Synergy SIS©

State of Arizona Data Reporting Administrator Guide

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ABOUT THIS MANUAL

Edupoint Educational Systems develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

The table below lists the release date, software version, documentation volume number, and the content included in each volume of documentation to date.

Software and Document History

Date	Volume	Edition	Revision	Content
May 2009	1	1	1	Initial release of this document
August 2009	1	1	2	Updated for July 2009 release
October 2009	1	1	3	Added SAIS Information Location chapter
March 2010	1	1	4	Updated to include changes from the November 2009 release and the February and March 2010 patches.
August 2011	1	2	1	Updated to include changes from the June 2011 release and August 2011 patches.

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CONVENTIONS USED IN THIS MANUAL

Bold Text	**Bold Text** - Indicates a button or menu or other text on the screen to click, or text to type.
	Tip – Suggests advanced techniques or alternative ways of approaching the subject.
	Note – Provides additional information or expands on the topic at hand.
	Reference – Refers to another source of information, such as another manual or website
	Caution – Warns of potential problems. Take special care when reading these sections.

BEFORE YOU BEGIN

Before installing any of the Edupoint family of software products, please be sure to rescreen the system requirements and make sure the district's computer hardware and software meet the minimum requirements. If there are any questions about the system requirements, please contact an Edupoint representative at (877) 899-9111.

Caution: The Edupoint family of software does not support the use of pop-up blockers or third-party toolbars in the browser used to access Synergy SIS. Please disable any pop-up blockers (also known as pop-up ad blockers) and extra toolbars in the browser before logging into any Edupoint product.

At any point, if there are any technical difficulties, please contact the Edupoint technical support team at support@edupoint.com or by phone at 1-877-899-9111 option 1.

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Chapter One: OVERVIEW

In this chapter, the following topics are covered:

- Overview of the SAIS Data Reporting process
- Overview of other program reports
- Information and setup needed before configuring SAIS

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OVERVIEW OF SAIS DATA REPORTING

Synergy SIS provides a seamless process to report the required data to the state of Arizona, and allows the district to simplify this process to the point where no manual intervention is required. Some of the notable features of the SAIS Data Reporting include:

- Synergy SIS sends all data at the district level so only one upload is needed for the entire district. Separate uploads for each school are not required.
- Synergy SIS connects directly to the state's SAIS system. There is no need to create a separate file and manually upload it into the SAIS system.
- Synergy SIS automatically downloads new SAIS IDs when they are available. A separate download or separate data entry is not required.
- Synergy SIS automatically downloads the results of an uploaded transaction file and processes the results, providing the district with a more user-friendly report of any errors reported by the state. This process also ensure that the data in Synergy SIS stays synchronized with the data uploaded at the state, and Synergy SIS automatically resubmits failed transactions when the error in the data entry is fixed.
- Synergy SIS is updated every year to reflect the changes introduced by the Dept. of Education, and to ensure compliance with any state regulations. These updates are provided to the district at no additional cost (with an active support & maintenance contract).
- To double-check the data collected by the state and ensure the district's data is captured correctly, Synergy SIS provides the SAIS Comparison tool to compare all data collected in Synergy SIS against one of the state reports such as the ADMS72 or ADMS75 reports.
- The data submission process may be scheduled to run automatically with no manual intervention required.

How is the data collected?

The state requires that data be collected and submitted to the SAIS system regarding three general categories of student data:

- Student enrollment information
- Student attendance information
- Student participation in special programs such as ELL or Special Education

Student enrollment information is entered into the Student screen as part of the process of normal enrollment process. Attendance data is entered into Synergy SIS as part of the normal process of taking attendance. No special data entry is required to capture the information required by the state. Information regards the student's participation in special programs such as ELL or Special Education is recorded in one of the screens available in the Student Programs folder. To see where each element of a SAIS transaction is recorded in Synergy SIS, please refer to Chapter Five of this guide.

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How is the data verified and checked?

Synergy SIS is capable of making every data entry field mandatory, and checking the data at the time it is entered. However, this approach for most districts is not practical because all data may not be available at the moment a student is enrolled or whenever some other data entry occurs. Instead, extensive validation is run when the upload is created based on the complex SAIS transaction validation rules from the state. These validation rules are updated when the state makes any changes to the SAIS transactions rules.

If any errors or invalid data are encountered in the data when the upload is created, transactions based on that data is not included in the upload. However, the upload is still created and sent to the state with all the data that passed the validation process. The errors found are summarized in a PDF report that pops-up on the screen when the file creation process is complete. This allows the correct data to still be submitted in a timely manner, but problems in the data are still identified so they can be corrected. Once the errors are fixed, those transactions are included in the next upload.

