Business Analyst
4.3	<p>Mid-Year Track Change 2.20 Added business rules associated with mid-year track change (WK/EK)</p>	Previously did not exist	Jim Whelan, MIS – Business Analyst

08/02/2004 Version 4.2 Published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.2	<p>Special Education Needs Added the following error message numbers:</p> <ul style="list-style-type: none"> -44315 -44349 -44332 	Previously reported as @@	Michael Lyczywek, MIS – Software Development Ticket # 21421 Carol Cree, MIS – Business Analysis
4.2	<p>Special Education Needs – ASDB: Added validation and error message -@@ Students attending ASDB must be receiving HI or VI Need services at ASDB to be eligible for any other Need at ASDB.</p>	Validation did not previously exist	Peggy Staples, ESS Sped Program Specialist Jim Whelan, Business Analyst, MIS
4.2	<p>Reference Information, new sub-section 1.4 Indicates that all business process Integrity checks will be performed whenever an LEA calendar is changed.</p>	Previously did not exist.	Tickets 17706 / 18591 Raphaela Conner, School Finance; John Eickman, MIS – Enterprise; Carol Cree, MIS – Business Analysis

07/02/2004 Version 4.1 Published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.1	<p>Withdrawal Reason Codes Modified Integrity from fatal (ERROR) messages to WARNING to be consistent with SAIS Membership requirements.</p>	WR1 and WR2 validations previously failed transactions where the school designation was not consistent with the withdrawal reason.	Nancy Konitzer, AAD; Helen Hugo, MIS Student Details Manager Carol Cree, MIS – Business Analysis
4.1	<p>3.5 Initial IEP Remove Integrity Warnings</p>	Previously were going to be validated in Integrity, but now will only be validated at the transaction level.	Jim Whelan, MIS – Business Analyst

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.1	Reference Information 1.2 – Removed reference to Language EOY business process.	To make consistent with removal of corresponding validations section 4 – Language Needs in version 4.0	Kathie Mooney, EAS; Rolanda Bell, R&E; Helen Hugo, MIS Student Details Manager; Carol Cree, MIS – Business Analysis
4.1	District and School Types Added note indicating that the table will be synchronous between Integrity Checking, Aggregating Student Details, and Student Counts System documents.	Note did not previously exist.	Janice McGoldrick, AIF (Ticket # 49) Carol Cree, MIS – Business Analysis
4.1	Students on Attendance Reporting: Added warning for attendance gaps that fall in 40 th Day, 100 th Day, or EOY periods.		Steve Murosky, School Finance; Janice McGoldrick, MIS; Mardy Cruz, MIS – QA; Carol Cree, MIS – Business Analysis; Footprints ticket: 18957
4.1	Support Programs <ul style="list-style-type: none"> Added new validation for Johnson O'Malley program support to be consistent with SAIS Business Rules. Removed references to Migrant program. 	<ul style="list-style-type: none"> Did not previously exist. Migrant student data will be populated in SAIS from COEStar. 	Nancy Konitzer, AAD; Jeff Stowe, AAD; Janice McGoldrick; Carol Cree, MIS – Business Analysis

6/10/2004 Version 4.0 Published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.0	3.5 Initial IEP for 3 year olds not yet in membership: Message number not yet assigned.) Message text changed to " Student is not 3 years old on Initial IEP Date; Initial IEP will not count toward FAPE." Displays student birthdate and submitted Initial IEP Date.	<ul style="list-style-type: none"> Originally read " Student less than 3; Initial IEP will not count toward FAPE." Originally didn't show the IEP Date or birthdate. 	Janice McGoldrick, Randy Morter, 3/8/2004
4.0	3.1 SPED Integrity; Student Counts Needs Rules: Birth Date/ SPED Grade integrity message changed to match revised SPED integrity validation that a child must not have reached 5 years of age <i>before</i> September 1 to be eligible for PS funding.	Previous rule stated that child must not have reached 5 years of age <i>by</i> September 1.	Peggy Staples, SPED Program Specialist per ticket 17372 Modified by C. Cree, BA 4/7/04
4.0	Whole Document – Sped Integrity: Replaced Sped Integrity flags (If service is within the State Funding Reporting Period: SPED State Funding and If service is on the SPED Census Reporting Date: SPED Census.) with one flag = SPED.	Previously listed as two separate Integrity flags	Jim Whelan, Business Analyst, MIS
4.0	Whole Document – Age validation: Added note to various Age/Grade areas of the document: *Note* 'by' includes the designated date (eg. by Jan 1 st includes Jan 1 st)	Did not previously exist	Helen Hugo, Student Details Project Manager, MIS
4.0	Whole Document – Internal Table references: Modified various ADE internal database table references to correct names	Previously some table names where erroneously using a designation of "St..." instead of "Sd..."	Jim Whelan, Business Analyst, MIS

ver	new information	old information	source
4.0	DOA/DOR/CEC combinations 2.19.1-3: <ul style="list-style-type: none"> Removing "Charter" as an eligible DOA or DOA type for CEC-A or CEC-B Updated sequence # 19.3 Replaced DOREntityID and DOAEntityid with DOREntityCTDS and DOAEntityCTDS 	Previously, Charter erroneously documented as allowed to have a CEC	Lyle Friesen, ADE School Finance Maggie Singler, ADE School Finance Mardy Cruz, SAIS Test Lead
4.0	Synchronize grade/age 2.8: Added Footnote to Age/Grade table: * 'by' includes the designated date (eg. by Jan 1 st includes Jan 1 st)	Footnote previously did not exist	Ticket 19947 Steve Murosky, School Finance Jim Whelan, Business Analyst, MIS
4.0	Synchronize grade/age 2.8: Added error message - 44345 Change membership/SPED grade to KG or submit a Group B SPED service for each day of UE membership for a 5 year old. ;SchoolCTDS=	-44345 previously did not exist	Ticket 19491 Jim Whelan, Business Analyst, MIS
4.0	Special Education Needs DOA/DOR/CEC combinations 3.6: Removing "Charter" as an eligible DOA or DOA type for CEC-A or CEC-B	Previously, Charter erroneously documented as allowed to have a CEC	Lyle Friesen, ADE School Finance Maggie Singler, ADE School Finance Mardy Cruz, SAIS Test Lead
4.0	Special Education Needs: MD and MDSSI: Modified MD and MDSSI descriptions and error messages - 44344 and -44346 to include the phrase "...with a valid program service participation..."	Previous error messages needed clarification	Tickets 20945 & 19856 Peggy Staples, ESS Sped Program Specialist Jim Whelan, Business Analyst, MIS
4.0	Special Education Needs: MD and MDSSI: Added validation and associated failure -44352 SPED Need Categories MD and MDSSI that are concurrent for a student is not allowed.	Validation previously not documented	Peggy Staples, ESS Sped Program Specialist Jim Whelan, Business Analyst, MIS
4.0	Special Education Needs 3.1.17: Added Sped failure -44503; Student must be 5 years old by Jan 1 st to generate funding for KG/UE. ARS 15-821c	-44503 previously did not exist	Ticket 19947 Jim Whelan, Business Analyst, MIS
4.0	Special Education Needs 3.1.17: Modified error messages -44337 and -44503 to include a reference to ARS 15-821C and clarify by Jan 1st	<ul style="list-style-type: none"> ARS was not included in previous error messages Previous messages indicated before Jan 1st 	Ticket 19947 Helen Hugo, Student Details Project Manager, MIS Jim Whelan, Business Analyst, MIS
4.0	Special Education Needs - Age/Grade combinations: Added validation rules to SPED Integrity section relating to SPED and ADM grades of UE and KG with Group B SPED services	Validation previously not documented	Tickets 19491 & 19947 Peggy Staples, ESS Sped Program Specialist Jim Whelan, Business Analyst, MIS
4.0	Language Needs <ul style="list-style-type: none"> Inserted the stipulation that an assessment supporting a language program participation may be found at any public or charter school in the State for the current or previous fiscal year. Inserted one new warning (after 2/1), and one new error (prior to 2/1) for language participation that must have a corresponding grade membership. Removed note that indicated a student receiving language training can be enrolled in an LEA other than the one providing the language instruction. Added edits where 3 most recent assessments are used to validate language program participation. 	New language validations for FY05	Kathie Mooney, EAS; Rolanda Bell, R&E; Helen Hugo, MIS – SAIS Student Details Manager; Mardy Cruz, MIS – QA; Carol Cree, MIS – Business Analysis; Jim Whelan, MIS – Business Analysis; Ticket #16438

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
4.0	<p>End of Year Language Validations Removed the following validations:</p> <ul style="list-style-type: none"> • If there is no language program participation on SAIS for this student after that Assessment Date • Each student in a language program must have an assessment each fiscal year 	End of year edits are not timely information for LEAs.	Kathie Mooney, EAS; Rolanda Bell, R&E; Helen Hugo, MIS – SAIS Student Details Manager; Carol Cree, MIS – Business Analysis

2/16/2004 Version 3 published.

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
3	FY2005 changes		Janice McGoldrick, MIS SW Dev Mgr
3	1.2 How Integrity works: Added additional Integrity flags for Language: EOY, Support Programs, Support Programs: Free/Reduced Special Handling, Test Labels. Noted ADM 200 th day flag is planned for FY2006.	did not previously exist	Janice McGoldrick, MIS SW Dev Mgr
3	Whole document: <ul style="list-style-type: none"> • Removed references to deleted element School Membership Share • Removed references to deleted element Foreign Exchange Indicator. 		Janice McGoldrick, MIS SW Dev Mgr
3	Membership: Rule section District of Residence (DOR): Rule 3, message 43104 message corrected	previously listed two versions; removed the one not implemented	Janice McGoldrick, MIS SW Dev Mgr
3	Membership: Rule section Tuition Payer: Added validations for gaps or overlaps.	previously did not exist	Janice McGoldrick, MIS SW Dev Mgr
3	2.8 Synchronize grade/age: Added explanation and table for new combined (all funding related subject areas) grade/age validation	previously just referred to Membership Requirements document, which had separate validation for ADM than what was listed for SPED in Needs Requirements	Janice McGoldrick, MIS SW Dev Mgr
3	2.9 Validate FTE <ul style="list-style-type: none"> • New section name. • Added validations for gaps or overlaps of FTE. • Fixed note to say that rules are current as of publication of the version 3.0 edition. • Updated description of concurrency limits and processing. Added sub-sections Concurrent Enrollment Limits: By Valid Combinations, Charter / Public Non-Charter Concurrency Validation, Entities subject to the new allocation rules 	<ul style="list-style-type: none"> • section name changed from 2.9 Synchronize FTE & Share; • validations did not exist previously. • Previously said rules were current as of version 1.0. • Previous version was somewhat cumbersome, lacked detail required from new legislation governing new concurrency allocation rules 	Janice McGoldrick, MIS SW Dev Mgr
3	2.11 Absence dates outside enrollment period: Added note that system warning messages due to orphaned absences and attendances are a result of SMS products that do not submit deletes as they should.	note did not previously exist; users reported that they thought the warning messages were a bug in SAIS	Janice McGoldrick, MIS SW Dev Mgr
3	Students on Absence Reporting: Separated validations into pre-FY2005 and FY2005 and later.	previous validations were not fiscal year dependent	Janice McGoldrick, MIS SW Dev Mgr
3	Students on Attendance Reporting: Corrected error message for 10 or more days consecutive attendance missing.	previously was stated as though SAIS recognized that this was 10 or more days consecutive unexcused absence	Janice McGoldrick, MIS SW Dev Mgr

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
3	2.17 Community College Classes: Note added that no Integrity validations are required.	previously did not exist	Janice McGoldrick, MIS SW Dev Mgr
3	2.18 Temporary values still being used. Added validation to fail when invalid temporary values are found on SAIS.	validation previously did not exist; SAIS allowed temporary values in some fields on SAIS to allow LEA's to collect the information gradually over the first two years operating SAIS.	Janice McGoldrick, MIS SW Dev Mgr
3	2.19 Withdrawal Reason Codes: Added validations for new element Withdrawal Reason Code	previously did not exist	Janice McGoldrick, MIS SW Dev Mgr
3	SPED Rules: Rule 11. SPED Service Code: <ul style="list-style-type: none"> Removed table of service codes/resourced or self-contained settings, referred reader to the full table in the Code Values document. Added new validation that Service Code must be valid for given Fiscal Year. sub-section MD and MDSSI: For MD group validation, added need EDP. 	<ul style="list-style-type: none"> abbreviated table was only valid for non-PS, and it offered little value validation previously did not exist 	Janice McGoldrick, MIS SW Dev Mgr
3	SPED Rules: Rule 17. Age: <ul style="list-style-type: none"> Added note for reader to see sections 3.6 SPED Exit Reason/Age/Grade validation and 3.7 Synchronize SPED Grade / Membership Grade for further information on Age- and Grade-related validations 3.6 SPED Exit Reason/Age/Grade validation: new section added, splitting validations by fiscal year 3.7 Synchronize SPED Grade / Membership Grade: new section added 	<ul style="list-style-type: none"> note did not previously exist section did not previously exist; rules were not fiscal year dependent new section did not previously exist new section did not previously exist 	Janice McGoldrick, MIS SW Dev Mgr
3	3.2.1 Multiple concurrent DORs: Message 243102 changed 243302. Message 244103 changed to 244301	previous information at left.	Janice McGoldrick, MIS SW Dev Mgr
3	3.5 Initial IEP for 3 year olds not yet in membership: Added section for new elements	elements were not previously collected in SAIS	Janice McGoldrick, MIS SW Dev Mgr
3	Assessment/Language: Added and expanded validations. <ul style="list-style-type: none"> 4.3 Missing or Invalid Assessment for a Language Program: new section 4.4 Invalid Grade for a Language Program: new section 4.5 Invalid District for a Language Program: new section 4.6 End of year language validations: new section 	validations did not previously exist	Janice McGoldrick, MIS SW Dev Mgr
3	Chapter 5 Integrity Checking Processes: Support Programs: Added and expanded all validations	chapter did not previously exist	Janice McGoldrick, MIS SW Dev Mgr
3	6 Integrity Checking Processes: Test Label Information: Added note that Integrity for this new transaction is still under construction	previously did not exist	Janice McGoldrick, MIS SW Dev Mgr
3	Issues: updated list of issues with this material or this document unresolved as of publication of this document	Open issues as of last publication date were that some system messages marked with "@@" were not yet included in the document	Janice McGoldrick, MIS SW Dev Mgr

10/27/2003 Version 2.3 published.

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.3	2.12 Attendance dates: <ul style="list-style-type: none"> Removed section "Attendance dates outside 1-week boundaries" (just added in version 2.2). This validation is done in transaction processing, not in Integrity. 	added in version 2.2, but never implemented in SAIS	Randy Morter, SW Developer, Janice McGoldrick, MIS Software Devt Mgr, Ticket 15171
2.3	2.13 Display candidates for withdrawal for excessive absence: <ul style="list-style-type: none"> Students on Absence Reporting: Message 444001 changed to error message 44001. Students on Attendance Reporting: Message 444002 changed to " Ten days or more of attendance missing. Submit attendance for this time if appropriate. If these days are unexcused absences, withdraw this student for excessive unexcused absence." 	<ul style="list-style-type: none"> previous message was informational previous message did not allow that the missing attendance days might not imply unexcused absences 	<ul style="list-style-type: none"> Buell Brown, ADE Tester 10-15-2003, ticket 14718 Vikki Gibbons, TUSD, ticket 16200 (JMcG 8-12-03)
2.3	3.1 Student Counts Needs Rules, section 12 Valid Need Code characteristics: Added EDP to list of Need codes possibly required for MD.	previous validation did not include EDP	Peggy Staples, ESS; Janice McGoldrick MIS PMO; ticket 17339 10/27/2003
2.3	5 Integrity Checking Processes: Support Programs: Added new chapter for validating the Support Program subject area.	transaction did not exist prior to FY2003-04	Academic Achievement Dept team: Nancy Konitzer, Richard Valdivia, Jeff Stowe, Carrie Larson; (JMcG 8/8/2003)

8/7/2003 Version 2.2 published.

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.2	2.5 Synchronize Activity Codes: <ul style="list-style-type: none"> Rule 1. Added that validation must be done only within a single track when checking that the first enrollment of the year must be an "E" code for that student/school/grade. New rule 4.c: Withdrawal cannot occur on the last day of school UNLESS the withdrawal code is W8. This validation will be done beginning with the 2003-04 school year. 	<ul style="list-style-type: none"> previously did not specify that validation shouldn't be across all tracks previously did not enforce this 	<ul style="list-style-type: none"> Brian Owin, Research & Policy Janice McGoldrick, MIS Software Devt Mgr
2.2	2.7 Validate Grade Exit Status: Added table to identify all possible combinations of grade transfers and exit statuses, and whether each is valid or invalid. Reworded message 44305 to: 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}.	previous listing was not explicit enough; message 44305 stated the same information but was organized poorly, causing confusion	Buell Brown, MIS QA, Janice McGoldrick MIS Software Devt Mgr, ticket 13909
2.2	2.12 Attendance dates: <ul style="list-style-type: none"> Section renamed and split into two subsections: "Attendance dates outside enrollment period" and "Attendance dates outside 1-week boundaries". Added validation to validate that attendance can be submitted in a maximum length of 1 week and only within a single Sunday-through-Saturday boundary. 	<ul style="list-style-type: none"> previously named 2.12 Attendance dates outside enrollment period This rule has been stated since the inception of SAIS, but is being enforced beginning with FY2003-04 	Buell Brown, MIS QA, Janice McGoldrick, MIS Software Devt Mgr, Ticket 15171
2.2	3.1 Student Counts Needs Rules, section 17. Age: Rule 8, error message 44335 says "Student under 33 months cannot receive SPED services."	previously stated "Student under 3 cannot receive SPED services"	Peggy Staples, ESS; Rose Whelihan, SF; ticket 14267

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.2	<p>3.1 Student Counts Needs Rules, section 5. District of Residence (DOR):</p> <ul style="list-style-type: none"> • Rule 5.3 Valid types for DOR are Public, Compact, State Institute, Charter, Unorganized. • Rule 5.11 Removed rule stating that DOR cannot be Unorganized territory; removed message 44308. • Rule 6.6 Added new sub-rule (3) showing that only DOR of Unorganized or Public may be CEC-A. • Rule 8 Removed rule stating that Unorganized territories are not valid DORs. • Expanded previous note in Rule 5 (DOR) to include exception for service code: "NOTE: Grade and Service Code validations do not have to be performed on the DOR if the DOR is ELEM NOT IN HS or COMPACT or STATE INSTITUTION." Added expanded note to Rule 11 (SPED Service Code) and Rule 17 Age / Grade. 	<ul style="list-style-type: none"> • previously did not include Unorganized • previously failed DORs of unorganized • previously did not validate specifically for CEC-A's. • Unorganized territories used to be considered invalid DORs • Previous message did not state that service code validations do not have to be done for the listed entity types; previous message not posted in all relevant places in the document 	<ul style="list-style-type: none"> • all bullets except last: Juan Reza, MIS Developer; Mardy Cruz, MIS QA, ticket 14040 5/29/2003 • Ginny Nordstrom, MIS Developer, Janice McGoldrick, MIS Software Devt Mgr, 5/28/2003 ticket 12595

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<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.1	<p>Entire document: Split Integrity processing into discrete failure points for ADM, SPED, Year End Enrollment, etc. . For each ERROR condition, noted which failure point that ERROR should trigger. Added new section 1.2 How Integrity Works to explain the process.</p>	Integrity had a single failure point; i.e., an Integrity problem with a Year End Status would cause the student to fail Integrity for all SAIS processes (ADM, etc.).	Janice McGoldrick, MIS PMO; Venkat Maddipatla, Developer; Juan Reza, Developer
2.1	<p>1.3 District and School Types: Changed section number (used to be 1.2). Updated list of DOA Exceptions for FY 2003 (these identify which Accommodation entities may be listed as a DOR.</p>	list had not been updated for FY 2003 exceptions.	Bruce Schmitz, School Finance; Jim Whelan, MIS QA; Janice McGoldrick, MIS PMO; ticket 11453 1/9/2003
2.1	<p>2.2 Ensure full coverage for required elements: Fixed wording: If Attendance method is being used to report instructional time received, and a period of time exists for which there is no attendance record reported, SAIS will assume that the student's attendance during that period was zero.</p>	previously said SAIS "may" assume zero	Janice McGoldrick, MIS PMO
2.1	<p>2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; General rules for districts in SAIS: Changed error message 9017 to 43133.</p>	previous message number was shown in error	Janice McGoldrick, MIS PMO
2.1	<p>2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; District of Residence (DOR), rule 3 DOR dates cannot have a gap: Expanded error message 43104 to say "No DOR for dates {start} to {end} OR DOR assignment is missing for all or part of this membership."</p>	previous message only said no DOR existed for the gap dates	Janice McGoldrick, MIS PMO
2.1	<p>2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.8: Added note to advise that DOA Exceptions change from one fiscal year to the next, and sometimes there might not be any DOA Exceptions in effect.</p>	did not explicitly state this	Janice McGoldrick, MIS PMO
2.1	<p>2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.10 DOR State Institute exceptions, rule 18.10.5: New exception for student with physical DOR of Ft. Grant, funded DOR of Ft. Thomas, DOA Dan Hinton Accommodation (tuitioned here).</p>	situation did not previously exist	Mario Salinas, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10502, 12/2/2002

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2.1	2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.13.a: Expanded error message 43127 to "School is not approved for this grade OR the DOA (district) is not approved for this grade." <i>The message text depends on the error.</i>	previously only advised if school was not approved for the grade	Janice McGoldrick, MIS PMO
2.1	2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.13.f: Expanded error message to "This Private / Special Education school is not approved for the grade submitted." <i>The message text depends on the error.</i>	previously did not state the type of school.	Janice McGoldrick, MIS Software Development Mgr
2.1	2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; section DOA / DOR / CEC combination: rules 19.1, 19.2, and new rule: Charters (DOA or DOR) may not have CEC's. Changed wording of message 43123.	previously allowed Charters to have CEC's.	Rose Whelihan, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10688, 2/24/2003
2.1	2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; section DOA / DOR / CEC combination: rules 19.7, 19.8, 19.9: Removed "Charter" from further validations for CEC's. Removed exceptions. Changed message from 43123 to 43138, When CEC, DOA or DOR must be public but not both.	previously allowed Public and Charters to have CEC's, hence Charters were included in the validations.	Rose Whelihan, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10688, 2/24/2003
2.1	2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; DOA / DOR / Open Enrollment combination: Added new edit that if Tuition Payer is Open Enrollment, then DOA and DOR cannot be the same. Added error message 43137.	new section, edit, and message did not exist	Charity Torrez, Technical Writer (Footprints ticket 10152)
2.1	2.5 Synchronize Activity Codes: Rule 4: Added the rule that a lag period is allowed before SAIS will perform the validation that every student must end the school year with a year end status OR a withdrawal. Clarified that this withdrawal cannot be followed by a readmission	previously implied that this edit would be performed as soon as the school year ended	Karen Jones, TUSD, ticket 14581.
2.1	2.5 Synchronize Activity Codes: Rule 5: Added a note that for a student having a summer withdrawal and a year end status, the two events can take place at different schools.	previous wording implied that the two events had to have taken place at the same school	Janice McGoldrick, MIS Software Development Mgr
2.1	2.7 Validate Grade Exit Status: When checking the LAST GradeMembership, if there's no grade for the membership, change message to "Exit Status and/or Grade Exit Date is missing", change error 43404 to 43402.	previous message said the grade was exited but no subsequent grade (illogical)	Venkat Maddipatla, software developer 11/14/2002
2.1	2.7 Validate Grade Exit Status: When checking the LAST GradeMembership, if there's an exit status BUT there's no student withdrawal, change message to Grade assignment is missing for all or part of this membership, change error 43404 to 43401.	previous message said the grade was exited but no subsequent grade (illogical)	Janice McGoldrick, MIS PMO; Venkat Maddipatla, software developer; 2/9/2003 ticket 7968
2.1	2.7 Validate Grade Exit Status: When the grade exit reason doesn't jive with the movement between grades, change error to 43412 to 43405.	previous message said @@	Janice McGoldrick, MIS PMO
2.1	2.7 Validate Grade Exit Status: Changed message from @@ to 43407.	previous message number not listed in the document	Juan Reza, software developer 3/28/2003
2.1	2.8 Synchronize Grade/Age: Allow that a student meeting the kindergarden age requirements and receiving SPED Group B services may be graded as UE. The impact is that this child will generate full funding rather than half, as statute requires for all kindergarden students. Added full explanation and a sample senario of this new interpretation of 15-901.A.2.b.i.	previously, all kindergarden-age students could only generate funding (at the half-funding rate) if they were graded as KG	Vicki Salazar, SF; Mario Salinas, SF; Steve Mishlove, ESS; Janice McGoldrick, MIS PMO; ticket 12511, 3/4/2003; based on input from TUSD and Creighton.

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2.1	2.9 Synchronize FTE & Share Rule 4: Added a note that rules governing aggregation can be found in the Aggregating Student Detail document.	document for internal ADE use in designing the aggregation component was not previously mentioned	Janice McGoldrick, MIS PMO
2.1	2.9 Synchronize FTE & Share, section Student Membership FTE: changed message 443701 to 244102.	invalid error message number assigned to informational message.	Janice McGoldrick, MIS PMO
2.1	2.9 Synchronize FTE & Share: Removed section School Membership Share , because this element is not used in SAIS any longer.	previously was used to calculate ADM when LEAs shared a concurrently enrolled student, but data from LEAs shows that this feature is almost never used; previous text still exists, but has been marked as hidden	Randy Morter, software developer, 10/24/2002
2.1	2.9 Synchronize FTE & Share, sections Absences for a single membership and 2.12 Attendance dates outside enrollment period: changed message 444101 to 444103 in document to synchronize with system.	document did not match system operation.	Janice McGoldrick, MIS PMO
2.1	2.9 Synchronize FTE & Share, sections Absences for a single membership and Absences across multiple concurrent memberships for high school only: New validation: Generate an error if total absence amount on the first day of membership OR on the day of withdrawal is equal to or greater than the FTE amount (statutorily, a student must be in at least partial attendance on each of those days).	validation did not exist	Janice McGoldrick, MIS PMO
2.1	2.10 Synchronize Absence Amounts and FTE values, section Absences for a Single Membership: Changed message from @@ to 44103.	previous message number not listed in the document	Juan Reza, software developer 3/28/2003
2.1	2.10 Synchronize Absence Amounts and FTE values, section Absences across multiple concurrent memberships for high school only: Changed message from @@ to 44103.	previous message number not listed in the document	Juan Reza, software developer 3/28/2003
2.1	2.11 Absence dates outside enrollment period: Restated description to say that absence would not count into the funding calculation. Corrected solution to fix the problem to say fix the absence OR the withdrawal date.	previously stated that the entire membership would be omitted from funding; solution said to fix the absence values OR to fix FTE/Share values.	Helen Hugo, SAIS QA/Test Manager 6/26/2002
2.1	2.12 Attendance dates outside enrollment period: Added 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.	note did not previously exist	Janice McGoldrick, MIS PMO; ticket 12267
2.1	2.13 Display candidates for withdrawal for excessive absence: Expanded validation to check that student was completely absent for 10 consecutive days.	previously only checked for days; a student could have had a partial attendance during that time	Janice McGoldrick, MIS PMO
2.1	2.13 Display candidates for withdrawal for excessive absence: Error messages changed: 444003 to 444001; 444004 to 444002, 444005 to 444003.	assigned incorrectly	Janice McGoldrick, MIS PMO
2.1	2.15 Attendance candidates: Removed validation to ensure that attendance is submitted only for PS, high school, or elementary with Homebound need.	this validation is already ensured by the transaction component.	Venkat Maddipatla, software developer 11/14/2002
2.1	2.15 Attendance candidates: Changed message from @@ to 44201.	previous message number not listed in the document	Juan Reza, software developer 3/28/2003

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2.1	2.16 Gaps in Attendance for a Homebound Student: New section. Issue warning when finding a period without reported attendance when there's an active homebound need.	validation did not exist	Buell Brown, MIS QA, Janice McGoldrick, MIS PMO, ticket 10799 2/24/2003
2.1	3 Integrity Checking Processes: Special Education Needs: Added notes to show the SPED state funding reporting period and the SPED Census (federal) reporting date.	dates were not listed previously	Janice McGoldrick, MIS Software Development Mgr
2.1	3.1 Student Counts Needs Rules, section 5. District of Residence (DOR): Added a note that grade validations do not have to be performed on the DOR if the DOR is old type 03, 23, or 76.	note did not previously exist, and some of the validations were being performed erroneously	Janice McGoldrick, MIS Software Development Mgr
2.1	3.1 Student Counts Needs Rules, section 5. District of Residence (DOR), Rule 6: removed the note "this used to be represented by an "X" in switch-1 for this type of district on the School Names file".	was relevant to a system that has been out of use since mid-1999	Janice McGoldrick, MIS Software Development Mgr
2.1	3.1 Student Counts Needs Rules, section 5. District of Residence (DOR), rule 16: message 43128 changed to 44322, text "This school is not approved to provide Special Education services for this grade."	wording of message was confusing	Janice McGoldrick, MIS PMO, ticket 11536, 3/11/2003
2.1	3.1 Student Counts Needs Rules, section 6. CEC/DOA/DOR, rule 2. CEC's may not have SPED Service Codes F, V, or J. Message 44311 changed to reflect this.	previously also could not have service code of S.	Bruce Schmidt, SF; Peggy Staples, ESS; Janice McGoldrick, MIS PMO; ticket 10879 2/24/2003
2.1	3.1 Student Counts Needs Rules, New rule Valid Open Enrollment characteristics: Open Enrollment may not have SPED Service Code of F.	validation did not exist	MIS/SF Team, Peggy Staples, ESS; Janice McGoldrick, MIS Software Development Mgr ticket 10879
2.1	3.1 Student Counts Needs Rules, rule 9: message 9017 changed to 43133.	global message number assigned incorrectly; integrity number is more appropriate	Venkat Maddipatla, SAIS developer; Janice McGoldrick, MIS PMO
2.1	3.1 Student Counts Needs Rules, rule 10, Exception item 7: message text changed to "This school is not approved to provide Special Education services for this grade."	previously said school was not approved to teach this grade.	Janice McGoldrick, MIS Software Development Mgr
2.1	3.1 Student Counts Needs Rules, rule 11: SPED Service Code: , item 1. Public and Charter schools (DOAs) may have self contained SPED services.	Previously allowed for Public schools only	Peggy Staples, ESS; Jim Whelan, MIS QA; Janice McGoldrick MIS PMO; ticket 12012 2/3/2003
2.1	3.1 Student Counts Needs Rules, section 11 SPED Service Code, rule 10: Service code "I", may be used for any SPED Need, provided that at least one of them is A, MD, OI, or SMR.	previously, service code "I" was only eligible for SPED Needs A, MD, OI, or SMR (No other Needs could use code "I").	Peggy Staples, ESS; Mike Lyczynewek, SAIS developer, Janice McGoldrick MIS PMO; ticket 11964 2/14/2003
2.1	3.1 Student Counts Needs Rules, section 11 SPED Service Code, new rule: Service code "R" may only be used for preschool.	new service code did not exist	Peggy Staples, ESS; Janice McGoldrick MIS PMO
2.1	3.1 Student Counts Needs Rules, section 12 Valid Need Code characteristics: message 44332 changed to Invalid grade for preschool-only Need Code..	previously said "Invalid grade for preschool-only Service Code"	Janice McGoldrick MIS PMO
2.1	3.1 Student Counts Needs Rules, section 12 Valid Need Code characteristics: new validations: (1) compatibility of MD with other SPED needs, (2) compatibility of MDSSI with other SPED needs.	validations did not exist	Peggy Staples, ESS; Janice McGoldrick MIS PMO; ticket 12632 2/3/2003 (started in ticket 11964)

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2.1	3.1 Student Counts Needs Rules , section 17. Age: Added note that Birth Date / SPED Grade must be synchronized for SPED just like they are for Membership. Expanded all birthdate validations to more explicitly refer to the statutes identified in the Membership transactions specification document.	notes did not previously exist	Janice McGoldrick, MIS PMO
2.1	3.2.1 Multiple concurrent DORs: Rule 3. Clarified that the validation is being done on SPED DORs. Changed message 243103 to 244303.	previously simply stated that it was validating DORs	Venkat Maddipatla 11/5/2002; Janice McGoldrick, MIS PMO
2.1	3.3 Overlapping Programs for a SPED Need: Message 44341 replaced with error message 44349 There is more than one program/service specified at a single point in time for this need.	previous message erroneously referred to SPED DOR overlaps.	Venkat Maddipatla; Janice McGoldrick, MIS PMO
2.1	3.4 Multiple grades or services: Added message 244305 and 244307.	messages did not exist	Venkat Maddipatla 11/5/2002; Janice McGoldrick, MIS PMO ticket 9748
2.1	4.1 Overlapping Programs for a Language Need: Warning message 244304 replaced with error message 44348.	Earlier error message was incorrectly replaced with a warning.	Mike Lyczewek, developer; Janice McGoldrick, MIS PMO 4/24/2003; ticket 13525
2.1	4.2 Missing membership for a Language Program: Issue an error if a language program participation is reported but no Grade Membership is found in SAIS for the fiscal year.	validation did not exist	Richard Valdivia, Nancy Konitzer, & Jeff Stowe, Academic Support Division; Janice McGoldrick, MIS PMO; ticket 12468
2.1	Appendix B: Relevant Arizona Statutes: Expanded reference list of relevant statutes for ADM funding, SPED, and SAIS.	these statutes were not previously listed in the Appendix	Janice McGoldrick, MIS PMO

10/2/2002 Version 2.0 published.

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2.0	Updated About this Document Section	synchronize with other documents	Janice McGoldrick, MIS Project Management Office
2.0	2.3 (18.2): Removed valid DOR types of Head Start, Co-Op/IGA/Other.	previously were valid DOR types	Charity Torrez, Technical Writer, 9/9/2002
2.0	2.3 (18.3.a-f) Replaced error message numbers to synchronize with coded numbers	replaced numbers -43402 through -43407 with -43127 through -43131	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	2.3 (18.7a DOA/DOR Combination For Juvenile or Public SPED Institution Districts): re-named and re-numbered sections but not content	was section 18.7	Charity Torrez, Technical Writer, Venkat Maddipatla, SAIS Developer
2.0	2.3 (18.7.b-d): Added new edits: If DOR is Juvenile, DOA must be the same as the DOR; if DOA is Public SPED Institution, DOR must the same as the DOA; if DOR is Public SPED Institution, DOA must be the same as the DOR.	edits did not exist; new messages 43134, 43135, 43136	Charity Torrez, Technical Writer; Venkat Maddipatla, 9/9/2002
2.0	2.4 (1,2,3) Added warning message numbers	holders were marked "@@"	Charity Torrez, Technical Writer
2.0	2.5 (4.b) Added error message number	holders were marked "@@"	Charity Torrez, Technical Writer

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2.0	2.6 (1-3) Replaced error message numbers to synchronize with coded numbers	replaced numbers –43408 through -43410 with –43401 through –43403	Charity Torrez, Technical Writer
2.0	2.7 Replaced error message numbers to synchronize with coded numbers	Replaced “@@” with –43403 and changed message from “Grade transfer withdrawn in error. SAIS must fix.”	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	2.7 Replaced error message numbers to synchronize with coded numbers	replaced number –43411 with –43404; also replaced “@@” with –43404; slightly changed error message	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	2.7 Replaced error message numbers to synchronize with coded numbers	replaced number –43412 with -43405	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	2.14 Added error message number	holders were marked “@@”	Charity Torrez, Technical Writer
2.0	3.1 Student Counts Needs Rules. 5.3 DOR valid types: added CHARTER.	previously only PUBLIC, COMPACT, STATE INSTITUTE	Marcie Celaya, School Finance Director; by Janice McGoldrick, MIS Project Management Office
2.0	3.1 Added error message numbers throughout section	holders were marked “@@”	Charity Torrez, Technical Writer
2.0	3.12.11 Added failure message number -44327	holder was marked “@@”	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	3.2.1 Added warning message numbers	holders were marked “@@”	Charity Torrez, Technical Writer
2.0	3.2.2 Added error message numbers	holders were marked “@@”	Charity Torrez, Technical Writer
2.0	3.3 Overlapping Services for a Need: added new validation	did not exist	Venkat Maddipatla, SAIS Developer
2.0	3.3 Added failure message number –44341	holder was marked “@@”	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	3.4 Multiple grades or services: added new validation	did not exist	Venkat Maddipatla, SAIS Developer
2.0	3.4 Added failure message number –44341	holder was marked “@@”	Charity Torrez, Technical Writer; John Booth, SAIS Developer
2.0	4.1 Overlapping Programs for a Language Need: added new validation (same as for SPED needs).	did not exist	Juan Reza, SAIS Developer

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1.1	3.1 Student Counts Needs Rules; rule 10. (1) Reorganized rule so that exceptions and errors are considered in the correct sequence. (2) Deleted validation and exception sub-item 8. 3.1 Student Counts Needs Rules; rule 5, sub-item 17. Added exception for DOR that may teach grades not usually allowed by ADE, from (2) above.	(1) Exception and error conditions were placed such that the validation rules were unclear. (2) The validation was already covered in rule 5, sub-items 16 and 17. The exception was moved to sub-item 17.	Larry Lindain, SAIS Developer, Janice McGoldrick, SAIS Requirements Lead
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7/12/2001 Version 1.0 published.

5/8/2001 Third Draft version published

4/30/2001 Second Draft version published

9/26/2000 First Draft version published

About This Document

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For comments, corrections, or other information about this document, contact the ADE MIS Department at ADEsupport@ade.az.gov. Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."
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 - 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.ade.state.az.us/sais/>.

Other related information, including those items referred to in this document, can be found at another ADE website at <http://www.ade.state.az.us/sais/saisdbdocs.asp>.

DOCUMENT DISTRIBUTION / POSTINGS

Notification of the updated to this document will be made to the following:

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

The updated document will be posted on ADE's SAIS Design/Requirements Documents website: (<http://www.ade.state.az.us/sais/saisdbdocs.asp>).

DOCUMENT FILENAME

This document is stored at ADE with the filename [Integrity Checking Processes.doc](#).

1 Reference Information

The following information is used throughout this Integrity Processing document.

1.1 SAIS PROCESSING AT A GLANCE

Prior to SAIS, ADE captured data on an aggregated level only. (The sole exception to this was the Special Education data, which was submitted on an individual student and service basis.) The portion of the system handling aggregated data is called Student Counts.

With the implementation of SAIS, ADE collects more elemental information having to do with each individual student. The portion of the system handling this data is called Student Detail. From a processing point of view, the following occurs.