Overview of the Data Submission Process

SAIS reporting in Synergy SIS consists of 4 steps. Throughout this reporting process, Synergy SIS reports the success or failure of any given step on screen so the progress of the submission can be monitored. The steps are:

1. **Creation**: The first step in the reporting process is the creation of the transactions that are to be sent to the state. When completed, this step generates a report of any errors that need to be fixed in the data. It also creates the final file to be sent to the state. The file created is a text file, as this is quicker to upload and preferred by the SAIS system. However, it is based on an XML file that could be used instead.
2. **Upload**: The second step uploads the text file created in step 1 to the SAIS system. This is done automatically through a direct connection to the SAIS system.
3. **Download**: The third step downloads the results of the state's SAIS validation process for each transaction included in the file that was uploaded in step 2. All errors that occurred are included in a PDF report that displays on screen after the completion of this step.
4. **Process Results**: The fourth step processes the results from the state that were downloaded in step 3. This step is critical so that any transactions that were not accepted by the state can be resubmitted when the data entry errors are corrected.

Transaction generation for EVIT, JTED and AOI (formerly TAPBI) is directly supported within Synergy SIS. The transaction generation and error reporting for these types of situations occurs during the normal process of the district's SAIS transaction generation, and no special steps are needed. The log of the student's time for AOI schools can be recorded as minutes in the attendance system either through manual data entry or by importing a file using the Synergy SIS Generic Data Conversion program. This time is then submitted to the state in addition to the membership information for the AOI program. For the AZ Safe program, Synergy SIS can create a file of the required data that can be uploaded as needed.

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Location of the State Data Reporting Screens

The **AZ** folder of the Synergy SIS menu (also known as the PAD tree) includes the **Community College** screen, the **SAIS Submission** screen, and the **SAIS Comparison** screen, as well as their associated reports and setup screens. The **Student Programs** folder of the Synergy SIS menu includes the **Childhood Assessment** screen, the **Childhood Program Participation** screen, the **English Language Learners** screen, the **Free and Reduced Meals** screen, the **Mass Update Student Programs** screen, the **Special Ed Student Services** screen, the **Student GATE** screen, the **Student Needs** screen, and the **Student Program Summary** screen.

The setup for the AZ folder screens is discussed in Chapter 2 of this guide. The setup for the Student Programs folder screens is discussed in Chapter 3 of this guide. The companion manual to the Administrator Guide, *Synergy SIS – State of Arizona Data Reporting User Guide,* illustrates how to enter the data needed for state reporting, how to compare the data in Synergy SIS against the data collected at the state, and how to run the SAIS Submission process. The User Guide also rescreens all of the reports available for these screens and folders.

To access the **AZ folder**:

1. Open the **Synergy SIS Navigation Tree** by clicking on the Tree button at the top of the screen.

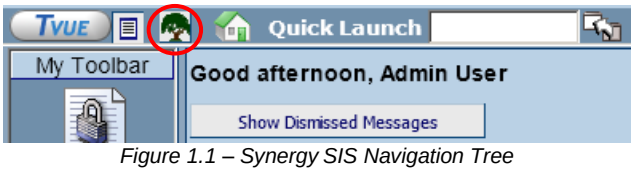

Figure 1.1 – Synergy SIS Navigation Tree

2. Expand the **Synergy SIS** folder by clicking on the blue triangle pointing right, next to the word Synergy SIS. Once clicked, the triangle turns green and points downward.

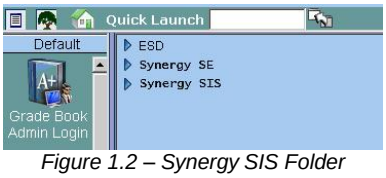

Figure 1.2 – Synergy SIS Folder

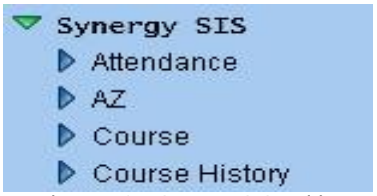

Figure 1.3 – Synergy SIS Folder Expanded

3. Under the Synergy SIS folder, open the **AZ** folder by clicking on the blue triangle pointing right, next to the word **AZ**. Once clicked, the triangle turns green and points downward.