- student-level data is submitted to ADE by districts
- the student-level data is loaded into the SAIS Student Database using the Student Detail system
- periodically the Integrity Checking Process is run to verify the submitted data in relation to all other data submitted; Integrity Checking also performs validations that have traditionally been applied to the Student Counts process
- the student-level data is aggregated into the pre-SAIS groupings by the Aggregation Process
- funding is calculated and reporting is created with the Student Counts system

1.2 HOW INTEGRITY WORKS

Integrity validates the entire collection of data submitted to SAIS for each single student. Illogic conditions amidst the data will cause the data for that student to be marked as an Integrity failure. While the Integrity process views all data for a student at one time, there are several distinct failure points: each illogic condition will fail only for the business processes to which that illogical data is relevant. The business processes that Integrity generates failures for are:

- ADM 40th day
- ADM 100th day
- ADM 200th day (for year round schools) *planned for FY2006*
- ADM EOY (covers days 101+ for regular schools, for days 201+ for year round schools)
- SPED
- October Enrollment
- Language: Group B
- Year End Enrollment
- Graduation Rate (failures to be identified in a future document update)
- Support Programs
- Support Programs: Free/Reduced Special Handling
- Test Labels

Each ERROR condition in this document identifies the business process(es) for which the data fails Integrity. Documentation of an Integrity failure takes the following form.

Example:

19.6. DOR **UNORGANIZED** is always CEC-A.

ERROR message -43126: Unorganized DOR must have a CEC-A.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.

1.3 DISTRICT AND SCHOOL TYPES

Before SAIS, in the Student Counts-only pre-SAIS system, the grouping of districts and schools into types was imbedded in the number assigned to the "T" of the district number (CTD) and the school number (CTDS, or CTD + S). In old terminology, the following example shows how ADE classified a district or school based on the values of its CTD's component parts:

C (county) = 20 = this is not an Arizona county; it is out of state
 T (type) = 05 = this is a high school or district
 D (district sequence number) = 55 = identifies the individual school or district
 S (school) = 000 = this is a district office (anything other than 000 means this is a school; therefore, district identifiers are referred to as a CTD, not a CTDS)

However, the state of Arizona continues to grow quickly and legislation continually changes in attempts to improve the educational system. This means that the makeup of particular groupings, and particularly the district types included in a group, can and do change from fiscal year to fiscal year. Therefore, beginning with SAIS documentation, districts and schools are referred to by their type names (e.g., **PUBLIC, VOC/TECH, CHARTER**) rather than by their type numbers.

This section contains a cross-reference between the names of these types and the numbering system used by ADE now and prior to implementation of SAIS. This makes it easier to ensure that when the makeup of a district type changes, only this one table must be updated; synchronization among the effected rules is not necessary.

*Note: The primary source of the following table is this **Integrity Checking Processes** document. It is copied to the **Aggregating Student Details** and the **Student Counts System** documents. When changes are made to this table, those documents will be changed as well.*

PUBLIC = district types 01-05, and includes district-sponsored charter schools

CHARTER = district types 86-89

ACCOMMODATION = district type 01

UNIFIED = district type 02

ELEM NOT IN HS = district type 03

ELEMENTARY = district type 04

ELEMENTARY GRADE = grades KG, PS, 01-08, UE

HIGH SCHOOL = district type 05

SECONDARY GRADE = grades 09-12, US

VOC/TECH = vocational / technological = district type 08

VOC/TECH PARTICIPATING = any district that participates in the **VOC/TECH** system; on the DPS6, this was signified by the value in the School Names file's "switch-4"

SKILL CENTER = special needs / skill center = district type 09

JUVENILE = juvenile corrections facility = district type 10

PUBLIC SPED INSTITUTION = public special education institution = district type 12

PRIVATE/SPED = private school / special education = district type 21

COMPACT = contiguous reservations that cross state lines = district type 23

HEAD START = district type 26

CO-OP/IGA/OTHER = co-ops, intergovernmental agreement, and instructional: non-public schools = district types 41, 42, and 43, respectively

STATE INSTITUTE = state institute & stations = district type 76

UNORGANIZED = unorganized territory = a CTD where C = an Arizona county (codes 01-15), T = **ELEMENTARY** or **HIGH SCHOOL**, and D = 00

CEC-A (Certificate of Educational Convenience type A) = precluded by distance; from unorganized district

CEC-B (Certificate of Educational Convenience type B) = foster; DOJC; institution; rehab; residential DES or DHS

ACCOMMODATION/PROGRAM = accommodation districts that are also county programs; varies by fiscal year

Fiscal year 1999 = 050199, 090199, 110199, 140199

Fiscal year 2000 = 050199, 060199, 110199

D-LEVEL-ACCOMMODATION = an accommodation district as signified by "00" in the "D" portion of the CTD.

DOA EXCEPTION = DOA's allowed to have a DOR; varies by fiscal year

Fiscal year 1999 = 070199, 070403, and **ACCOMMODATION/PROGRAM**

Fiscal year 2000 through FY 2003 = 070403, and **ACCOMMODATION/PROGRAM**

Fiscal year 2003: (the following lists Entity ID – CTDS - Entity Name

4167 – 020100000 – Ft. Huachuca Accom.Dist.

4226 – 060100000 – Greenlee Alt.Sch.Dist.

4234 – 070199000 – Maricopa Cnty.Reg.Dist.

4386 – 090199000 – Rainbow Accom.Sch.

4401 – 100100000 – Pima Accom.Dist.

4435 – 110100000 – Mary C O'Brien Accom.Dist.

4498 – 140199000 – Yuma Cnty.Accom.Dist.

10386 – 030199000 – Coconino Cnty.Reg.Accom.Dist.

79379 – 130199000 – Yavapai Accom.Sch.Dist.

OUT OF STATE = county 20

1.4 LEA CALENDARS

Administration and maintenance of LEA calendars is performed using an Enterprise application which is available outside of SAIS. The application provides a window of time at the beginning of each academic year during which an LEA can define its educational calendar. The calendar defined in the application determines 40th Day, 100th Day, and additional critical dates used to calculate funding and other measurements. Once the calendar application window is closed to LEAs, School Finance retains exclusive rights to make changes to LEA calendars.

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

- ADM 40th day
- ADM 100th day
- ADM 200th day (for year round schools) *planned for FY2006*
- ADM EOY (covers days 101+ for regular schools, for days 201+ for year round schools)
- SPED
- October Enrollment
- Language: Group B
- Year End Enrollment
- Graduation Rate
- Support Programs
- Support Programs: Free/Reduced Special Handling
- Test Labels

2 Integrity Checking Processes: Membership

This chapter describes validations that are performed periodically offline from the transaction processing function. These validations are integral to ensure the logical integrity of the SAIS student data as a whole.

Integrity Checking for Membership will validate that all rules connecting each student's personal and membership characteristics have been met. To avoid these rules becoming out of sync across different documents, they are listed in the **Student Counts System Requirements** document. The rules listed in this document are for illustrative purposes.

Note: SAIS issues a message for every condition found that does not comply with the rules identified in this section. Only when these messages are NOT previously identified in the detailed transaction requirements documents are they included here.

Note: If any discrepancy identified in these validations as an ERROR is not corrected, no funding or statistical value will be generated for that student at that school during that school year. WARNINGS and INFORMATIONal messages will not withhold the student's data from funding or statistical calculations.

2.1 PRELIMINARY PROCESS: CREATE MEMBERSHIP INTERVALS

Periodically, prior to aggregating student detail (for calculating funding and/or for creating reports), SAIS will synchronize elements in membership and needs. For many validations in membership, it will be necessary to run a preliminary process creating an intermediate table of data called Membership Intervals, which are used to organize the elements of a membership for funding and statistical purposes. This process is defined here.

For most of these synchronizations, it could be necessary to create Membership Intervals in order to ascertain whether there are overlapping effective dates for multiple elements. This description of the process is in an abbreviated form and is included here for illustrative purposes only. The Membership Interval concept is described in detail in the **Membership Requirements** document, in the chapter describing the **Student FTE** transaction, section **FTE & Membership Intervals**.

Since the primary function of the Membership Interval is to be a mechanism for aggregating the student detail data, it is also described in detail in the document named **Aggregating Student Detail**, filename *Aggregating Student Detail.doc*. Information is provided here for informational purposes only: for complete and up-to-date instructions, see the **Aggregating Student Detail** document.

Creating Membership Intervals can be done for all students, for a single student, for a single student in a specific school, etc. To simplify this discussion, this example is limited to a single student in a specific school; the student has only one membership in that school for the school year.

All elements pertaining to that student's membership will be sorted by effective date. This is done by sorting the disparate rows in the various entities. Whenever a funding-related element changes (FTE, District of Residence, Grade, etc.), the old Membership Interval ends and a new one begins. In this way, date gaps and overlaps can easily be identified and element value synchronizations can be accomplished.

2.2 ENSURE FULL COVERAGE FOR REQUIRED ELEMENTS

Each membership has several elements that may change over the course of the membership. These elements are:

- Tuition Payer
- Student FTE
- District of Residence
- Grade
- Student Attendance, when it is being captured

Most of the elements listed above are required to have some value on every single day of membership. The exception to this is Attendance: when a student's ADM is reported using the Attendance method and an Attendance record is missing for a given period of time, SAIS will assume that the student's attendance amount during that period was zero.

Because retroactive changes are allowed, a change could be made that leaves a period of time during a membership without a value for one of these elements related to it. SAIS will find the following anomalies for each of the above elements (except Attendance as noted above) and allow the LEA's to fix them before any funding-related calculations can be done:

- date gaps, where a value does not exist for a valid school day
- date overlaps, where more than one value exists for a valid school day

Any student with a membership not having a value for each one of the required elements above, for every single day of that membership, will not contribute toward ADM or any funding calculations for that school.

2.3 SYNCHRONIZE DOA, DOR, TUITION PAYER, AND SPECIAL ENROLLMENT

This section describes validations on the combination of DOR, Tuition Payer Code, and Special Enrollment Code. The rules in this section are taken from the **Student Counts System** document, section **2.1.1 Rules**. All of these conditions have been in place for data submitted to ADE before the SAIS Student Detail system was implemented.

The validation rules in this section should be performed for every membership for every student. The messages to be generated for each discrepancy are inserted after each rule.

NOTE: Any discrepancies encountered in this section will generate an *ERROR* and the student's membership will not be counted toward funding.

Note: The edits in this section refer to classifications of district and school types (e.g., **PUBLIC**, **VOC/TECH**, **CHARTER**). See section 1.1 **District and School Types and Names** for a cross-reference between these names and the type numbers used by ADE prior to implementation of SAIS.

GENERAL RULES FOR DISTRICTS IN SAIS

The following rule is taken from Rule 18 of the earlier mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.3. CTDs 000400 and 000500 (State Department of Education, Elementary and High School, respectively) are not valid CTDs for any use in SAIS.

ERROR message -43133: District is not valid for SAIS.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

DISTRICT OF ATTENDANCE (DOA)

The following rules are taken from Rule 18 of the earlier mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.1. Valid DOA types: **PUBLIC** (but not **UNORGANIZED**), **VOC/TECH**, **SKILL CENTER**, **JUVENILE**, **PUBLIC SPED INSTITUTION**, **PRIVATE/SPED**, **HEAD START**, **CO-OP/IGA/OTHER**, **CHARTER**

ERROR message -43101: School with this district type are not allowed in SAIS.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

DISTRICT OF RESIDENCE (DOR)

The following rules are new with the SAIS Student Detail system. Any of them will cause an ERROR.

1. Each DOR must fall within a membership; therefore, the DOR end date must be equal to or less than the membership end date.

ERROR message -43102: DOR start date and/or end date falls outside the enrollment period.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

2. DOR dates cannot overlap.

ERROR message -43103: DOR dates overlap with other DOR {the overlapping DOR's StDistrictsOfResidence EntityID} dates {the overlapping DOR's StDistrictsOfResidence StartDtm} to {the overlapping DOR's StDistrictsOfResidence EndDtm}.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

3. DOR dates cannot have a gap.

ERROR message -43104: DOR assignment is missing for all or part of this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

The following rules are taken from Rule 18 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.2. Valid DOR types: **PUBLIC, VOC/TECH, COMPACT, STATE INSTITUTE, CHARTER, JUVENILE, PUBLIC SPED INSTITUTION.**

ERROR message -43105 District type is not valid as a DOR in SAIS.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

DOA / DOR COMBINATION

The following rules are taken from Rule 18 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.6. If DOA is **SKILL CENTER** or **PRIVATE/SPED**, its DOR must be **PUBLIC** or **CHARTER**.

ERROR message -43106: For Skill Center or Private/Special Education District, DOR must be Public or Charter.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 18.7. DOA / DOR COMBINATION FOR JUVENILE OR PUBLIC SPED INSTITUTION DISTRICTS

- a. If DOA is **JUVENILE**, DOR must be the same as the DOA.

ERROR message -43107: For Juvenile districts, DOR must match the DOA.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- b. If DOR is **JUVENILE**, DOA must be the same as the DOR.

ERROR message -43134: For Juvenile districts, DOA must match the DOR.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- c. If DOA is Public **SPED Institution** district, DOA must be the same as the DOR.

ERROR message -43135: For Public SPED Institution districts, DOA must match the DOR.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- d. If DOR is Public **SPED Institution** district, DOR must be the same as the DOA.

ERROR message -43136: For Public SPED Institution districts, DOR must match the DOA.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 18.8. If DOA is a **DOA EXCEPTION** its DOR must be **PUBLIC** or **CHARTER**. Note that **DOA EXCEPTIONS** change from one fiscal year to the next, and in some fiscal years there might not be any at all.

ERROR message -43108: For Accommodation Districts allowed to have a DOA, the DOR must be Public or Charter.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 18.9. DOR **COMPACT** exceptions.

- 18.9.1 If DOR = 012327 (Red Mesa/IC Utah), DOA must be 010227 (Red Mesa Unified District).

ERROR message -43109: For DOR 012327, DOA must be 010227.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 18.9.2 If DOR = 092327 (Kayenta/IC Utah), DOA must be 090227 (Kayenta Unified District).

ERROR message -43110: For DOR 092327, DOA must be 090227.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 18.10. DOR **STATE INSTITUTE** exceptions.

- 18.10.1 If DOR = 027613 (Ft. Grant/Willcox Unified), DOA must be 020213 (Willcox Unified District).

ERROR message -43111: For DOR 027613, DOA must be 020213.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.2 If DOR = 057601 (Ft. Grant/Safford Unified), DOA must be 050201 (Safford Unified District).

ERROR message -43112: For DOR 057601, DOA must be 050201.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.3 If DOR = 057605 (Ft. Grant/Solomonville), DOA must be 050305 (Solomon Elementary District).

ERROR message -43113: For DOR 057605, DOA must be 050305.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.4 If DOR = 057616 (Ft. Grant/Bonita), DOA must be 050316 (Bonita Elementary District).

ERROR message -43114: For DOR 057616, DOA must be 050316.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.5 If DOR = 057607 (Ft. Grant/Ft. Thomas), school of attendance CTDS must be 050199001 (Dan Hinton Accommodation School).

ERROR message -@@: For DOR 057607, school of attendance CTDS must be 050199001.

Note: This rule is new for FY 2002-2003. New exception for student with physical DOR of Ft. Grant, funded DOR of Ft. Thomas, tuitioned to DOA Dan Hinton Accommodation: new DOR 057607-000 Ft. Grant Ft. Thomas set up exclusively to handle students in this particular situation, therefore all students with this DOR must attend this specific school. In previous years, the DOR was reported as 050207, Ft. Thomas Unified. (Ticket 10502)

This validation was implemented in the Student Counts system.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.11. **OUT OF STATE:** County 20.

- a. DOA or DOR may be **OUT OF STATE**.

This is for informational purposes only: no error will be generated from this.

- b. Of DOA and DOR, only one may be **OUT OF STATE**. In other words, a student who lives outside Arizona and goes to school outside Arizona has no business being in the Arizona student database.

ERROR message -43115: Both DOA {EntityID of DOA} and DOR {EntityID of DOR} are out of state; at least one must be an Arizona district.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- c. If DOA is **OUT OF STATE**, its DOR must be **PUBLIC** or **CHARTER**.

ERROR message -43116: For out of state school, DOR must be Public or Charter.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.12. **ACCOMMODATION:** Not all accommodation districts are allowed to be listed as a district of residence.

- a. If DOR is **ACCOMMODATION**, DOR must be allowed to be listed as a district of residence.

ERROR message -43117: Accommodation DOR {EntityID of DOR} is not allowed to be listed as a DOR.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- b. If DOR is **ACCOMMODATION** and DOA is **ACCOMMODATION**, DOA must have the permission allowing it to be listed as a district of residence. Exceptions: DOA is a **DOA EXCEPTION**.

ERROR message -43118: Accommodation DOA {EntityID of DOA} is not allowed to be listed as a DOR.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.13. District/grade combination. DOA and DOR must be approved for the grade submitted. Exceptions to these rules will be found in the Student Counts Exceptions table, which changes from year to year.

- a. For district sponsored charter schools, valid grades are based on the approved grades for that individual school, not on the sponsoring district's type.

ERROR message –43127: School {EntityID of School} is not approved for this grade, OR the District of Attendance {EntityID of the district} is not approved for grade.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

- b. If DOA is **ELEMENTARY** or **ELEM NOT IN HS** the grade must be **ELEMENTARY GRADE** unless the district has a type/grade exception.

ERROR message –43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

18.13.b.1 Exception: As of fiscal year 1999: 150404700 (Quartzsite Academy).

ERROR message –43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

18.13.b.2 Additional exception: If DOA is 070403 (Tempe Elementary) and the grade is **SECONDARY**, then DOR must be 070513 (Tempe Union HS).

ERROR message –43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- c. If DOR is **ELEMENTARY** or **ELEM NOT IN HS** the grade must be **ELEMENTARY GRADE** unless the district has a type/grade exception.

ERROR message –43129: DOR may not accept funding for this non-elementary grade.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- d. If DOA is **HIGH SCHOOL** the grade must be **HIGH SCHOOL GRADE** unless the district has a type/grade exception.

ERROR message —43130: Non-high school grade cannot be taught by this school.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

- e. If DOR is **HIGH SCHOOL** (type 05) the grade must be **HIGH SCHOOL GRADE** unless the district has a type/grade exception.

ERROR message —43131: DOR may not accept funding for this non-high school grade.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- f. If DOA is **PRIVATE/SPED**, that district must be approved for the grade submitted.

ERROR message —43127: This Private / Special Education school {EntityID of School} is not approved for the grade submitted.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

DOA / DOR / CEC COMBINATION

For a detailed explanation of the special enrollment code "CEC", see **Appendix A: Notes on CEC** later in this document.

*The following rules are taken from Rule 19 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.*

- 19.1. Valid DOA types for CEC: **PUBLIC, VOC/TECH, PRIVATE/SPED**

ERROR message -43119: School type is not eligible for a CEC.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- 19.2. Valid DOR types for CEC: **PUBLIC**

ERROR message -43123: Charters are not eligible for CEC (neither DOA nor DOR).

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.3 For CEC of any type (element Special Enrollment Code), neither DOA nor DOR may be CHARTER.

NOTE: Charter is not eligible for CEC, neither as DOA nor as DOR.

ERROR message -43123: Charters are not eligible for CEC (neither DOA nor DOR).

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.4. DOA **OUT OF STATE** must always be designated as CEC-A.

ERROR message -43121: Out of State schools must have a CEC-A.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.5. DOR **OUT OF STATE** may never have a CEC of any type.

ERROR message -43122: Out of State DOR is not eligible for a CEC.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.6. DOR **UNORGANIZED** is always CEC-A.

ERROR message -43126: Unorganized DOR must have a CEC-A.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

When there is a CEC-A, the District of Residence (DOR) County-Type-District (CTD) number should indicate the county code of residence (e.g. if in Maricopa County the county code = "07"), plus the type of school grade reported (e.g. 04 = elementary grades, 05=high school grades), plus 00 as the district code.

ERROR message -@@@: Unorganized Territory DOR for CEC A must be from its own county and grade range.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.7. For CEC (of any type): IF the DOA is not the same as the DOR, then one (and ONLY one) of the two must be **PUBLIC**.

ERROR message -43138: When a CEC is reported, **either** DOA **or** DOR must be Public, but not both.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.8. For CEC-B with DOA = **PUBLIC**, DOR must be the same as DOA.

Exception: same as above.

ERROR message -43124: When a CEC-B is reported and the DOA is Public, then the DOR must match the DOA.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

19.9. If DOA is **PRIVATE/SPED** and CEC = B, DOR must be **PUBLIC**.

ERROR message -43125: When a CEC-B is reported and the DOA is Private / Special Education, then the DOR must be Public.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

DOA / DOR / OPEN ENROLLMENT COMBINATION

If Tuition Payer = **Open Enrollment**, then DOA and DOR must be the same.

Ticket 10152.

ERROR message -43137: DOA must match the DOR For Open Enrollment.
;DOREntityCTDS={}; DOAEntityCTDS={}.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

TUITION PAYER

Note: Beginning in FY 2005, the Foreign Exchange Indicator was replaced by a new Tuition Payer code of 3. All validations in this section are to be applied to records with Tuition Payer 3.

Tuition Payer dates cannot overlap.

ERROR message -43802: Tuition Payer overlaps with another Tuition Payer for this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

Tuition Payer dates cannot have a gap.

ERROR message -43801: Tuition Payer assignment is missing for all or part of this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

2.4 MULTIPLE CONCURRENT DORS

The above validations concern a single membership only. This validation concerns students having more than one membership occurring at the same time. The intention is to inform districts when DOR anomalies exist.

1. When the DOR for concurrent Membership and SPED are different, notify the DOR for ADM.

WARNING message -243101: This student was also reported for SPED services with a different DOR.

2. If concurrent Memberships for a single student are reported with different DORs, notify all DORS.

WARNING message -243102: This student was also reported for ADM elsewhere with a different DOR.

3. If concurrent SPED services for a single student are reported with different DORs, notify all DORS.

*This validation is provided for informational purposes only: it will be performed as part of **3.2.1 Multiple concurrent DORS with Needs Integrity Processing.***

WARNING message -243103: This student was also reported for SPED services elsewhere with a different DOR.

2.5 SYNCHRONIZE ACTIVITY CODES

All Activity Codes must be synchronized: enrollment, withdrawal, readmission, year end status, summer withdrawal. The rules for Activity Codes include the following.

1. The first enrollment of the year in a single track must be an "E" code for that student/school/grade.

ERROR message -43201: First enrollment of the school year in a single track must be an "E" code.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

2. Only one "E" code is allowed for a student/school/grade in a single year. The exception is the "EK" code, which is for a track transfer within the same school (implemented for FY 2005 and beyond).

ERROR message -43202: Only one "E" code is allowed for a student/school/grade in a single school year.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

3. Any "R" code value must synchronize with its previous "W" code (use the table below).

ERROR message -43203: Submitted readmission activity does not match the previous withdrawal activity code.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

4. Year end status / withdrawal

- a. Every student must have EITHER a year end status OR a withdrawal that is not followed by a readmission. This rule will be validated for the student's membership once the school/track has reached its 100th day for the fiscal year.

ERROR message -43204: Student has NEITHER a year end status NOR a withdrawal that is not followed by a readmission.

Integrity failure:

- ADM 200th, ADM EOY.
- Year End Enrollment

- b. A student cannot have BOTH a year end status AND a withdrawal that is not followed by a readmission.

ERROR message -43206: Student cannot have BOTH a year end status and a withdrawal that is not followed by a readmission.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

- c. A student may not withdraw from school on the last scheduled day in session UNLESS the withdrawal is a W8 (deceased).

ERROR message -43208: Withdrawal must occur before last day of school. (Exception: code W8.)

Integrity failure:

- Year End Enrollment

5. Mid-Year Track Changes

From FY2005 onward, SAIS will allow a mid-year track change. This will be accomplished with a WK withdrawal and subsequent EK enrollment transaction. The sole purpose of the WK and EK codes is to change track mid-year only. They cannot stand alone as a withdrawal or enrollment. It is permissible for the grade value of the EK enrollment transaction to be different than the grade value of the WK withdrawal.

6. WK is not stand alone. WK must be followed by an EK. No other E codes can follow a W code.

ERROR message @@. Mid-year track change Withdrawal code WK must be followed with a mid-year track change Enrollment code EK. Withdrawal Activity code = {RefExitActivityId}; Withdrawal Date = {ExitDtm}; Enrollment Activity code = {RefEntryActivityId}; First Day of Membership = {EntryDtm}

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Year End Enrollment

7. The last withdrawal for a student in a specific track in a specific school in a fiscal year cannot be a WK unless followed by an EK. The error message is the same as above.

ERROR message @@. Mid-year track change Withdrawal code WK must be followed with a mid-year track change Enrollment code EK. Withdrawal Activity code = {RefExitActivityId}; Withdrawal Date = {ExitDtm}; Enrollment Activity code = {RefEntryActivityId}; First Day of Membership = {EntryDtm}

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Year End Enrollment

8. If there is a withdrawal code *other* than WK, no E code of any kind can follow. Only a readmission would be proper in this case.

ERROR message -43202 (see section 2.5 Synchronize Activity Codes)

9. EK is not a valid enrollment code by itself. It is to be used following a WK withdrawal code for the sole purpose of a mid-year track change. EK cannot be the first Enrollment code in a fiscal year at a school for a student.

ERROR message @@. A student's first Enrollment Code in a school for the fiscal year cannot be EK.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Year End Enrollment

10. An enrollment submitted with the EK activity code must not be accepted until the corresponding withdrawal with an activity code of WK has been successfully applied to the student's previous membership. This synchronization is required to avoid a concurrent enrollment.

ERROR message @@. Mid-year track change Enrollment code EK must be preceded by a mid-year track change Withdrawal code WK. Enrollment Activity code = {RefEntryActivityId}; First Day of Membership = {EntryDtm}

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Year End Enrollment

Note: A gap is allowed between WK and subsequent EK. Even though an EK must follow a WK for a student, the EK does not have to be on the next calendar day nor school in session day. Gaps are allowed in this case because different tracks will likely have different calendars. Visualize an EK like a readmission (only in a different track than the withdrawn membership period). This is another reason gaps will be allowed between WK and its subsequent EK.

2.6 VALIDATE GRADE MEMBERSHIP

Every membership requires at least one grade assignment. Since correcting a student's grade entails deleting the existing grade and adding the new grade, it is possible for a membership (SdStudentSchoolMemberships) to exist without an associated grade (SdStudentGradeMemberships). Therefore, before SAIS calculates any funding or creates any statistical reports, all of these out-of-sync conditions must be resolved. Any memberships that are not corrected will not be included in the funding calculations or statistical reports.

The rules for Grade follow.

1. There may be no gaps in Grade for a Membership. (A grade is required for every day of a membership.)

ERROR message -43401: Grade assignment is missing for all or part of this membership.

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

2. There may be no overlaps between Grades for a Membership. (Only one grade may be reported for a single day of membership.)

ERROR message -43402: Reported grade overlaps with another grade for this membership.

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

3. If a Grade has an Exit Status, it must also have an Exit Date and vice versa.

ERROR message -43403: Grade Exit Status and/or Grade Exit Date is missing.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

4. If a Grade has an Exit Status (but it is not "W"), it must have at least one subsequent Grade. *The processing logic is detailed in [2.7 Validate Grade Exit Status](#) below.*
5. The exit status from a Grade must make sense given the subsequent Grades. *Since this validation is not performed when the data is submitted to ADE as defined in the **Membership Requirements** document, the processing logic is detailed in [2.7 Validate Grade Exit Status](#) below.*
6. Grade cannot be IEP.
7. Grades progress on the following scale: PS, KG, 1 ... 12. For progression purposes, UE = 1 through 8, and US = 9 through 12.

This is for informational purposes. This condition is ensured through disallowing this code value during the data submission validation process.

This is for informational purposes, for use in the following validations. No error messages will result from this.

2.7 VALIDATE GRADE EXIT STATUS

Check that the grade exit code for withdrawal was not issued in error. This code is a SAIS internal code only.

For each School Membership

For the any but the last GradeMembership (when there is more than one GradeMembership for that SchoolMembership)

If a Grade Membership is not the last grade Membership for this student's Membership, but its exit status and date are blank,

Report the discrepancy as: **ERROR** message -43404: Grade exited but there is no subsequent grade.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information.

If a Grade Membership is not the last grade Membership for this student's Membership, but the Grade Membership's exit status is "W",
somehow SAIS withdrew the student's GradeMembership when it withdrew from school but left subsequent Grade Transfers on the SAIS database;

Report the discrepancy as: **ERROR:** system-message -43403 (Message: Grade Exit Status and/or Grade Exit Date is missing).

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: SAIS will need to correct the grade exit information.

For the last GradeMembership (whether there is only one GradeMembership for that SchoolMembership or there is more than one)

If the Grade Membership's exit status is not blank but there is not a SdStudentWithdrawal,

Report the discrepancy as: **ERROR:** system-message -43401. (Message: Grade assignment is missing for all or part of this membership).

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information or a Student Withdrawal transaction with an add operation to withdraw the student.

If a Grade Membership is the last grade Membership for this student's Membership, and there is a SdStudentWithdrawal but the Grade Membership's exit status is not "W",
this child's last grade membership indicates that he was transferred when he actually withdrew from school (when a student withdraws from a membership before the end of the school year, SAIS closes out the open Grade Membership with an exit date matching the withdrawal and an exit status of "W")

Report the discrepancy as: **ERROR:** system-message -43407. (Message: Grade transfer should be a withdrawal).

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information.

When a student attended more than one grade during a school year, check that the grade exit code is logical given the sequence of grades the student attended.

Grade Transfer Exit Code Relationship Table

<u>Old Grade Level Code</u>	<u>New Grade Level Code</u>	<u>Old Grade Exit Code</u>	<u>Integrity Status</u>
UE	KG, 1, 2, 3, 4, 5, 6, 7, 8	P, L, D	Successful
KG, 1, 2, 3, 4, 5, 6, 7, 8	UE	P, L, D	Successful
US	9, 10, 11, 12	P, L, D	Successful
9, 10, 11, 12	US	P, L, D	Successful
UE	9, 10, 11, 12	P	Successful
9, 10, 11, 12	UE	D	Successful
US	KG, 1, 2, 3, 4, 5, 6, 7, 8	D	Successful
KG, 1, 2, 3, 4, 5, 6, 7, 8	US	P	Successful
UE	9, 10, 11, 12	L	Integrity Error -43405
UE	9, 10, 11, 12	D	Integrity Error -43405
9, 10, 11, 12	UE	L	Integrity Error -43405
9, 10, 11, 12	UE	P	Integrity Error -43405
US	KG, 1, 2, 3, 4, 5, 6, 7, 8	L	Integrity Error -43405
US	KG, 1, 2, 3, 4, 5, 6, 7, 8	P	Integrity Error -43405
KG, 1, 2, 3, 4, 5, 6, 7, 8	US	L	Integrity Error -43405
KG, 1, 2, 3, 4, 5, 6, 7, 8	US	D	Integrity Error -43405

For each School Membership with more than one associated Grade Membership, starting with the oldest Grade Membership, compare the row with the following row until all rows have been examined.

If current row is grade 01-08 and the next row is grade UE (or vice versa)

OR if current row is 09-12 and the next row is US (or vice versa)

the transfer is between a regular numbered grade and ungraded, the logic of the flow cannot be verified

skip the rest of this validation.

If the exit status of a row = promoted, then the next grade level should be greater than the grade level of the row being examined.

Report any discrepancy as: **ERROR:** system-message -43405. (Message: 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}.)

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If the exit status of a row = demoted, then the next grade level should be less than the grade level of the row being examined.

Report the discrepancy as: **ERROR:** system-message -43405. (Message above.)

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If the exit status of a row = lateral, then the next grade level should be the same as the grade level of the row being examined.

Report the discrepancy as: **ERROR:** system-message -43405. (Message above.)

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If a grade and the grade immediately after it are more than 1 year apart,

Report the discrepancy as: **INFORMATION:** system-message -443401. (Message:

Grade transfer of more than one grade: grade {current row

SdStudentGradeMemberships RefGradeID}; previous grade {previous row RefGradeID})

Solution: None required.

2.8 SYNCHRONIZE GRADE/AGE

As stated in **Transaction Requirements: Membership, 001.2A.7 Age / grade combination**, age/grade discrepancies generate only informational messages during the transaction processing stage. Since birth date changes are submitted separately from grade changes, we must allow anomalies to exist simply to get all of the correct information into the database. However, these discrepancies must be fixed before these memberships will be counted toward funding or statistics.

*For example, say that due to a simple clerical error, a student's birthdate and grade were submitted incorrectly. This record was submitted to ADE and added to the SAIS database. When the LEA attempts to rectify the situation, they would submit a **Student Personal Information "change"** transaction with the new birthdate. This would create grade/age anomalies for memberships already on the SAIS database. The LEA would also submit a **Student Grade Transfer "change"** transaction, which would now bring the grade and age back into synchronization.*

Note: Beginning in FY2005, if a student's tuition payer code indicates privately paid (tuition payer code 2 or 3), do not perform any of the ADM "Age Validations For Funding Purposes" specified below.

The edits in section **001.2A.7 Age / grade combination** of the **Membership Requirements** document will be run before funding to ensure that birth date/grade are all in sync. The rules are repeated here for convenience.

NOTE that while age/grade discrepancies in Membership generate WARNINGS, in **Integrity Checking all discrepancies will generate ERRORS, and funding will not be generated for the students whose memberships are out of sync.**

AGE VALIDATIONS FOR FUNDING PURPOSES		
Grade/Age	Age Validation	Stipulations
PS – entry*	Must be within 90 days of their third birthday (ARS § 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, PSL, and PMD at some point during the school year. • Membership (ADM) Student can be enrolled prior to 90 days before their 3rd birthday, but will not generate ADM funding until they are within 90 days of their 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 (ARS § 15-821 C/ARS § 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 (ARS § 15-821 C)	
UE	Must be 5 years old by Jan. 1 st ADM funding stops the day student turns 22 years old (ARS § 15-821 C and ARS § 15-901 A 2. (b) (i))	<ul style="list-style-type: none"> • If student is KG age, they must have a Group B SPED service for each day of UE membership (A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI)
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 (ARS § 15-821 C)	

* 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 1st includes Jan 1st)

Students Meeting Kindergarten Age Requirements but in Grade UE, with Group B SPED

The following validation does not appear in the **Membership Requirements** document.

A student meeting the statutory kindergarten age requirements and enrolled in a full time regular instructional program equivalent to the ungraded elementary (first-grade) level and receiving SPED Group B services may be graded as UE. The impact is that this child will generate full funding rather than half, as is normally provided for in statute for kindergarten students.

Transactions will accept data (Memberships and SPED Services) for children who are at least 5 years old but under 6 years old by September 1, and graded as kindergarten OR as ungraded elementary. (NOTE: This is the current rule for Memberships for KG.)

If a student's grade is UE for ANY period of time in a membership

If the student meets the statutory kindergarten age requirements **(A)**

If the student does NOT have an active Group B SPED Service **(B), (C)** for every day he has a membership graded as UE,

NOTE: The final provision to meet this criteria is enrollment in a full time instructional program (D). Instructional program enrollment, content and duration are not available to SAIS, so this information cannot be validated by SAIS.

ERROR: message -44345: Change membership/SPED grade to KG or submit a Group B SPED service for each day of UE membership for a 5 year old. ;SchoolCTDS=

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment
- SPED

- (A)** As of March 2003, statutory kindergarten age requirements: at least 5 years old but under 6 years old by September 1.
- (B)** Group B disabilities are defined in §15-901.B.11. (For the most current list see statute, but as of March 2003, the Group B SPED disabilities are A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI.
- (C)** A child receiving regular instruction in one school (or district) and receiving SPED services in another school (or district) is still eligible for this benefit.
- (D)** Statute defines a full-time instructional program at the ungraded elementary (1st grade) level, as of March 2003, to be 792 hours.

Note 'by' includes the designated date (eg. By Jan 1st includes Jan 1st)

Since this interpretation is new to many districts, perhaps these scenarios may help in understanding the situation.

ADM FUNDING RULES:

- KG ADM funding is reduced by half.
- UE ADM funding is paid in full.

AGE/GRADE RULES:

- KG: child must be at least 5 years old but under 6 years old by September 1
- UE (1): equivalent of grades 1 through 8 (for 1st grade or higher, a child must be at least six years of age prior to January 1 of the school year)
- UE (2): KG-aged-child who is concurrently enrolled in a Group B SPED service. Note: It is ONLY mandatory to assign these children to grade UE IF the school wishes to receive full funding instead of half for this student. Integrity rule: If there is any membership day when the student is reported in a UE grade but there is no active Group B SPED Service, the student will fail integrity.

STUDENT A:

- Meets the age criteria for KG.
- Enrolls in a regular instructional program meeting the statutory criterion for full time (for FY 2002-2003, 692 hours of instruction; NOTE: this fact is not verifiable by SAIS).

SCENARIO 1:

- Student A begins regular instruction full time program (see above) on the first day of school.
- He starts in a Group B SPED program one month later.
- This child does not have an active Group B SPED service for the entire period of the membership. Each day that he is in regular instruction WITH an active Group B SPED service, he will need to be assigned to grade UE (if the school wants full funding). Each day that he is in regular instruction WITHOUT an active Group B SPED service, he will need to be assigned to grade KG.

SOLUTION FOR SCENARIO 1:

- Student Enrollment "add" transaction dated the first day of school, with grade = KG.
- SPED Service Participation "add" transaction dated the date he started in the Group B SPED service (one month after school started).
- Student Grade Transfer "add" transaction. Exit the KG grade one day before the SPED Service Participation transaction is dated and start the UE grade the same day the SPED Service started.

SCENARIO 2:

- The same student above exits the SPED service on 11/15.
- He withdraws from his regular instructional program on 11/28.

SOLUTION FOR SCENARIO 2:

- SPED Service Participation "add" transaction dated the exited the Group B SPED service (11/15).
- Student Grade Transfer "add" transaction. Exit the UE grade the same day the SPED Service Participation transaction is exited and start the KG grade one day before the SPED Service started.
- Student Withdrawal "add" transaction dated the last day the student attended his regular instructional program (11/28).

2.9 VALIDATE FTE

FTE dates cannot overlap.

ERROR message -43702: FTE overlaps with another FTE for this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

FTE dates cannot have a gap.

ERROR message -43701: FTE assignment is missing for all or part of this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

The rules here are current as of publication of the version 3.0 edition of this document. However, these rules could be changed at any time in legislation, so always check that this is the most recent documentation available.

Note: Discrepancies with these rules will still allow the membership to contribute to funding and statistical calculations. Any sums greater than the maximum allowable amount will be scaled back to the maximum by ADE.

The rule governing FTE **for students attending one school at a time** is very straight-forward: Student Membership FTE (the FTE value for a single student at a single school during a single period of time) may not exceed 1.0. This is ensured by use of designated Code Values.