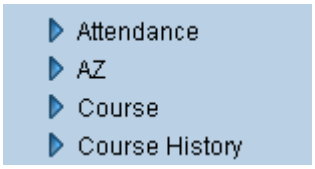

Figure 1.4 – AZ Folder

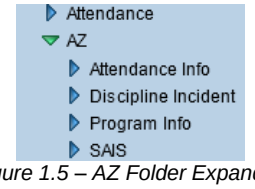

Figure 1.5 – AZ Folder Expanded

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Note: In the rest of the manual, the location of a screen or report in the Navigation Tree (also referred to as the PAD tree) is indicated using ">". The example above would be indicated as **Synergy SIS > AZ**. This would mean go to the Navigation Tree, click on the Synergy SIS folder, and then click on the AZ folder.

OVERVIEW OF AZ (STATE OF ARIZONA) SCREENS

The **AZ** screens are located under the Synergy SIS > AZ > SAIS folder.

The **SAIS Submission** screen is where the transaction files are created and uploaded to the state.

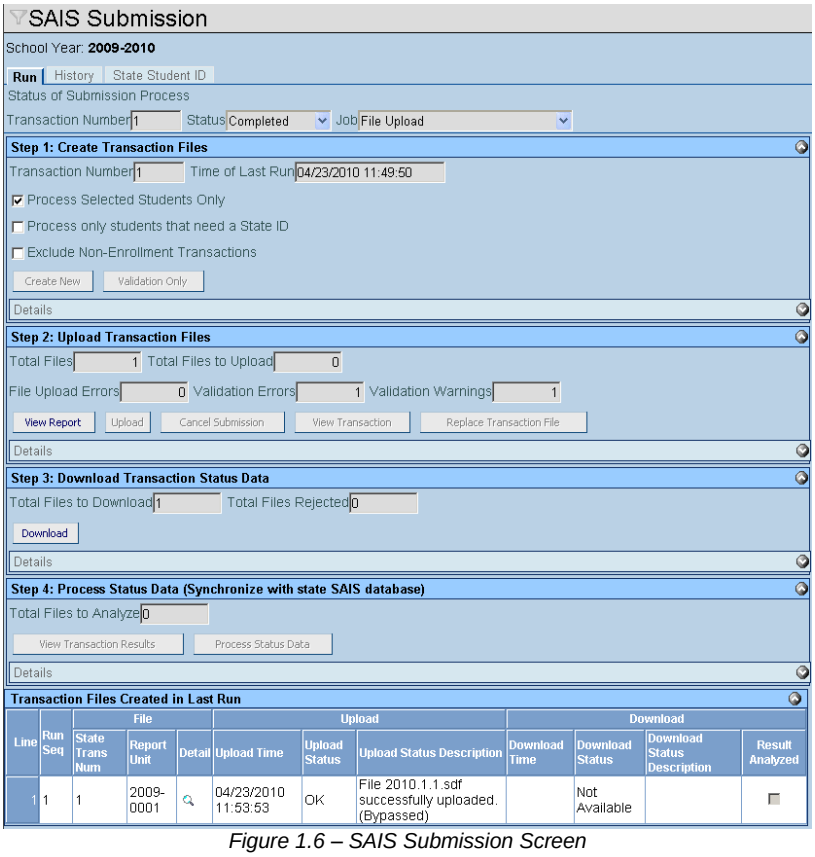

Figure 1.6 – SAIS Submission Screen

The **History tab** of the SAIS Submission screen lists all transactions uploaded to the state for this school-year.

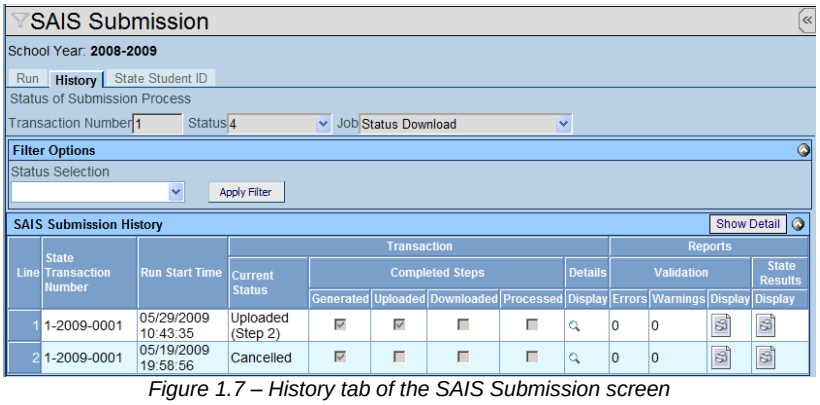

Figure 1.7 – History tab of the SAIS Submission screen

The **State Student ID** tab of the SAIS Submission screen monitors students with missing SAIS IDs (new students, etc.) and downloads the IDs when created by the state.

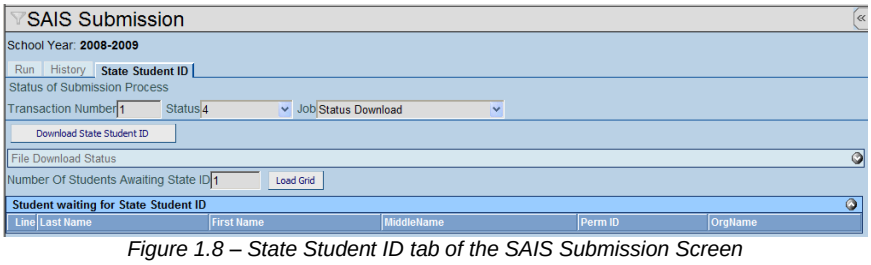

Figure 1.8 – State Student ID tab of the SAIS Submission Screen

The **SAIS Comparison** screen gives the district the ability to compare the data within Synergy SIS against the data listed in various reports from the SAIS system, such as the ADMS72 and ADMS75 reports.

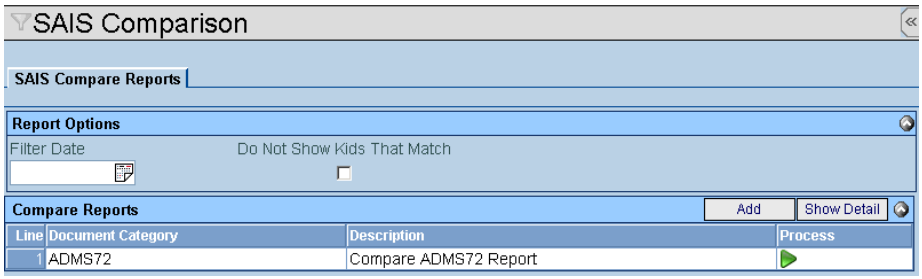

Figure 1.9 – SAIS Comparison Screen

The **Community College** screen tracks courses taken for credit at community colleges.

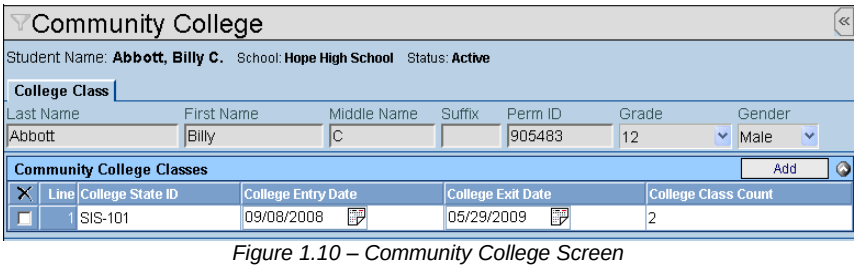

Figure 1.10 – Community College Screen

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The screens under the **Setup** folder are discussed in Chapter 2 of this guide, with the exception of the SAIS Transaction Maintenance screen. The **SAIS Transaction Maintenance** screen allows districts to manually edit the transactions being sent to the state. This screen should be used with extreme caution, and only to fix problems that cannot be resolved by editing the data in the other screens. This screen is covered in the companion manual to this guide, the *Synergy SIS – State of Arizona Data Reporting User Guide*.

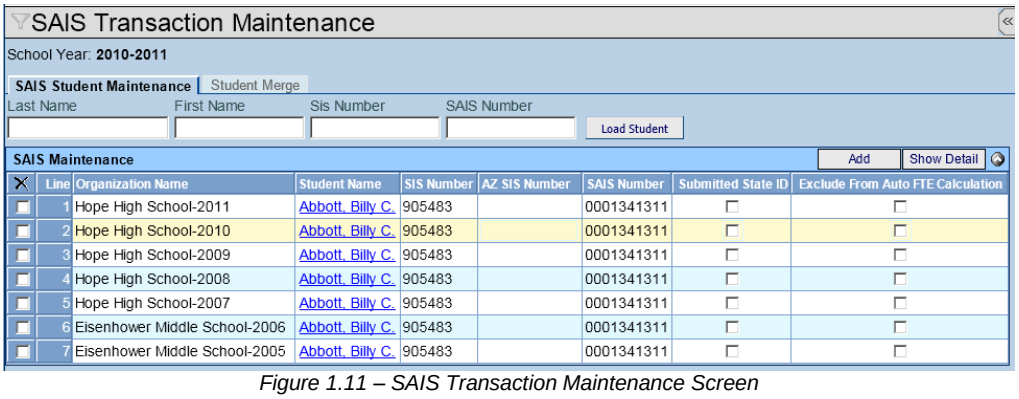

Figure 1.11 – SAIS Transaction Maintenance Screen

The screens in the **Attendance Info** folder, the **Discipline Incident** folder, and the **Program Info** folder are reports that are also outlined in the *Synergy SIS – State of Arizona Data Reporting User Guide.*