The rule governing FTE **for students attending multiple schools during a single time span** ("concurrent enrollments") can be complicated to discern in statute because the rules are scattered throughout Title 15. This section gathers all relevant statutory rules into one place for easy reference.

Aggregation rules: Rules governing the aggregation calculation, including how funding is reduced for students exceeding the statutory FTE limits, can be found in the document **Aggregating Student Detail**.

CONCURRENT ENROLLMENT LIMITS: BY VALID COMBINATIONS

1. All combinations of district and charter will be limited to a total of 1.0 ADM. In other words, any number of charter + district combinations is limited to 1.0 ADM. The 1.0 ADM will be allocated proportionately.
2. Multiple districts, no charter: limited to 1.0 ADM for each district.
3. Multiple charters, no district: limited to 1.0 ADM for each charter
4. A member district of a JTED + JTED satellite campus at same member district combination will be limited to 1.25 ADM. In this case, the district receives the first cut up to 1.0 and the JTED receives the remainder up to 1.25 combined. If any other agreement exists, it is up to the district and the JTED to resolve those issues. It is important to report correctly. If a district reports .75 FTE and a satellite JTED reports .25 FTE, they will receive 1.0 combined even though they could receive 1.25 ADM.

5. A member district and a JTED main campus, or a member district and a JTED satellite that is operated by a different member district, may generate 1.0 ADM each.
6. Any other combination not covered in 1 through 5 above, will be treated as a tuition in/out situation. The DOR will receive the ADM and funding and pay tuition to the DOA.
7. Charter and JTED main or satellite campus. If the charter validates the membership, the funding will ALWAYS go to the Charter (the limit is 1.0, as shown in item 1 above).

The following table illustrates the combinations described above.

	<i>Description</i>	<i>ADM</i>	<i>Maximum Split</i>
1	Two Districts	2.0	1.0 each
2	Two Charters	2.0	1.0 each
3	Any number of districts and any number of charters	1.0 Combined	Proportional by enrollment upon validation of actual enrollment
4	Member district and JTED satellite operated by same member district	1.25	District takes first cut. Remainder goes to JTED. Limited to actual enrollment at each.
5	Member district and JTED main campus, or Member district and JTED Satellite operated by a different member district	2.0	1.0 each. Limited to actual enrollment at each.
6	Non-member district and JTED main or satellite campus	1.0	Non-member district tuitions out student to JTED
7	Charter and JTED main or satellite campus	1.0	Charter tuitions out student to JTED

CHARTER / PUBLIC NON-CHARTER CONCURRENCY VALIDATION.

ARS §15-185.C states:

If a pupil is enrolled IN BOTH A CHARTER SCHOOL AND A PUBLIC SCHOOL THAT IS NOT A CHARTER SCHOOL, THE DEPARTMENT OF EDUCATION SHALL DIRECT THE AVERAGE DAILY MEMBERSHIP TO THE SCHOOL WITH THE MOST RECENT ENROLLMENT DATE. UPON VALIDATION OF ACTUAL ENROLLMENT in both a charter school and a public school that is not a charter school and the sum of the daily membership or daily attendance for that pupil is greater than 1.0, the sum shall be reduced to 1.0 and shall be apportioned between the public school and the charter school based on the percentage of total time that the pupil is enrolled or in attendance in the public school and the charter school.

To accommodate these legislative changes (marked in caps above), SAIS must do two things:

- Provide a means requiring that LEAs validate memberships in specific combinations for concurrency that are subject to the legislation.
- Direct funding from a membership in a combination subject to the "validation" requirement, but that the LEA fails to validate.

ENTITIES SUBJECT TO THE NEW ALLOCATION RULES

LEAs/memberships subject to the validation requirement are those that fall into one of the following concurrency combinations:

- charter(s) +
- regular district(s) – types 01-05 AND/OR
- voc tech(s) – type 08

STUDENT MEMBERSHIP FTE

Run the **Create Membership Intervals** process for all students who attended school during the fiscal year.

Extract student school membership rows for any student that has **concurrent** multiple membership rows (same fiscal year, overlapping Membership Intervals for same school or different schools during a single time frame).

For a given Membership Interval during which there are concurrent memberships.

Sum the Student Membership FTE's for these memberships.

If the sum of the Student Membership FTE's exceeds the maximum allowable limit as defined above based on the entity group combination, then:

Report the discrepancy to the school as: **INFORMATION:** system-message -244102.
Message: Student's total reported FTEs {sum of FTE's} for this period exceed the statutory limit {relevant limit}. The FTE will be reduced for funding.

Solutions:. The schools may correct the discrepancy by submitting a **Student FTE** transaction with the proper values.

For a given Membership that is part of a combination of concurrencies that is subject to the additional "validation" requirement:

If at least one of the memberships in the concurrency HAS been validated by the LEA
Re-set the integrity flag of all related concurrent memberships to NULLs to execute auto-Integrity for entities involved.

If this membership has NOT been validated by the LEA,

Set the fundable amount for THIS membership to 0.

Report the discrepancy to the school as: **WARNING:** system-message -@@.
Message: This concurrent membership has not been validated. Funding will be redirected to the other membership(s).

Solutions:. The LEA must validate the membership as is or correct it.

If NONE of the memberships in the concurrency has been validated by the LEA

If this membership does NOT have the most recent enrollment date,

Set the fundable amount for THIS membership to 0.

Report the discrepancy to the school as: **WARNING:** system-message -@@.
Message: This concurrent membership has not been validated. Funding will be redirected to the other membership(s).

Solutions:. The LEA must validate the membership as is or correct it.

2.10 SYNCHRONIZE ABSENCE AMOUNTS AND FTE VALUES

It should be noted that SAIS causes no change in how Absence Amounts should be calculated from how it was done before implementation of SAIS.

See Membership Requirements, section **004.2A.3 Absence Amount** for the validation described here.

If any Absence Amounts exceed the FTE in effect for the student on the date reported, then SAIS will not attempt to fix this. We will issue an ERROR to the effect that this condition exists on the database and that we will reduce the Absence Amount to the FTE value **for purposes of calculating Absences and ADA only**. We will not change the database. SAIS will limit the absences used in any calculations to not exceed the enrollment for the student which is in the system, for the date(s) the absence(s) are reported

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

ABSENCES FOR A SINGLE MEMBERSHIP

Absence Amounts must fall within the student's FTE for that school.

For each SdStudentAbsences row for a student in a single membership:
Retrieve the associated Student Membership FTE for this date.

If the SdStudentAbsences AbsentAmt > the Student Membership FTE, then:

Report the discrepancy as: **ERROR:** system-message -44104. Message: Absence exceeds FTE amount. Submitted **Membership FTE amount on SAIS** will be used for funding and statistical calculations.

Solutions:. The schools should correct the discrepancy by submitting a **Student FTE** or **Student Absence** transaction with the proper values.

If the SdStudentAbsences AbsenceDate = the first day of membership or the date of withdrawal,
AND the SdStudentAbsences AbsentAmt >= the Student Membership FTE, then:

According to statute, a student must be in at least partial attendance on first day of membership and withdrawal date. (NOTE: A student may be absent on the last day(s) of school if he completes the year as scheduled, signified by SAIS receiving a Year End Status for the student.)

Report the discrepancy as: **ERROR:** system-message -44103. Message: Student may have only a partial absence on first day of membership; student may have only a partial absence on the date of withdrawal.

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B

Solutions:. The schools should correct the discrepancy by submitting a **Student FTE** or **Student Absence** or **Student Withdrawal** transaction with the proper values/dates.

ABSENCES ACROSS MULTIPLE CONCURRENT MEMBERSHIPS FOR HIGH SCHOOL ONLY

Absences across multiple concurrent memberships in high schools will be handled in the Aggregation process. The validations provided here will produce informational messages only.

Absences across multiple concurrent memberships in high schools present unique challenges. It is possible, even likely, that the total FTE at multiple schools within related districts (either multiple schools in the same district or schools across a regular district and a vocational technological or charter district) amounts to more than the maximum allowable limits set in statute. In these cases, the total FTE will be rolled back to the maximum amount and no funding will be generated past that amount. When this circumstance exists, it is then possible that the total absence amounts reported for a single day at these schools, when subtracted from the maximum allowable FTE, gives the appearance that the student has attended less of the day than he actually has. Therefore the absence or attendance amounts must also be adjusted for these concurrent enrollments.

*Absences occurring in multiple concurrent memberships across schools in a related district will be adjusted by ADE to reflect the inverse of those classes actually attended **for the funding calculations only** (and, most likely the statistical calculations as well, although this is currently under review). The submitted values on the database will not be changed.*

For this student, for all schools in a related district (see above):

Retrieve each SdStudentAbsences row.

If there are more than one SdStudentAbsences across these schools for a single date:

Calculate the total unadjusted district FTE, the calculated district attendance, the total unadjusted district Absence Amount, and the total district Absence Amount as outlined in the example above.

Check if the absence amount needs to be adjusted

If the unadjusted sum of the SdStudentAbsences AbsentAmt (the total unadjusted district Absence Amount) > the sum of the Student Membership FTE's (the total district Absence Amount), then:

Report the discrepancy as: **INFORMATION:** system-message -444102.
Message: Student's total reported Absence Amounts for concurrent enrollments for this district {total unadjusted district Absence Amount} will be adjusted based on actual attendance this period {calculated district attendance}.

Solutions: If there is a problem with the submitted data, the schools may correct the discrepancy by submitting a **Student FTE** or **Student Absence** transaction with the proper values.

NOTE: As stated above, funding will be generated for this student for this date, using figures adjusted by ADE to comply with state legislation. (This means that .75 absences for a .5 FTE student will be used in all calculations as absences of .5.)

If the SdStudentAbsences AbsenceDate = the first day of membership or the date of withdrawal, AND the SdStudentAbsences AbsentAmt >= the Student Membership FTE, then:

According to statute, a student must be in at least partial attendance on first day of membership and withdrawal date. (NOTE: A student may be absent on the last day(s) of school if he completes the year as scheduled, signified by SAIS receiving a Year End Status for the student.)

Report the discrepancy as: **ERROR:** system-message -44103. Message: Student may have only a partial absence on first day of membership; student may have only a partial absence on the date of withdrawal.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B

Solutions: The schools should correct the discrepancy by submitting a **Student FTE** or **Student Absence** or **Student Withdrawal** transaction with the proper values/dates.

Formulae

The formulae for calculating a student's absence or attendance for concurrent schools within a related district are:

district absence = adjusted* (unadjusted district FTE – unadjusted calculated district attendance)

district attendance = adjusted* (unadjusted district FTE – unadjusted calculated district absence)

unadjusted district FTE = the sum of (unadjusted school FTEs) of all related School FTEs for the student

unadjusted calculated district attendance = the sum of (unadjusted school attendance) of all related School attendance for the student

* "adjusted" means reduced to the maximum allowable by Arizona statute

Note that all adjustments are done after tallying for the district.

2.11 ABSENCE DATES OUTSIDE ENROLLMENT PERIOD

Each absence date must fall within the membership period. When absences are submitted to ADE, SAIS will accept those that fall outside the enrollment and withdrawal dates, because the enrollment date, withdrawal date, and/or absence date very well could be wrong, and the LEA will fix them in the future. Alternatively, the absence could have been submitted in error and should be deleted. Regardless of the reason, all of these anomalies should be fixed before any funding-related calculations can be done.

Absence Dates must fall within the student's enrollment dates for that membership. If an absence row is found outside the student's enrollment period, SAIS will ignore it for aggregation.

For each SdStudentAbsences row for a student:

Retrieve the associated SdStudentMembership and, if it exists, the StWithdrawals.

If the SdStudentAbsences AbsentDate =< SdStudentMembership StartDtm OR if it is > the StWithdrawals ExitDtm then:

Report the discrepancy as: **WARNING:** system-message -244101. Message: Absence for this date falls outside the membership period. This absence will not be considered in the funding calculation.

Note: Some vendor SMS products do not submit delete operations for these "orphaned" absences and attendances on SAIS, resulting in a continual stream of these warning messages. Customers of these SMS products should be aware that this is strictly due to the design of their SMS; it is not a flaw in the SAIS system.

Solutions: If the submitted absence date is wrong, the LEA should correct the discrepancy by submitting a **Student Absence** transaction with the proper absence date. If the withdrawal date on SAIS is wrong, the LEA should correct the discrepancy by submitting a **Student Withdrawal** transaction with the correct withdrawal date and then re-submitting this **Student Absence** transaction. If the first day of membership on SAIS is wrong, the LEA should submit a **Student Enrollment** delete operation and resubmit all transactions for this student, containing the correct information.

2.12 ATTENDANCE DATES

ATTENDANCE DATES OUTSIDE ENROLLMENT PERIOD

Attendance periods must fall within the student's enrollment dates for that membership. If an attendance row is found outside the student's enrollment period, SAIS will ignore it for aggregation.

For each separate membership belonging to a student:

Retrieve all StAttendances rows.

If any dates in an attendance row fall outside the student's enrollment period:

Report the discrepancy as: **INFORMATION:** system-message -444101. Message: All or part of the attendance period falls outside the student's enrollment period. This attendance period will not be included in funding.

Solutions: Either the missing attendance data should be deleted with a **Student Attendance** transaction OR the student's exit date should be fixed with a **Student Withdrawal** transaction OR the school's calendar should be fixed using ADE's Calendar facility.

Note the following information from the Membership Requirements document, section **017.2.4 Validate Time Periods Reported in Add Transactions**.

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.

2.13 DISPLAY CANDIDATES FOR WITHDRAWAL FOR EXCESSIVE ABSENCE

Before running any process that uses absences or withdrawals, such as the ADM calculation, funding calculations, and year-end statistics, SAIS must scan student absences for students who should be withdrawn automatically due to excessive absences. "Excessive absence" is defined as 10 consecutive days of unexcused absences. Since absence count and student withdrawal status have an effect on funding and on various reports, when SAIS finds a student who matches the condition we advise the districts of the existence of these students.

This has a funding implication. Assume a student meets this condition and has one month of consecutive unexcused absences from 11/1 to 12/1, returning to school on 12/2. Since state funding ADM is reduced by absences, this will be the same whether he is withdrawn and readmitted or not. However, since absences do not affect programs and services, the funding generated by this student for each program and services he is enrolled in will be overstated.

For the following process, "consecutive days" includes only those days the LEA is in session.

STUDENTS ON ABSENCE REPORTING

SAIS will analyze the absence data to see if the student has incurred excessive unexcused absences.

For each separate membership belonging to a student:
Retrieve all SdStudentAbsence rows.

If this membership has 10 or more consecutive absences, each having Absence Reason Code = Unexcused AND Absence Amount >= the membership's FTE value for that date, then:

Prior to FY2004: Report the discrepancy as: **INFORMATION:** system-message -444001. Message: Student should be withdrawn for excessive unexcused absence.

FY2004 and later: Report the discrepancy as: **ERROR:** system-message -44001. Message: Student should be withdrawn for excessive unexcused absence.

Solutions: The school should either correct the absence information with **Student Absence** transaction(s) or withdraw the student with a **Student Withdrawal** transaction.

STUDENTS ON ATTENDANCE REPORTING

Since Attendance reporting is done over a span of time, SAIS often might not be certain that a child has been absent for consecutive days. Furthermore, since absences are not required to be submitted for these children at this time, SAIS will not know whether missed days are excused or unexcused. In this scenario, SAIS can only advise the school that there is a high likelihood that a student has incurred excessive absences.

For each separate membership belonging to a student:
Retrieve all StAttendances rows.

If there is a gap of 10 days or more that weren't reported:

Report the discrepancy as: **INFORMATION:** system-message -444002. Message: Ten days or more of attendance missing. Submit attendance for this time if appropriate. If these days are unexcused absences, withdraw this student for excessive unexcused absence.

Solutions: Either the missing attendance data should be submitted with a **Student Attendance** transaction or the school should withdraw the student with a **Student Withdrawal** transaction.

Create totals for each set of contiguous reporting periods that adds up to 10 or more days.

If the total attendance amount for any of these combined period includes a span of time that could represent 10 missed days of attendance:

Report the discrepancy as: **INFORMATION:** system-message -444003. Message: Ten days or more of absence occurred; this student might be eligible for withdrawal due to excessive unexcused absence.

Solutions: Either no action is necessary or the school should withdraw the student with a **Student Withdrawal** transaction.

If there is any gap or missing attendance for a reported student as identified in the bullet list below during all or part of 40th Day, 100th Day, or EOY periods, provide the following warning for the current and subsequent period(s):

- Pre-school students – missing attendance,
- Kindergartners demoted to Preschool, - missing attendance
- High school students reporting attendance – gap in attendance.

Report the discrepancy as: **WARNING:** system-message -244201. Message: Attendance assignment is missing for all or part of this membership, assuming zero minutes.

Solutions:. Either the missing attendance data should be submitted with a **Student Attendance** transaction or the school should withdraw the student with a **Student Withdrawal** transaction.

For each SdStudentAbsences row for a student in a single membership:
Retrieve the associated Student Membership FTE for this date.

If the SdStudentAbsences AbsentAmt > the Student Membership FTE, then:

Report the discrepancy as: **ERROR:** system-message -44104. Message: Absence exceeds FTE amount. Submitted **Membership FTE amount on SAIS** will be used for funding and statistical calculations.

Solutions:. The schools should correct the discrepancy by submitting a **Student FTE** or **Student Absence** transaction with the proper values.

If the SdStudentAbsences AbsenceDate = the first day of membership or the date of withdrawal,
AND the SdStudentAbsences AbsentAmt >= the Student Membership FTE, then:

According to statute, a student must be in at least partial attendance on first day of membership and withdrawal date. (NOTE: A student may be absent on the last day(s) of school if he completes the year as scheduled, signified by SAIS receiving a Year End Status for the student.)

Report the discrepancy as: **ERROR:** system-message -44103. Message: Student may have only a partial absence on first day of membership; student may have only a partial absence on the date of withdrawal.

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B

Solutions:. The schools should correct the discrepancy by submitting a **Student FTE** or **Student Absence** or **Student Withdrawal** transaction with the proper values/dates.

Retrieve all SdStudentAbsence rows.

If this membership corresponding to the student absences has 10 or more consecutive absences, each having Absence Reason Code = Unexcused AND Absence Amount >= the membership's FTE value for that date, then:

Report the discrepancy as: **ERROR:** system-message -44001. Message: Student should be withdrawn for excessive unexcused absence.

Solutions:. The school should either correct the absence information with **Student Absence** transaction(s) or withdraw the student with a **Student Withdrawal** transaction.

2.14 NORMAL GRADUATION YEAR

Normal Graduation Year is required for all high school students who are not special needs-only students. If a student having a membership for this year in grades US or 9-12 does not have a Normal Graduation Year, then this should be an error. This could have occurred with the student being added with a Personal Information Add transaction. For the initial implementation, SAIS will not attempt to validate that the Normal Graduation Year is accurate in terms of the student's Arizona enrollment history.

Future requirement: Based on history, validate that Normal Graduation Year does reflect the student's cohort group from his first enrollment in regular high school instruction in Arizona. This does not include any student whose only interaction with the Arizona school system has ever been on a special-needs only basis.

If a student has a membership for this year

Normal Graduation Year is not relevant for Needs-only students

If the student's grade is a **HIGH SCHOOL GRADE** and the Normal Graduation Year is missing:

ERROR message -43406: The student's normal graduation year is missing from the database.

Integrity failure:

- Graduation Rate

Perform validations to verify the reported year; these are in section **001.2A.14 Normal Graduation Year** in the **Transaction Requirements: Membership** document. They are not repeated here to avoid an out-of-sync condition.