OVERVIEW OF STUDENT PROGRAM SCREENS

The **Student Program** screens are located under the Synergy SIS > Student Programs folder.

The **Childhood Assessment** screen is used to track assessment results for students in pre-school programs. Starting in FY2012 (2011-12), this data is automatically submitted to the state and it is no longer required.

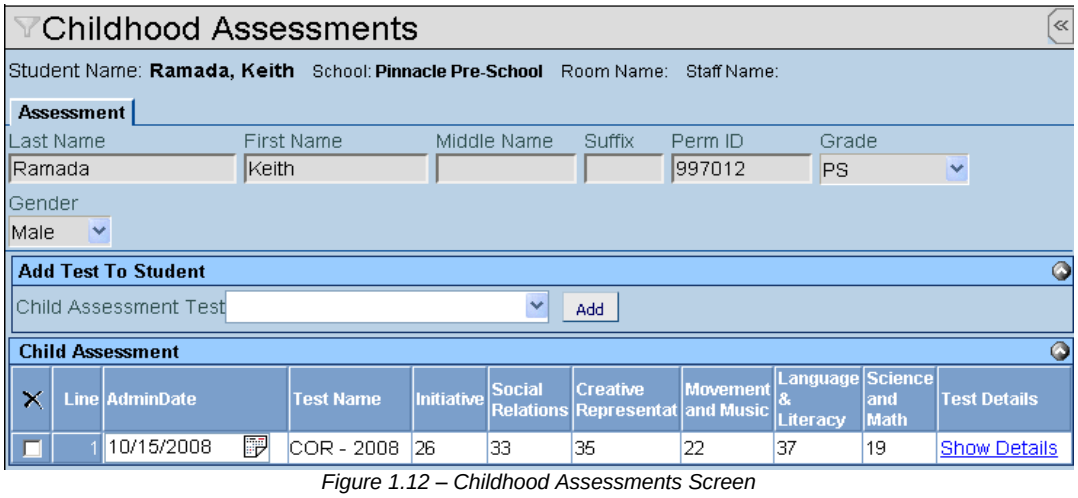

Figure 1.12 – Childhood Assessments Screen

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The **Childhood Program Participation** screen lists the programs in which students in a pre-school program are participating.

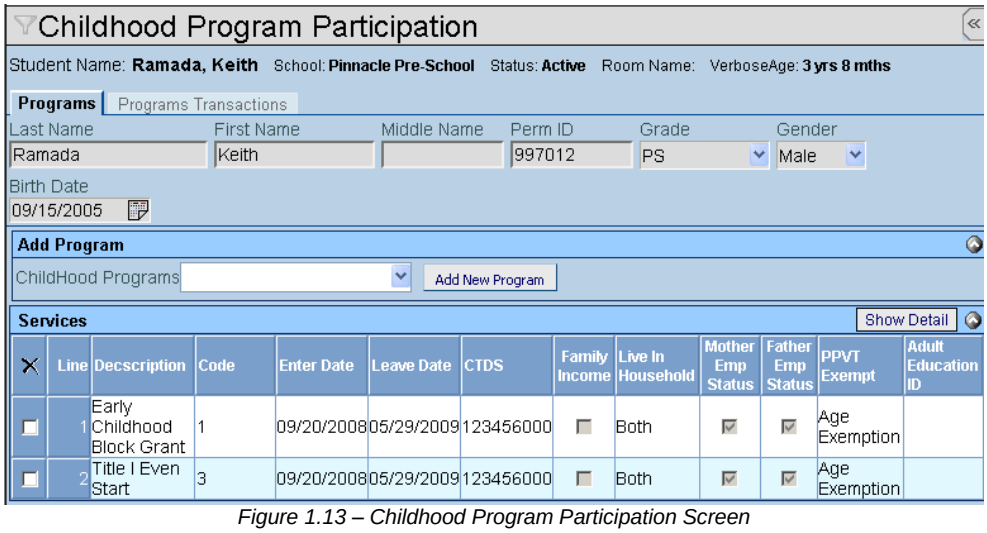

Figure 1.13 – Childhood Program Participation Screen

The **English Language Learners** screen lists all ELL assessments administered to a student. After FY2008, this data is submitted to the state automatically by the testing company, Pearson Education. Therefore ELL tests for FY2009 and later are not required.

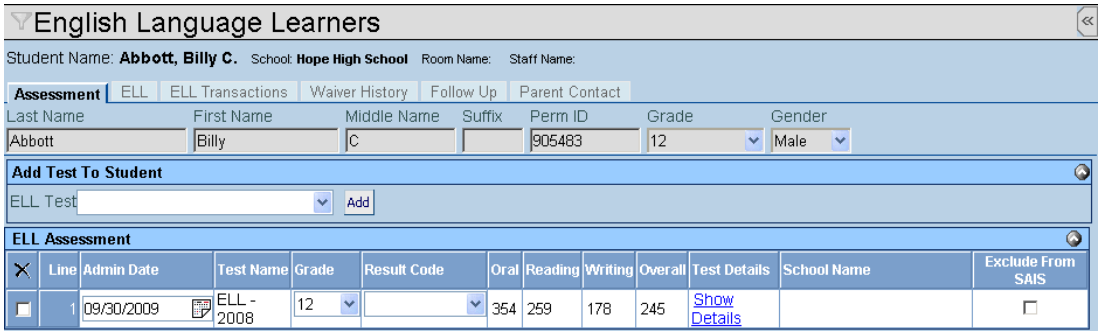

Figure 1.14 - English Language Learners Screen

The **ELL tab** of the English Language Learners screen lists the student's history of participation in the ELL program.

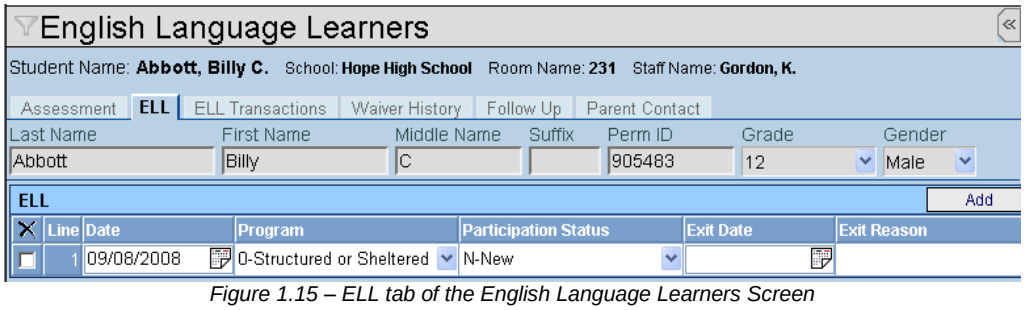

Figure 1.15 – ELL tab of the English Language Learners Screen

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The **ELL Transactions tab** of the English Language Learners screen lists all transactions submitted to the state regarding this student's participation in the ELL program.

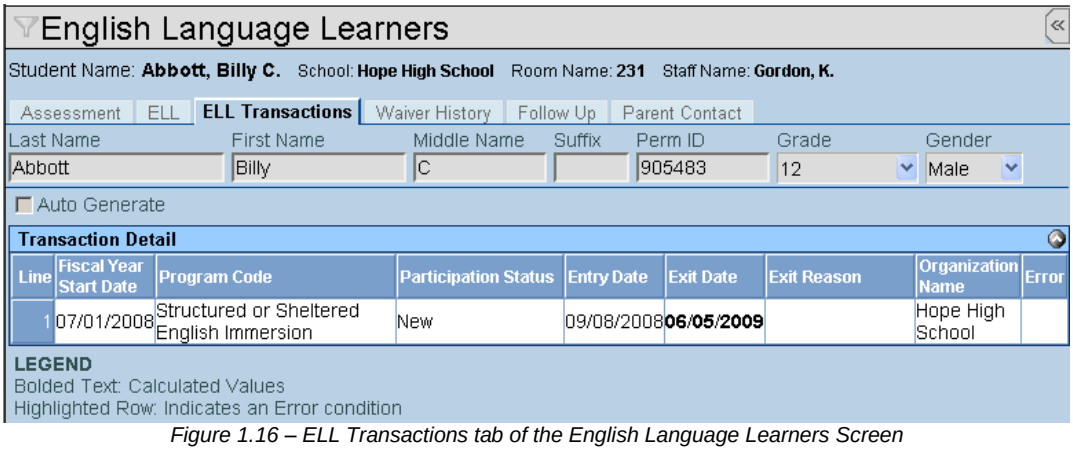

Figure 1.16 – ELL Transactions tab of the English Language Learners Screen

The **Waiver History tab** of the English Language Learners screen lists any parental waivers excluding the student from participation in the ELL program.