2.15 ATTENDANCE CANDIDATES

Verify that attendance is only submitted for eligible candidates.

For each Membership having one or more attendance rows:

For each attendance row:

If the grade during the timeframe reflected on the attendance row is preschool or a **HIGH SCHOOL GRADE**,

attendance is a valid method for preschool and high school
skip the rest of this validation

Else

If during the timeframe reflected on the attendance row, this child is homebound for that entire period of time,

attendance is a valid method for homebound students
skip the rest of this validation

Else

ERROR message -44201: This membership and/or period is not eligible for reporting using attendance.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

2.16 GAPS IN ATTENDANCE FOR A HOMEBOUND STUDENT

Gaps in attendance are allowed in SAIS; the system will count the gap days as zero attendance for ADM purposes.

If there is a gap in reported attendance for a student with an active Homebound need during all or part of that period:

Report the discrepancy as: **WARNING:** system-message -244201. Message: Attendance assignment is missing for all or part of this membership, assuming zero minutes.

Solutions: Either the missing attendance data should be submitted with a **Student Attendance** transaction or the school should withdraw the student with a **Student Withdrawal** transaction.

2.17 COMMUNITY COLLEGE CLASSES

No Integrity validations are required for community college class data.

2.18 TEMPORARY VALUES STILL BEING USED

ADE accepted "temporary" values in certain elements for the first few years of SAIS, in order to relieve the LEAs' data gathering burden. Beginning in FY2005, SAIS will fail Integrity for a student having invalid values in any required field.

Examples of invalid values include the following specific references and variations thereof.

- "not available"
- "unknown"
- "not collected"

Beginning in FY2005, if an invalid value is found in one of the required SAIS elements, fail the student:

ERROR: system-message -@@. Message: {} is not a valid value for the {} element.

Integrity failure:

- | | |
|---|---|
| • If date =< 40 th : | ADM 40 th , ADM 100 th , ADM 200 th , ADM EOY. |
| • If date > 40 th AND =< 100 th : | ADM 100 th , ADM 200 th , ADM EOY. |
| • If date > 100 th : | ADM 200 th , ADM EOY. |

2.19 WITHDRAWAL REASON CODES

GENERAL RULES

Withdrawal Reason Code is an optional code associated with both the **Withdrawal transaction 003** and the **Summer Withdrawal transaction 018**.

Supplemental Withdrawal Reasons are only compatible with certain specific Withdrawal Codes. If there is an incompatibility between them (see table below):

WARNING –@@. Message "Withdrawal Reason Code {} not compatible with Withdrawal Activity Code {}."

Integrity warning:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.

Withdrawal Code	WR1: school choice: school labeled under-performing	WR2: school choice: school labeled persistently dangerous	WR3: school choice: individual transfer option *	WR4: pregnancy / biological parent of a child *
W1/S1 Transfer: other school	yes	yes	yes	yes
W2/S2 Illness				yes
W3/S3 Expelled or long term suspension				
W4/S4 Absence or status unknown				yes
W5/S5 Dropout				yes
W6/S6 Age				
W7/S7 Graduated				
W8/S8 Deceased				
W9/S9 Transfer: home taught				yes
W10/S10 Transfer: detention				
W11/S11 GED				
W12/S12 Vocational school				
W13/S13 Completed (AIMS)				
WT/ST Transferred to another grade within the school. (Note: This activity is accomplished now using the Student Grade Transfer transaction. SAIS will translate the Grade Transfers into WT/ET activities when creating the Year End Enrollment report.)				
S99 Transfer to other school in the same district				yes

RELATIONSHIP OF LABELS TO WITHDRAWAL REASON CODES

"In school improvement" is a federal (NCLB) label applied only to some Title I schools. A prerequisite for receiving the federal label of "in school improvement" is that the school must have the state label of "underperforming" for two years in a row. Not all underperforming schools will be identified for federal school improvement.

ADE determines the NCLB school labels prior to the beginning of each school year. The NCLB school labels identifying schools as "in school improvement", "corrective action" or "restructuring" are assigned by ADE's Academic Achievement and Research and Policy units, and are or will be included on the School Report Card.

Claiming the School Choice Option requires that a student transfer out of one school and into another in the same school year.

If a School Choice option Withdrawal Reason Code (WR1, WR2, WR3) is specified for a student but the withdrawing school is not labeled "in school improvement" (on Enterprise):

WARNING –215000 Message: Student should not have Withdrawal Reason {withdrawal reason code} because withdrawing school is not labeled In School Improvement.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

WR1 WITHDRAWAL DUE TO SCHOOL CHOICE: UNDERPERFORMING SCHOOL

Parent makes the choice to either accept supplemental services OR to withdraw the student from the "labeled" school and transfer the student to an "unlabeled" school.

If the Withdrawal Reason Code is WR1 but the school is not officially labeled underperforming:

WARNING –215001 Message: Student should not have Withdrawal Reason of WR1 because withdrawing school is not labeled Underperforming.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY..

WR2 WITHDRAWAL DUE TO SCHOOL CHOICE: SCHOOL LABELED AS PERSISTENTLY DANGEROUS

Parent makes the choice to either accept supplemental services OR to withdraw the student from the "labeled" school and transfer the student to an "unlabeled" school.

If the Withdrawal Reason Code is WR2 but the school is not officially labeled Persistently Dangerous:

WARNING –215003. Message: Student cannot have Withdrawal Reason of WR2 because withdrawing school is not labeled Persistently Dangerous.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

WR3 Withdrawal due to school choice: individual transfer option

Individual Transfer Option can be invoked under NCLB's Unsafe School Choice Option (USCO). This is applicable to victims of certain criminal acts. The LEA, with ADE guidance, determines whether or not a transfer meets this criterion.

Since the originating event is confidential and not reported on an individual student basis to the state under SAIS, validation of this code will occur someplace outside of SAIS. There is no validation to be done in SAIS beyond the general rule stated earlier.

WR4 WITHDRAWAL DUE TO PREGNANCY OR BEING THE BIOLOGICAL PARENT OF A CHILD

According to ADE's attorney, schools are not required to find out whether or not students are leaving school because of pregnancy. If the school does receive that information, however, it should be reported. As stated in A.R.S. §15-1042(H): "[T]he student level data shall include reasons for the withdrawal if reasons are provided by the withdrawing pupil or the pupil's parent or guardian."

There is no validation to be done in SAIS beyond the general rule stated earlier.

3 Integrity Checking Processes: Special Education Needs

As with Membership, most of the Needs validations identified here were traditionally performed in the Student Counts system when the data was submitted in aggregated form. Since the data this process is dealing with is already on the SAIS database, Integrity Processing will ignore anything having to do with validating students, memberships, needs, and offerings at a particular school.

Refer to section **1.2 District and School Types** for a cross-reference between the district and school type names (e.g., **PUBLIC, VOC/TECH, CHARTER**) used in these validations and the district and school type numbers used in the Student Counts and other pre-SAIS systems.

Also as with Membership, any data failing one of these validations will cause an error message to be produced unless specifically stated otherwise.

■ *The **SPED State Funding Reporting Period** is September 1 through January 28.*

■ *The **SPED Census Reporting Date** is December 1.*

3.1 STUDENT COUNTS NEEDS RULES

The following rules are taken from the **Student Counts** document, chapter **3 Special Education**, section **3.1 Rules**. Each rule's original numbering has been retained for easier cross-referencing.

3. District of Attendance (DOA), from 3.4.1.11 District of Attendance (DOA):

3. Valid types: **PUBLIC, JUVENILE, PUBLIC SPED INSTITUTION, PRIVATE/SPED, HEAD START, CO-OP/IGA/OTHER, CHARTER.**

ERROR message -44301: Invalid DOA type for SPED services.

Integrity failure:

- SPED

- 3.1. **Additional rule added fiscal year 2001-2002.** Only types **PUBLIC** (but not **HIGH SCHOOL**), **PRIVATE/SPED** and **HEAD START** can teach grade PS.

ERROR message -44302: Invalid DOA type for preschool SPED services.

Integrity failure:

- SPED

4. School.

- 4.2. A student may never attend school at a district-level entity (school number 000).

ERROR message -44303: A student may not attend a district-level entity.

Integrity failure:

- SPED

- 4.3. **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED** schools must be approved to service the Need Code submitted.

ERROR message -44304: School is not approved to provide this Need Code.

Integrity failure:

- SPED

5. District of Residence (DOR), from 3.4.1.12 District of Residence (DOR):

NOTE: *Grade and Service Code validations do not have to be performed on the DOR if the DOR is **ELEM NOT IN HS** or **COMPACT** or **STATE INSTITUTION**.*

2. Valid counties: regular Arizona counties (01-15) and **OUT OF STATE** (20).

ERROR message -44305: Invalid DOR county for SPED services.

Integrity failure:

- SPED

3. Valid types: **PUBLIC, COMPACT, STATE INSTITUTE, CHARTER, UNORGANIZED.**

ERROR message -44306: Invalid DOR type for SPED services.

Integrity failure:

- SPED

6. If the DOR is **ACCOMMODATION**, then it must be allowed to be listed as a DOR.

ERROR message -43117: This accommodation DOR is not allowed to be listed as a DOR.

Integrity failure:

- SPED

8. If the DOA is **PRIVATE/SPED, HEAD START, CO-OP** or **IGA** then the DOR cannot be the same as the DOA. (What this means is that a private school must have a different DOR.)

ERROR message [same as item 3, rule 3 above].

Integrity failure:

- SPED

9. If the DOA is **OUT OF STATE**, then the DOR cannot be **OUT OF STATE**.

ERROR message -44307: If DOA is out of state, DOR cannot be out of state.

Integrity failure:

- SPED

12. If the DOR type is equal to **STATE INSTITUTE**, then the DOA must be one of the following districts:

020213 Willcox Unified District
050201 Safford Unified District
050305 Solomon Elementary District
050316 Bonita Elementary District
110201 Florence Unified School District
110221 Coolidge Unified District

ERROR message -44309: Invalid DOA for this DOR type.

Integrity failure:

- SPED

16. If the DOR is **ELEMENTARY** and the grade is a **HIGH SCHOOL GRADE**, then the district must be approved to teach high school grades.

ERROR message -44322: This school is not approved to provide Special Education services for this grade.

Integrity failure:

- SPED

17. If the DOR is **HIGH SCHOOL** and the grade is an **ELEMENTARY GRADE**, then the district must be approved to teach elementary grades.

Exceptions:

8. **HIGH SCHOOL** DOR exceptions (schools in these districts may teach any grade).

150404700 (Ehrenberg Quartzsite Academy)

ERROR message -43130: This high school DOR may not teach an elementary grade.

Integrity failure:

- SPED

18. If the DOA is **PUBLIC SPED INSTITUTION** or **JUVENILE**, then the DOR must be the same as the DOA.

ERROR message -44310: DOR must be the same as the DOA for this type of district.

Integrity failure:

- SPED

6. CEC/DOA/DOR. Valid CEC/DOA/DOR characteristics, from 3.4.1.19 CEC and from 3.4.1.20 CEC/DOA/DOR Combinations.

From 3.4.1.19 CEC

2. CEC is NOT valid for Service Code F, V, or J.

ERROR message -44311: Service Codes F, V, or J may not have a CEC.

Integrity failure:

- SPED

From 3.4.1.20 CEC/DOA/DOR Combinations

- 1./5. Valid DOA/DOR counties: regular Arizona counties (01-15) may have both CEC-A and CEC-B. Any other county is an error.

ERROR message -44339: This county type may not have a CEC.

Integrity failure:

- SPED

2. Valid DOA types: **PUBLIC**, **JUVENILE**, **PRIVATE/SPED**, may have both CEC-A and CEC-B.

ERROR message -44312: This DOA type may not have a CEC.

Integrity failure:

- SPED

6. Valid DOR types: **PUBLIC** may have both CEC-A and CEC-B. **JUVENILE** may have CEC-B. **UNORGANIZED** may have CEC-A.

(1) for anything except **PUBLIC**, **JUVENILE**, and **UNORGANIZED**:

ERROR message -44313: This DOR type may not have a CEC.

Integrity failure:

- SPED

(2) for **JUVENILE**:

ERROR message -44314: This DOR type may not have a CEC-A.

Integrity failure:

- SPED

(3) for any CEC-A that's not **PUBLIC** or **UNORGANIZED**:

ERROR message -44315: This DOR type may not have a CEC-A.

Integrity failure:

- SPED

- 3./7. Valid DOA/DOR district codes: anything except **D-LEVEL-ACCOMMODATION** may have both CEC-A and CEC-B.

ERROR message -44349: District code 00 may not have a CEC.

Integrity failure:

- SPED

8. If the CEC is not blank and the DOA is **PRIVATE/SPED**, **CO-OP** or **IGA**, then the DOR must be equal to **PUBLIC**.

ERROR message -44315: Invalid DOR for this type of DOA with a CEC.

Integrity failure:

- SPED

9. If the CEC = A and the DOA is **PUBLIC** (but not **ACCOMMODATION**), then the DOR must be the same as the DOA or the DOR must be **UNORGANIZED**.

ERROR message -44316: DOR must match the DOA or DOR must be **UNORGANIZED** when this type of DOA has a CEC-A.

Integrity failure:

- SPED

10. If the CEC = A and the DOA is **ACCOMMODATION**, then the DOR must be the same as the DOA. Exception: DOA 050199, 070199, 090199, 110199 or 140199.

ERROR message -44317: DOR must match the DOA when this type of DOA has a CEC-A.

Integrity failure:

- SPED

11. If the CEC = B and the DOA is **ACCOMMODATION**, then the DOR must be **PUBLIC**.

ERROR message -44318: Invalid DOR when this type of DOA has a CEC-B.

Integrity failure:

- SPED

12. If the CEC = B and the DOA is **PUBLIC** (but not **ACCOMMODATION**), or **JUVENILE** then the DOR must be the same as the DOA. Exceptions: DOA 070403 and DOR 070513.

ERROR message -44319: DOR must match the DOA when this type of DOA has a CEC-B.

Integrity failure:

- SPED

OTHER ENTITY/SERVICE CODE RULES

The table below identifies additional rules to be validated for entity/service code combinations.

Entity	A	B	C	D	E	F	G	H	I	J	R	S	V
AZ Dept of Juvenile Corrections - 211001	yes	yes	yes	no	yes	no							
AZ Dept of Corrections - 211002	yes	yes	yes	no	yes	no							
Juvenile Detention Centers - type 10	yes	yes	yes	no	yes	no							
Sheriffs Offices - type 60	yes	yes	yes	no	yes	no							
AZ School for the Deaf & Blind - 001202	yes	yes	yes	yes	no	yes	no	no	no	no	yes	no	no
AZ State Hospital - 001219	no	no	no	no	no	yes	no						
Headstarts - type 26 (PS only)	yes	yes	no	no	no	no	no	yes	no	no	no	yes	no
Private Schools - type 21	no	no	no	no	yes	no	yes	no	no	no	no	no	yes
Virtual Schools (distance learning)	yes												

If service codes submitted for LEA types listed above do not match the decision matrix:

ERROR message -44326: Invalid DOA and/or DOR for this Service Code.

Integrity failure:

- SPED

Valid Open Enrollment characteristics

If Tuition Payer shows that this membership is an Open Enrollment,
 Open Enrollment may not have Service Code F.

ERROR message -44342: Service Code F is not valid for an Open Enrollment.

Integrity failure:

- SPED

9. CTD's 000400 and 000500 (State Department of Education, Elementary and High School, respectively) are not valid CTDs for use in SAIS.

ERROR message -43133: District is not valid for SAIS.

Integrity failure:

- SPED

10. Each school must be approved to teach the student's grade, from 3.4.1.23 Grade:

Exceptions:

6. **PUBLIC** DOA exceptions (schools in these districts may teach any grade)
150404700 (Ehrenberg Quartzsite Academy).
7. **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED** DOA exceptions (schools in these districts may teach any grade)
072155 Youth Development Institute
072183 Desert Vista Residential School
142101 Bridges Academy
PUBLIC SPED INSTITUTION and **PRIVATE/SPED** district/category exceptions (schools in these districts may teach any grade provided the category matches one listed here)
072195 Valley Vocational Services if category is SLD
102132 Fan Kane Neurohabilitation Ser. if category is OHI or TBI

ERROR message -44322: This school is not approved to provide Special Education services for this grade.

Integrity failure:

- SPED

11. SPED Service Code (previously called "service type")

NOTE: Grade and Service Code validations do not have to be performed on the DOR if the DOR is **ELEM NOT IN HS** or **COMPACT** or **STATE INSTITUTION**.

From 3.4.1.24 Service Types.

1. Only **PUBLIC** and **CHARTER** schools (DOA's) may have "self-contained" SPED services. The **Special Education Services** table in the **Code Values** document identifies which Service Codes are self-contained and which are resourced.

ERROR message -44323: Invalid DOA for a self-contained SPED service.

Integrity failure:

- SPED

6. If the DOA = **HEAD START**, then the Service Code must be A, B, C, H, J, or S.

ERROR message -44324: Invalid Service Code for this type of DOA.

Integrity failure:

- SPED

7. If the DOA county is Arizona Department of Corrections (21), then the Service Code must be A, B, C, I, or S.

ERROR message -44325: Invalid Service Code for this county.

Integrity failure:

- SPED

8. If the Service Code is E or G, the DOA must be **PRIVATE/SPED** and the DOR must be **PUBLIC** or **CHARTER**.

ERROR message -44326: Invalid DOA and/or DOR for this Service Code.

Integrity failure:

- SPED

9. If the Service Code is equal to A, B, C, I or S and the DOA is not the same as the DOR, the DOA must be equal to **PUBLIC** or **HEAD START** and the DOR must be equal **PUBLIC** or **STATE INSTITUTE**.

ERROR message [same as previous message].

Integrity failure:

- SPED

10. If the Service Code is equal to I, at least one of the student's Need Codes must be equal to MD, A, SMR, or OI.

A student can be reported with a service type of I only if eligible for one of the following needs: A, MD, OI or SMR. Any other need can also be reported with a service type of I, ONLY IF student is reported with one of the 4 eligible needs previously listed.

ERROR message -44327: Invalid Need Code for this Service Code.

Integrity failure:

- SPED

from 3.4.1.21 Need Category

9. If the Service Code = V, then the DOA must be **PRIVATE/SPED** and the DOR must be **PUBLIC**.

ERROR message [see message for rule 8 above].

Integrity failure:

- SPED

10. If the Service Code = F, then the DOA must be **PUBLIC SPED INSTITUTION**.

ERROR message -44328: Invalid DOA for this Service Code.

Integrity failure:

- SPED

- new If the Service Code = R, then the grade must be PS.

ERROR message -44332: Invalid grade for preschool-only Service Code.

Integrity failure:

- SPED

- new The Service Code must be valid for the fiscal year identified by the SPED Service Start Date.

ERROR message -@@: SPED Service Code {SPED Service Code} is not valid for FY {fiscal year}.

Integrity failure:

- SPED

- New If the entity ID is 211001000 (Arizona Department of Juvenile Corrections) or 211002000, SPED Service Codes must be "A", "B", "C", or "S". All others are to be disallowed. This rule to be implemented FY2004 forward.

ERROR message -23037: SPED Service Code {SPED Service Code} is not valid for entity {entity ID}.

Integrity failure:

- SPED

12. Valid Need Code characteristics, from 3.4.1.21 Need Category

3. For DOA types **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED**, the school must be approved to service the student's need Need Code.

ERROR message -44304: School is not approved for this Need Code.