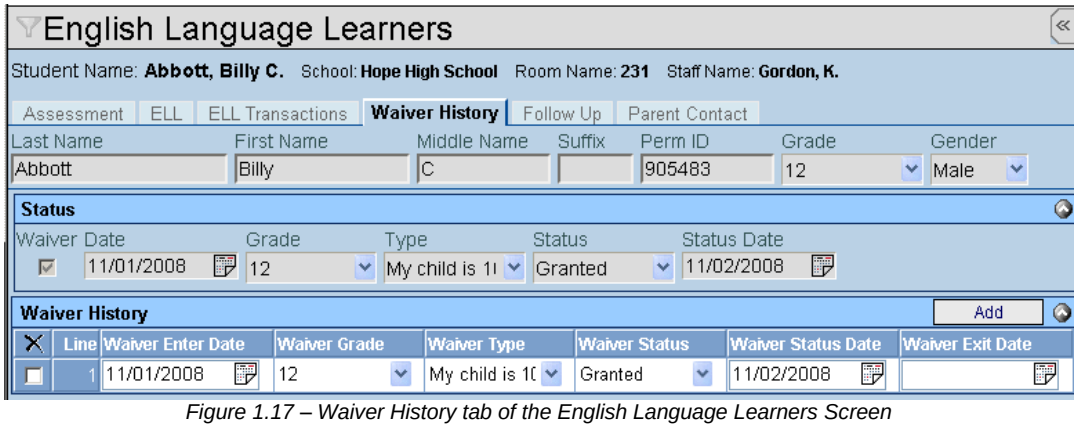

Figure 1.17 – Waiver History tab of the English Language Learners Screen

The **Follow-Up tab** of the English Language Learners screen shows any follow-up notes entered by educators regarding the student's ELL participation.

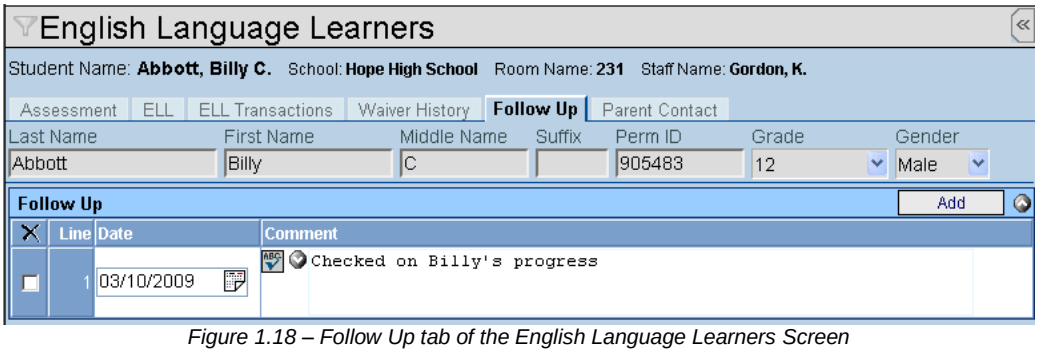

Figure 1.18 – Follow Up tab of the English Language Learners Screen

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The **Parent Contact tab** of the English Language Learners screen lists all records of contact with the student's parents regarding their participation in the ELL program.

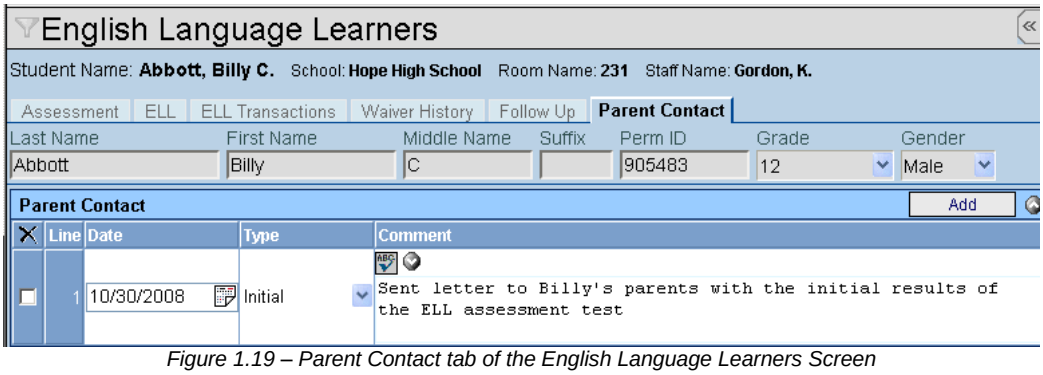

Figure 1.19 – Parent Contact tab of the English Language Learners Screen

The **Free and Reduced Meals** screen records the student's participation in the Free and Reduced Meals program.