Integrity failure:

- SPED

4. For Need Code EDP, if DOA = **ACCOMMODATION**, Service Code must be D or G.

ERROR message -44329: Invalid Service Code for this Need Code at this type of DOA.

Integrity failure:

- SPED

5. For Need Code EDP, if DOA = **PUBLIC SPED INSTITUTION**, Service Code must be F.

ERROR message [same as previous message].

Integrity failure:

- SPED

- 7. If the Need Code = EDP the Service Code must be equal to C, D, E, F, G, I or V. Exceptions: DOA county = Arizona Department of Corrections (21).

ERROR message -44330: Invalid Service Code for this Need Code.

Integrity failure:

- SPED

- 11. If the Service Code = F, the Need Code cannot be PMD, PSD, or PSL.

ERROR message -44327: Invalid Need Code for this Service Code.

Integrity failure:

- SPED

- 12. If the Need Code = PSL, then there cannot be a concurrent (overlapping entry/withdrawal dates, or an earlier entry date with an open withdrawal date) SPED service for the same student with a Need Code of PSD or PMD. And vice-versa (if PSD or PMD, cannot have concurrency with PSL).

ERROR message -44331: PSL service cannot be concurrent with PSD or PMD.

Integrity failure:

- SPED

- 14. If the Need Code on the transaction record is PSD, PSL, or PMD, then the grade must be PS.

ERROR message -44332: Invalid grade for preschool-only Need Code.

Integrity failure: SPED

The matrix attached below summarizes the relationship of grades, SPED service codes, and SPED needs. Where there is a discrepancy between verbal validation descriptions, and the matrix, the matrix should rule.

Grade	Service Code	A	ED	EDP	HI	MD	MDSSI	MIMR	MOMR	OHI	OI	PMD	PSD	PSL	SLD	SLI	SMR	TBI	VI
all but PS	A	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	B	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	C	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	D	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	E	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	F	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	G	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	H	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	I	yes	no	no	no	yes	no	no	no	no	yes	no	no	no	no	no	yes	no	no
all but PS	J	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	S	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
all but PS	V	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
PS	A	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	B	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	C	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	D	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	E	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	F	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	G	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	H	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	J	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	R	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	S	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes
PS	V	no	no	no	yes	no	no	no	no	no	no	yes	yes	yes	no	no	no	no	yes

Concurrent Needs

The following table defines the validation rules for concurrent SPED needs.

Concurrent Needs	A	ED	EDP	HI	MD*	MDSSI*	MIMR	MOMR	OHI	OI	PMD	PSD	PSL	SLD	SLI	SMR	TBI	VI
A	no	no	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
ED	no	no	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
EDP	no	no	no	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
HI	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
MD*	yes	yes	yes	yes	no	no	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
MDSSI*	yes	yes	yes	yes	no	no	yes	yes	yes	yes	no	no	no	yes	yes	yes	yes	yes
MIMR	yes	yes	yes	yes	yes	yes	no	no	yes	yes	no	no	no	no	yes	no	yes	yes
MOMR	yes	yes	yes	yes	yes	yes	no	no	yes	yes	no	no	no	no	yes	no	yes	yes
OHI	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	yes	yes	yes	yes
OI	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	no	yes	yes	yes	yes	yes
PMD	no	no	no	yes	no	no	no	no	no	no	no	no	no	no	no	no	no	yes
PSD	no	no	no	yes	no	no	no	no	no	no	no	no	no	no	no	no	no	yes
PSL	no	no	no	yes	no	no	no	no	no	no	no	no	no	no	no	no	no	yes
SLD	yes	yes	yes	yes	yes	yes	no	no	yes	yes	no	no	no	no	yes	no	yes	yes
SLI	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	no	yes	yes	yes
SMR	yes	yes	yes	yes	yes	yes	no	no	yes	yes	no	no	no	no	yes	no	yes	yes
TBI	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	no	no	yes	yes	yes	no	yes
VI	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no

*MD requires the following categories to co-exist: two or more of HI, MOMR, OI, VI or one of HI, MOMR, OI, VI and one of ED, EDP, MIMR, SLD.

*MDSSI requires the following categories to co-exist: severe HI and severe VI or one of severe HI, severe VI and another severe disability (group B): A, EDP, MOMR, OI, SMR.

If a combination of Need codes submitted for a student do not comply with the matrix above:

ERROR message -44362: The combination of SPED Need Categories that are concurrent for this student is either incorrect or incomplete {additional error information follows}..

Integrity failure:

- SPED

Arizona School for the Deaf and Blind (ASDB)

Students attending the Arizona School for the Deaf and Blind must be receiving appropriate and valid SPED program services for HI or VI at ASDB to be eligible to receive any other Sped services for Needs at ASDB.

ERROR message -@@ Students attending ASDB must be receiving HI or VI Need services at ASDB to be eligible for any other Need at ASDB.

Integrity failure:

- SPED

From 3.4.1.23 Grade

9. If the grade = PS, then the Need Code must be HI, PMD, PSD, PSL, or VI.

ERROR message -44333: Invalid Need Code for preschool.

Integrity failure:

- SPED

17. Age.

Birth Date / SPED Grade

The valid age/grade combinations for Special Education 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 BirthDate) and his/her SPED grade (SdStudentPartProgSvcs RefGradeID).

See sections **3.6 SPED Exit Reason/Age/Grade validation** and **3.7 Synchronize SPED Grade / Membership Grade** later in this document for further information on Age- and Grade-related validations.

From 3.4.1.13 Birthdate

4. A student over 21 years of age will not receive funding for SPED services. A student beginning SPED services when he's over 21 will be rejected.

ERROR message -44334: Student over 21 cannot receive SPED services.

Integrity failure:

- SPED

8. A student must be at least 3 years minus three months old to receive funding for SPED services. If he is not going to reach PS-eligible age before the end of school, he will be rejected.

ERROR message -44335: Student must be within 90 days of their third birthday to be eligible for SPED funding (ARS 15-771 G).

Integrity failure:

- SPED

From 3.4.1.23 Grade.

NOTE: Grade and Service Code validations do not have to be performed on the DOR if the DOR is **ELEM NOT IN HS** or **COMPACT** or **STATE INSTITUTION**.

4. Student must be **at least 6 years old** before 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 the birthdate makes the student less than 6 years old before January 1st, then the student must be reported in grades KG, UE or PS.

ERROR message -44336: Students younger than 6 must be in grade PS, KG, or UE.

Integrity failure:

- SPED

5. *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.* If the birthdate makes the student less than 5 years old, then the student must be reported in grade PS.

ADM ERROR message -44337: Student must be 5 years old by Jan 1st to generate funding for KG/UE. ARS 15-821c

SPED ERROR message -44503: Student must be 5 years old by Jan 1st to generate funding for KG/UE. ARS 15-821c

Integrity failure:

- SPED

Note 'by' includes the designated date (eg. By Jan 1st includes Jan 1st)

6. A student with a SPED grade of UE must have an active Group B Sped service for every day they have a SPED membership graded UE. Otherwise, they need an ADM grade of KG for every day of such a condition.

If a student's SPED grade is UE for ANY period of time in a membership

If the student meets the statutory kindergarten age requirements **(A)**

If the student does NOT have an active Group B SPED Service **(B)**, **(C)** for every day he has a SPED membership graded as UE,

If the student does not have an ADM grade of KG for every day of a SPED participation period when SPED grade is UE and student does not have an active Group B SPED service,

ERROR: message -44345: Change membership/SPED grade to KG or submit a Group B SPED service for each day of UE membership for a 5 year old. ;SchoolCTDS=

Integrity failure:

- SPED

- (A)** As of March 2003, statutory kindergarten age requirements: at least 5 years old but under 6 years old by September 1.
- (B)** Group B disabilities are defined in §15-901.B.11. (For the most current list see statute, but as of March 2003, the Group B SPED disabilities are A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI.
- (C)** A child receiving regular instruction in one school (or district) and receiving SPED services in another school (or district) is still eligible for this benefit.

Note 'by' includes the designated date (eg. By Jan 1st includes Jan 1st)

10. Beginning fiscal year 2002-2003, a child must be at least within 90 days of their third birthday AND not yet reached kindergarten age (5 years of age *before* September 1) to start membership in grade PS.

ERROR message -44338: .A child must be at least within 90 days of their third birthday AND not yet reached kindergarten age (5 years of age *before* September 1) to start membership in grade PS.

Integrity failure:

- SPED

3.2 SPED DORS

In the Needs area, currently the concept of DOR is only relevant for Special Education. For all other Needs, funding and reporting is attributed directly to the school. Logically a student's DOR for special education services should be the same as his DOR for Membership. However, SAIS must allow districts to specify a SPED DOR separately because a student may receive SPED services from the state of Arizona while obtaining regular instruction outside the public school system.

SPED DORs are associated with an individual SPED service.

The following rules will synchronize the SPED DORs. Some rules relevant to SPED DORs can be found earlier in section **3.1 Student Counts Needs Rules**.

3.2.1 MULTIPLE CONCURRENT DORS

The validations in the earlier section concern a single membership only. This validation concerns students having more than one membership occurring at the same time. The intention is to inform districts when DOR anomalies exist.

1. When the DOR for concurrent Membership and SPED are different, notify the DOR for ADM.
*This validation is provided for informational purposes only: it will be performed as part of **2.4 Multiple concurrent DORS with Membership Integrity Processing**.*

WARNING message -243101: This student was also reported for SPED services with a different DOR.

2. If concurrent Memberships for a single student are reported with different DORs, notify all DORS.
*This validation is provided for informational purposes only: it will be performed as part of **2.4 Multiple concurrent DORS with Membership Integrity Processing**.*

WARNING message -243302: This student was also reported for ADM elsewhere with a different DOR.

3. If concurrent SPED services for a single student are reported with different SPED DORs, notify all SPED DORS.

WARNING message -244301: This student was also reported for SPED services elsewhere with a different DOR.

3.2.2 OVERLAPS OR GAPS BETWEEN SPED DORS

Any student with a Service not having a single DOR value for every single day of that membership, will not contribute toward Needs counts or any funding calculations for that school.

- For each SPED service, ensure that there are no gaps for a DOR: that there is a SPED DOR specified for each valid school day.

ERROR message -44340: There is no SPED DOR specified for all or part of this SPED Service.

Integrity failure:

- SPED

- For each SPED service, ensure that there are no overlaps: that there is only one SPED DOR specified for each valid school day.

ERROR message -44341: There is more than one SPED DOR specified for all or part of this SPED Service.

Integrity failure:

- SPED

3.2.3 SPED DORS OUTSIDE SERVICE DATES

If a SPED DOR is found to exist before a given SPED Service start date or past its end date, SAIS will not issue a message. The days outside the Service period will be ignored by the aggregation process.

3.3 OVERLAPPING SERVICES FOR A SPED NEED

Overlaps for services for a single Special Education Need is not allowed in SAIS. For example, only one service may exist for the SPED Need of "Hearing Impairment" at any one point in time, Following are examples of overlaps of SPED Needs.

This process is virtually identical to 4.1 Overlapping Programs for a Language Need.

<i>data</i>	9/1	10/1	11/1	12/1	1/1	2/1	<i>disposition</i>
Need HI, any service							
same need, any service							ERROR: a service for this need already exists on SAIS

<i>data</i>	9/1	10/1	11/1	12/1	1/1	2/1	<i>disposition</i>
Need HI, any service							
same need, any service							ERROR: a service for this need already exists on SAIS

<i>data</i>	9/1	10/1	11/1	12/1	1/1	2/1	<i>disposition</i>
Need HI, any service							
same need, any service							ERROR: a service for this need already exists on SAIS

<i>data</i>	9/1	10/1	11/1	12/1	1/1	2/1	<i>disposition</i>
Need HI, any service							
same need, any service							ERROR: a service for this need already exists on SAIS

If **services** for a single SPED Need overlap,

ERROR message -44349: There is more than one program/service specified at a single point in time for this need.

Integrity failure:

- SPED

3.4 MULTIPLE GRADES OR SERVICES

The following conditions will be tracked by ADE, as they are probably indicative of training issues at the school or district level.

- a student reported in more than one grade in a single school year
- a student reported in more than one service type at a single point in time

For each student.

If the student is in more than one **SPED service** in the same **district** during the school year AND if the student is reported in more than one **grade** during the year

WARNING message -244305: This student shows more than one grade during the school year.

3.5 INITIAL IEP

Initial IEP validations will be handled at the transaction level at this time.

3.6 SPED EXIT REASON/AGE/GRADE VALIDATION

GENERAL RULES

- The feds require only the final SPED Exit Reason of the year is relevant. Integrity can ignore all SPED Exit Reasons but the last one for a student at a school.
- SPED Exit Reasons are required by the federal government only for students aged 16-21 on December 1st. Integrity can ignore all SPED Exit Reasons for all other students.

RULES PRIOR TO FY2005

For data prior to FY2005, there were no age or grade restrictions for SPED Exit Reasons.

RULES FY2005 AND LATER

Refer to the SPED Exit Reason table in the Code Values document for specific settings for the validations in this section.

If student grade is PS and SPED Exit Reason is invalid for PS (code 2 " Graduated with regular high school diploma", or code 3 "Reached maximum age ", or code 7 "Dropped out"):

ERROR message @@. Message "Invalid SPED Exit Reason {SPED Exit Reason code} for preschool."

Integrity failure:

- SPED

If student grade is NOT PS and SPED Exit Reason is ONLY invalid for PS (code 8, "Transition to kindergarten")

ERROR message @@. Message "SPED Exit Reason {SPED Exit Reason code} only valid for PS."

Integrity failure:

- SPED

If student has SPED Exit Reason code 3 ("Reached maximum age") and student age on the SPED Service Exit Date is not 22 years minus one day:

ERROR message @@. Message "Student's age {age} on SPED Service Exit Date {exit date} does not qualify to use this SPED Exit Reason {SPED exit reason} "

Integrity failure:

- SPED

If student has SPED Exit Reason code 2 ("Graduated with regular high school diploma") and the student's age on December 1 is not between 16 and 21:

The Federal definition of early graduation for a special education student states that the student must be age 16-21 on December 1 of the year he graduates.

ERROR message @@. Message "Must be between 16 and 21 on December 1st to count as a graduate for Special Education."

Integrity failure:

- SPED

3.7 SYNCHRONIZE SPED GRADE / MEMBERSHIP GRADE

The SPED Grade and the grade on the student's membership (if a membership exists) should match. Beginning in FY2005, SAIS's Integrity process will warn when a discrepancy exists. Beginning in FY2006, Integrity will fail the student when a discrepancy exists.

If a student is receiving one or more SPED services, and a membership exists, validate that the SPED grade(s) and the membership grade match. If not:

WARNING message -223002: "This student shows different grades for SPED services and Membership."

4 Integrity Checking Processes: Language Needs

Following is the Integrity Checking Process necessary for the Language Needs area, which includes both Assessments and Language Program Participation.

4.1 OVERLAPPING PROGRAMS FOR A LANGUAGE NEED

Overlaps for programs for a single Language Need is not allowed in SAIS.

This process is virtually identical to 3.3 Overlapping Services for a SPED Need.

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
Need LEPS, any program							
same need, any program							ERROR: a program for this need already exists on SAIS

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
Need LEPS, any program							
same need, any program							ERROR: a program for this need already exists on SAIS

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
Need LEPS, any program							
same need, any program							ERROR: a program for this need already exists on SAIS

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
Need LEPS, any program							
same need, any program							ERROR: a program for this need already exists on SAIS

If **programs** for a single Language Need overlap, **ERROR** message -44348: There is more than one program/service specified at a single point in time for this need.

Integrity failure:

- Language / Group B

4.2 MISSING MEMBERSHIP FOR A LANGUAGE PROGRAM

Grade is essential for Language reporting, and it is not available in the Language Needs section of SAIS. From a business standpoint, any child receiving language services should be receiving regular instruction from the state. Therefore, if a language program participation is found for a Needs-only student (the student has no membership, and hence no Grade Membership for the fiscal year), then this would be an error and should not count toward funding or on reports

If a **language program** has been submitted for a student who does not have a Grade Membership in any Track in the same fiscal year, fail the language program participation. The Grade Membership and Track must be in the same LEA that is providing the language program for the given student.

ERROR message -44347: There must be a corresponding Grade membership for each day of an ELL service.

Integrity failure:

- Language / Group B

4.3 MISSING OR INVALID ASSESSMENT FOR A LANGUAGE PROGRAM

A language participation can be valid with an assessment administered at any public or charter school within the State either during the current or the previous fiscal year, and the most recent assessment must demonstrate that the student is in need of language program assistance.

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 the language program participation.

ERROR message -44401: Student must have an Assessment within the current or past fiscal year of the language program start date.

Integrity failure:

- Language / Group B

If a **language program** has been submitted for a student, find the most recent assessment on SAIS having an assessment date the same as or earlier than the language program start date.

If the assessment date is on or before June 30, 2004,:

If the Assessment Result is not New English Language Learner, or Continuing ELL, or ELL After Re-classification, fail the language program participation.

ERROR message -44402: Most recent Assessment did not show student to be ELL.

Integrity failure:

- Language / Group B

If the corresponding assessment date is on or after July 1, 2004, find the most recent oral and most recent writing and most recent reading assessments:

If all three cannot be found, fail the language program participation

ERROR message -44403: This language program participation requires 3 Arizona Language Assessment sub-tests – Oral and Reading and Writing

Integrity failure:

- Language / Group B

If all three contain a blank/null value, fail the language program participation

ERROR message -44404: At least one of the 3 Arizona Language Assessment sub-tests must contain an assessment result.

If the Assessment Result is not New English Language Learner, or Continuing ELL, or ELL After Re-classification on any of the 3 assessments, fail the language program participation.

ERROR message -44402: Most recent Assessment did not show student to be ELL.

Integrity failure:

- Language / Group B

If the Assessment Result on any of the 3 assessments is Continuing FEP, fail the language program participation.

ERROR message -44405: The Assessment Result found is Continuing FEP and is not valid for language program participation.

4.4 INVALID GRADE FOR A LANGUAGE PROGRAM

If a **language program** has been submitted for a student in preschool, fail the language program participation.

ERROR message -43408: Invalid grade (preschool) for ELL submissions.

Integrity failure:

- Language / Group B

4.5 INVALID DISTRICT FOR A LANGUAGE PROGRAM

If a **language program** has been submitted for a student attending school outside Arizona, fail the language program participation.

ERROR message -44507: Students attending out-of-state schools are not eligible for participation in an Arizona language program.

Integrity failure:

- Language / Group B

If a **language program** has been submitted for an LEA that is not a public or charter school, fail the language program participation.

ERROR message -44508: Student must attend a public or a charter school to participate in a language program.

Integrity failure:

- Language / Group B

4.6 TRANSFER TO DIFFERENT GRADE OR TRACK FOR LANGUAGE PARTICIPANTS

If a student having a language program participation also has a mid-year track change, validate that the track number of the language participation is the same as the membership track number.

ERROR message -@@@: Student language track number must be the same as the membership track number.

Integrity failure:

- Language / Group B

Solution: The language program with the old track number must be exited, and a new language program added with the new track number.

4.7 LANGUAGE PARTICIPATION/GRADE END DATE VALIDATIONS

Perform this validation if the grade end date, or language participation end date occur after February 1.

If the grade end date and language participation end date are not synchronous, and either end date occurs after February 1, issue the **WARNING** -244310: There must be a corresponding grade membership for each day of an ELL Service.

Perform this validation if the grade end date or language participation end date occur on or prior to February 1.

If the language participation does not have a corresponding grade membership for each day of the language service participation, issue the **ERROR** -44347: . There must be a corresponding grade membership for each day of an ELL Service.

4.8 CONCURRENT LANGUAGE PARTICIPATION VALIDATION

Perform this validation if a **language program** has been submitted, and other language participations are active in one or more LEAs other than the submitting LEA.

WARNING -222000: ELL Service is being provided at a different LEA.

4.9 LANGUAGE PROGRAM EXIT VALIDATION

Perform this validation where the language program has been submitted with an exit reason code 8 – “Transferred to different Grade or Track”.

Validate that a subsequent language program has been recorded in SAIS with a start date on or later than the exit date corresponding to the exit reason “Transferred to different Grade or Track.”

ERROR message -44354: ELL service with this withdrawal reason {exit reason code and description} should be followed by another ELL service.

Integrity failure: Language / Group B

5 Integrity Checking Processes: Support Programs

ADE is currently documenting procedures for handling all information relating to the student Needs of Free Lunch Eligibility and Reduced Price Lunch Eligibility. These procedures will be published with the SAIS database requirements documents. Integrity validations relating to these needs are marked with the expression "Free-Reduced Special Handling."

This chapter describes the Integrity Checking Process necessary for the Support Program Participation area. The following table lists Support Programs and the validations required for each.

Support Program validations

Support Program Name (Short Description)	Validation	System Message Number	Type of Error / handling
21st Century program	<ul style="list-style-type: none"> LEA must be receiving qualifying grant: 21st Century Community Learning Centers and 21st Century Learning Centers Renewal-Year 2 	@ @	WARNING: this participation won't be counted for reporting
Homeless	<ul style="list-style-type: none"> no validation necessary: all district and charter LEA's may offer these services 	none	none
Neglected or Delinquent Program Services	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-D qualifying grants: Title I Neglected & Delinquent, Title I LEA-Neglected & Delinquent 	@ @	WARNING: this participation won't be counted for reporting
School Improvement Supplemental Education Services	<ul style="list-style-type: none"> LEA should have the federal designation "in school improvement" on Enterprise Student must be low income (eligible for free lunch OR eligible for reduced fee lunch) 	-44511	ERROR:
Title I Mathematics	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-A LEA 	@ @	WARNING: this participation won't be counted for reporting
Title I Other	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-A LEA 	@ @	WARNING: this participation won't be counted for reporting
Title I Reading	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-A LEA 	@ @	WARNING: this participation won't be counted for reporting
Title I Science	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-A LEA 	@ @	WARNING: this participation won't be counted for reporting
Title I Social Studies	<ul style="list-style-type: none"> LEA must be receiving Title I funds – qualifying grant: Title I-A LEA 	@ @	WARNING: this participation won't be counted for reporting

Support Program Name (Short Description)	Validation	System Message Number	Type of Error / handling
Transportation / School Choice	<ul style="list-style-type: none"> Previous School must have the federal designation "in school improvement" on Enterprise Current School CANNOT be "in school improvement" on Enterprise 	-44511	Implementation of this rule is being deferred to a future fiscal year.
Gifted Program	<ul style="list-style-type: none"> School: no validation necessary: all district and charter LEA's may offer these services Student: no validation necessary: a student may participate in a Gifted Program without being designated as having the Gifted Need 	none	none
Johnson-O'Malley Indian Education	Student is JOM-eligible if: <ul style="list-style-type: none"> Race/Ethnicity is "I" (American Indian or Alaskan Native) AND SAIS Tribal Name is not empty AND age on 12/1 > 2 	@ @	ERROR: Student is not eligible for JOM Program.

5.1 VALIDATE SUPPORT PROGRAM / LEA

PERMISSION FOR LEA TO OFFER A SUPPORT PROGRAM

If a Support Program requires that an LEA have permission to offer it (see the **Validation** column in the table above), and this LEA does not have that permission on Enterprise for the fiscal year specified by the program start date:

WARNING message -44501: Entity {Entity ID} does not have permission to offer the {program code} support program for the stated fiscal year.

Integrity failure:

- Support Program

TRANSPORTATION / SCHOOL CHOICE

For a student to receive these services, the previous school must actually have the federal label of "in school improvement" and this school cannot have that label.

NOTE: The validation rules relating to the Transportation / School Choice Support Program will **not** be implemented in FY2005. They are retained here as a place holder for implementation in a future fiscal year.

If Current School does NOT have the federal label "in school improvement" on Enterprise for the fiscal year identified by the student's Program Entry Date:

ERROR message -44512: School {Entity ID} is in federal improvement: cannot provide the Transportation / School Choice Support Program.

Integrity failure:

- Support Program

Find the PREVIOUS school that he withdrew from to attend here. If that PREVIOUS school does NOT have the federal label "in school improvement" on Enterprise for the fiscal year identified by the student's Program Entry Date:

ERROR message -44513: Student cannot participate in a Transportation / School Choice Support Program. Previous School {Entity ID} is NOT in federal improvement.

Integrity failure:

- Support Program

5.2 VALIDATE SUPPORT PROGRAM / STUDENT

*Since needs may be added and changed independently of the support programs in SAIS, verify that required program/need relationships exist in SAIS. The valid combinations can be found in the Support Program table in the SAIS **Code Values** document. Note there that not all support programs require a student to have an associated need.*

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

If a single specific support program is submitted for a student more than once with the same start date, fail the support program transaction.

ERROR message -44502: Support program {support program code} cannot be submitted for a student more than once with the same start date.

Integrity failure:

- Support Program

SCHOOL IMPROVEMENT SUPPLEMENTAL EDUCATION SERVICES

For Support Program "School Improvement Supplemental Education Services"

If the student does NOT have a required need (Eligible for Free Lunch OR Eligible for Reduced Price Lunch) in the fiscal year specified by the program start date:

ERROR message -44514: Student {Student ID} does not have a free/reduced price lunch need required for participation in the School Improvement Supplemental Education Services.

Integrity failure:

- Support Program / Free-Reduced Special Handling (**NOTE: these messages may ONLY be shown on a separate free/reduced lunch report**)

If a support program transaction is submitted for School Improvement Supplemental Education Services, the school must have the federal designation of "In School Improvement". Otherwise, fail the support program transaction.

ERROR message -@@: School does not have federal designation of "In School Improvement" and cannot offer Supplemental Education Services.

Integrity failure:

- Support Program

JOHNSON-O'MALLEY INDIAN EDUCATION

For Support Program "Johnson-O'Malley Indian Education"

If the student does NOT have ethnicity/race of "I" (American Indian or Alaskan Native):

ERROR message -44505: Student must have ethnicity/race of American Indian to be eligible for a Johnson O'Malley Indian Education program.

Integrity failure:

- Support Program

If the student is younger than 3 years old on the program start date:

ERROR message -44506: Student must be 3 years or older to be eligible for a Johnson O'Malley Indian Education program.

Integrity failure:

- Support Program

If the Tribal Name is equal to nulls:

ERROR message -44507: Student must have Tribal Name to be eligible for a Johnson O'Malley Indian Education program.

Integrity failure:

- Support Program

TITLE I ACADEMIC DISADVANTAGE SUPPORT PROGRAMS

Academic Disadvantage support programs under Title I require that the student has Need transactions in SAIS specific to the given educational subject area.

If a student's support program transaction is for the following Title I program(s), validate that the following Needs are in SAIS:

- Title I Mathematics Support Program Transaction requires a Math Need Code (13);
- Title I Other Support Program Transaction requires an Other Academic Services Need Code (19);
- Title I Reading Support Program Transaction requires a Language Arts (reading and/or writing) Need Code (14);
- Title I Science Support Program Transaction requires a Science Need Code (15);
- Title I Social Studies Support Program Transaction requires a Social Studies Need Code (18);

ERROR message -24016: Support Program {support program code} requires the following Need {need code}. SAIS not updated..

Integrity failure:

- Support Program

5.3 MEMBERSHIP VALIDATIONS FOR A SUPPORT PROGRAM

Students participating in AAD Support Programs must be in Membership; i.e. receiving regular instruction; each day they are in the support program.

If a student does not have a Membership at some school in the same fiscal year, fail the support program participation.

ERROR message -44517: This student must have a membership in SAIS for the fiscal year when his participation in the support program occurred {support program start date}.

Integrity failure:

- Support Program

If the support Program Entry Date does not fall within the active Membership/Track interval, fail the support program participation.

ERROR message -@@: No active membership was found for the Program Entry Date {program entry date} submitted. SAIS not updated.

Integrity failure:

- Support Program

If the Support Program transaction is for a student having more than one active Membership (concurrent enrollment) across LEAs, validate that the Support Program is not already in existence for the corresponding membership interval at an LEA other than the sending entity. This Rule will be implemented in a future year.

ERROR message -@@@: This student {student ID} may not be receiving program services for {support program code} at more than one LEA at a time.

Integrity failure:

- Support Program

5.4 GIFTED PROGRAM / GIFTED STUDENT

As noted in the earlier validation table, no validation is necessary for Gifted Program participation. Gifted Programs may be offered by an LEA or school, and any student may participate in Gifted Programs, regardless of whether they have a proven Gifted Need or not.

6 Integrity Checking Processes: Test Label Information

This chapter describes the Integrity Checking Process necessary for the Student Test Label area. That transaction is currently under construction.

Appendix A: Notes on Certificates of Educational Convenience

Certificates of Educational Convenience (CECs) are issued by school districts to provide relief for students in very specific circumstances and who need to attend a school outside their district of residence. CECs incur additional State funding. There are two types of CEC available: CEC-A and CEC-B. They apply to both Membership and to Needs.

CEC-A

The rules for CEC-As are defined in ARS §15-825 (A). The following students are eligible for a CEC-A:

- students who are precluded by distance or lack of adequate transportation from attending a school within their own district, including out of state
- students residing in unorganized territories and attending school in another district.

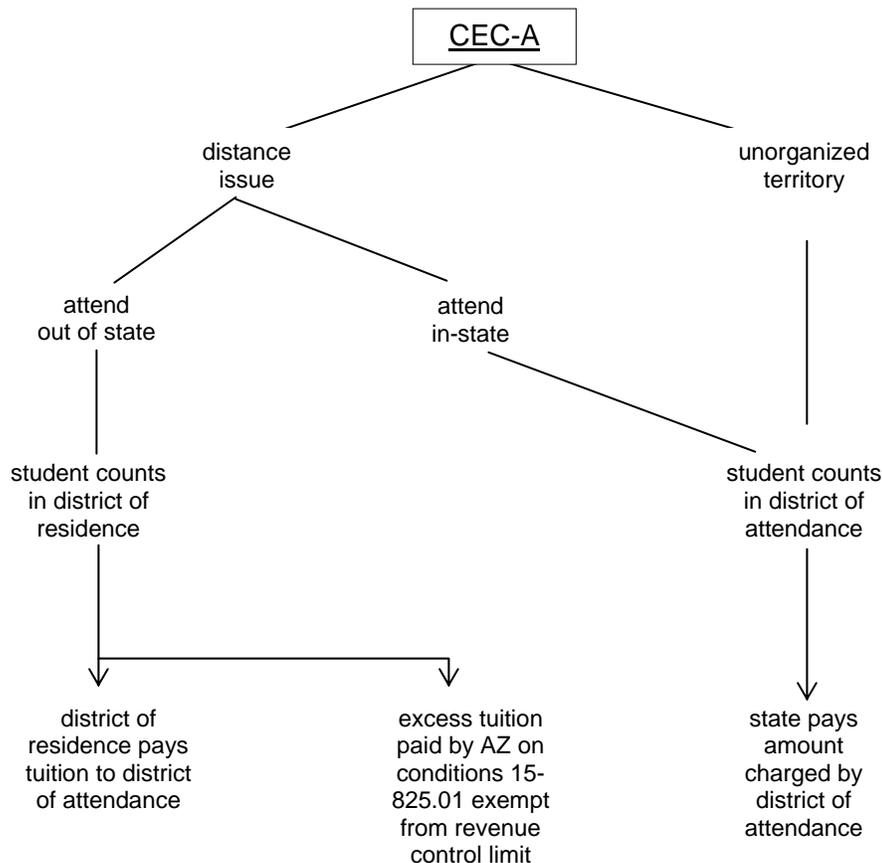


Figure 1 CEC-A Eligibility

CEC-B

The rules for CEC-Bs are defined in ARS §15-825 (B). The following students are eligible for a CEC-B: students who reside in

- a state rehabilitation or corrective institution;
- a foster home or child care agency or institution which is licensed and supervised by the Department of Economic Security or Department of Health Services;
- a residential facility operated or supported by the Department of Economic Security or Department of Health Services;
- under the supervision of the Department of Juvenile Corrections in a residence pursuant to the interstate compact on juveniles.

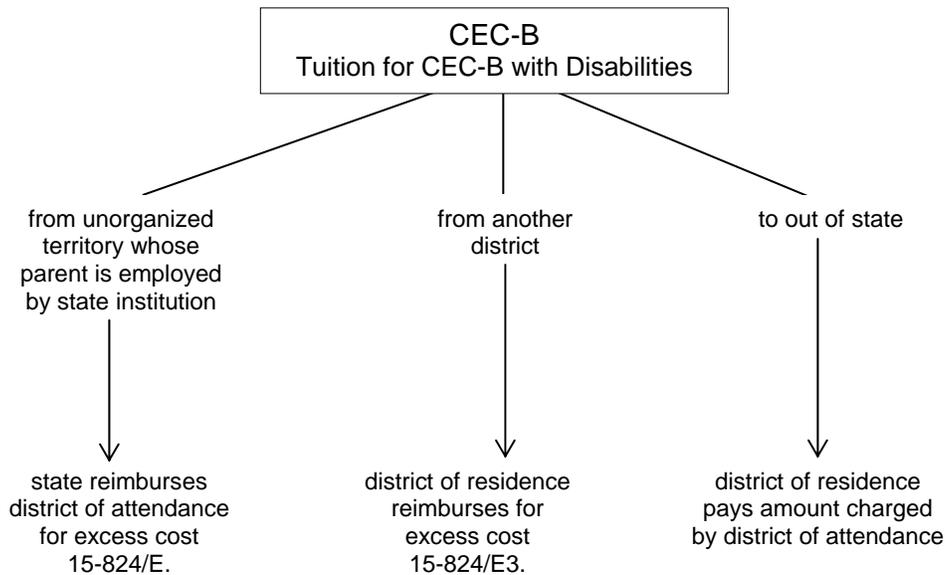
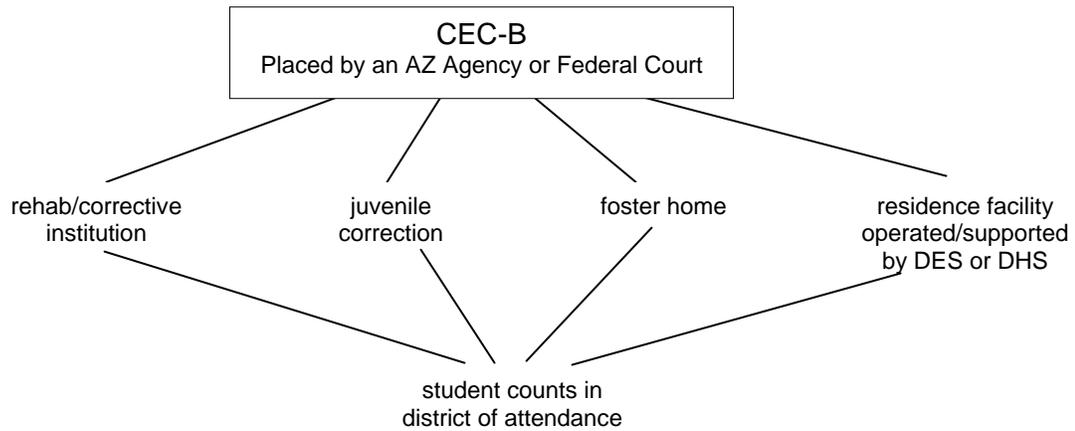


Figure 2 CEC-B Eligibility

Appendix B: Relevant Arizona Statutes

Title 15 of the Arizona Revised Statutes (ARS) deals with education. The following lists just some of the individual statutes relevant to State funding and, thereby, the Integrity Checking Processes. They are listed here for reference purposes only. This list does not attempt to form a complete reference, but rather to point out some commonly asked-about statutes.

The statutes themselves are not quoted here since the content is subject to change by the legislature. The titles are current as of September 2000. See the most current version of these statutes for correct information.

STATUTES RELATED TO STATE ADM FUNDING

Admission Requirements

Article 2. Admission Requirements

ARS § 15-821 Admission of children; required age

ARS § 15-824 Admission of pupils of other school districts; homeless children; tuition charges; definitions

ARS § 15-825 Certificate of educational convenience; issuance; effect on enrollment records

ARS § 15-825.01 Certificates of educational convenience; pupils attending out-of-state schools

ARS § 15-827 Presentation of withdrawal forms

ARS § 15-828 Birth certificate; school records; exemption

Paragraph G addresses disclosure of educational records by the school district or charter school

Attendance

Article 1. School Year and Attendance Requirements

ARS § 15-801 School year; school month; holidays

ARS § 15-803 School attendance; exemptions; definitions

School District Budgeting (full-time equivalency participation requirements)

ARS § 15-901 Definitions

ARS § 15-902 Determination of student count

ARS § 15-902.2 Optional two hundred day average daily membership calculation

Student Age and Grade (see also the items related to Admission Requirements above and to Special Education on the next page)

ARS § 15-821 Admission of children; required age

ARS § 15-901 Definitions

Charter Schools

ARS § 15-185 Charter schools; financing; definitions

Paragraph C addresses splitting funding for concurrent enrollments in a charter school and a public school

JTEDs

ARS § 15-393 Joint technological education district governing board

Language

Article 3.1 English Language Education for Children in Public Schools

ARS § 15-751 Definitions in this article

Miscellaneous

ARS § 15-941 Teacher experience index; computation; definition

- ARS § 15-942 Adjustment for rapid decline in student count
- ARS § 15-943 Base support level
 - this includes the Group B weighted student count calculation*

STATUTES RELATED TO SPECIAL EDUCATION

- School District Budgeting (full-time equivalency attendance requirements)
 - ARS § 15-901 Definitions

Student Age and Grade (see also the items related to Admission Requirements and the membership-related items on Student Age and Grade on the previous page)

- ARS § 15-761 Definitions
- ARS § 15-771 Preschool programs for handicapped children; definition
- ARS § 15-1181 Definitions
 - ARS § 15-1181 is related to Voucher programs only*

- ARS § 15-1343 Persons entitled to education
 - ARS § 15-1343 is related to Arizona School for the Deaf and Blind (ASDB) only*

- ARS § 15-1344 Authority for enrollment of children under three years of age; definition
 - ARS § 15-1344 is related to Arizona School for the Deaf and Blind (ASDB) only*

- ARS § 15-1345 Overage and nonresident students; deposit
 - ARS § 15-1345 is related to Arizona School for the Deaf and Blind (ASDB) only*

STATUTES RELATED TO SAIS

- Article 8. Student Accountability Information System
 - ARS § 15-1041 Student Accountability Information System
 - ARS § 15-1042 Time line; student level data; definition
 - ARS § 15-1043 Student level data; confidentiality

Issues

2/16/2004

System message numbers: Message numbers have not yet been assigned for the validations new for FY2005 processing. They will be added to this document shortly.

3.7 Synchronize SPED Grade / Membership Grade: The rules for this synchronization have not yet been determined by ADE's Exceptional Student Services department. They will be published as soon as they are finalized.

6 Integrity Checking Processes: Test Label Information: The Student Test Label transaction is currently under construction. Integrity validations will be added after the transaction is finalized.