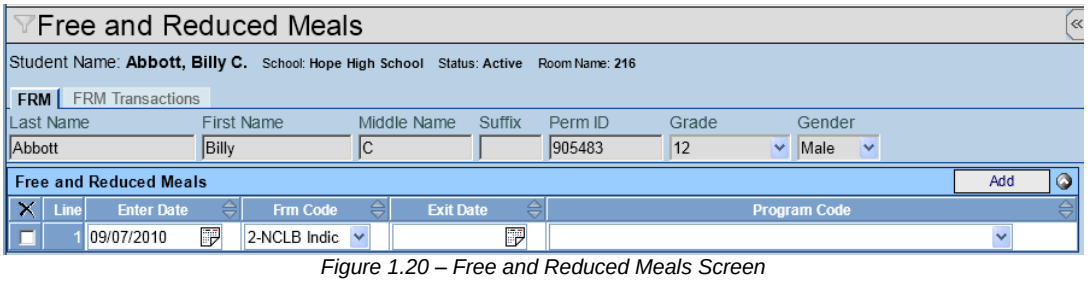

Figure 1.20 – Free and Reduced Meals Screen

The **Mass Update Student Programs** screen gives districts the ability to record an exit date and reason for any students participating in any special program at the end of the year, saving many hours of data entry.

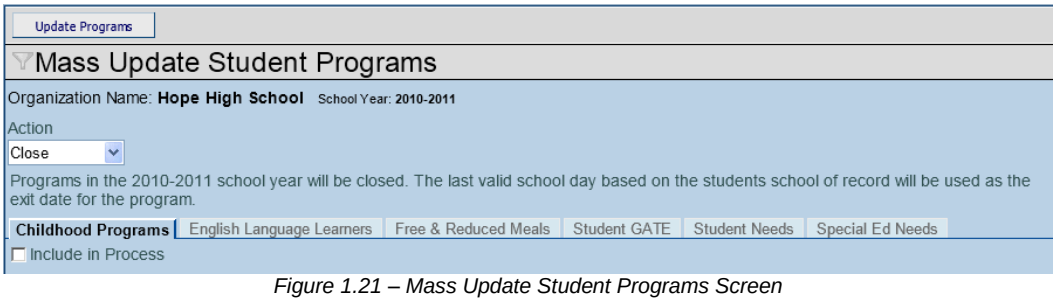

Figure 1.21 – Mass Update Student Programs Screen

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The **Special Ed Student Services** screen lists the records of the student's participation in special education services.

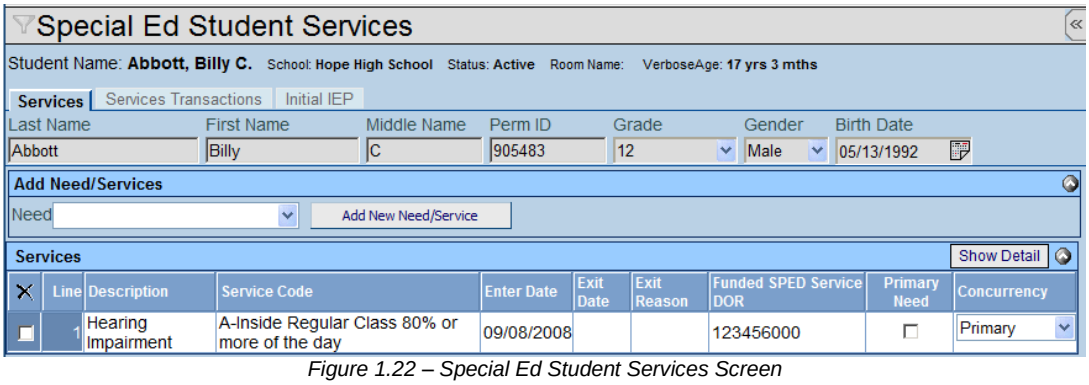

Figure 1.22 – Special Ed Student Services Screen

The **Services Transactions tab** of the Special Ed Student Services screen lists all transactions submitted to the state regarding the student's participation in special education.

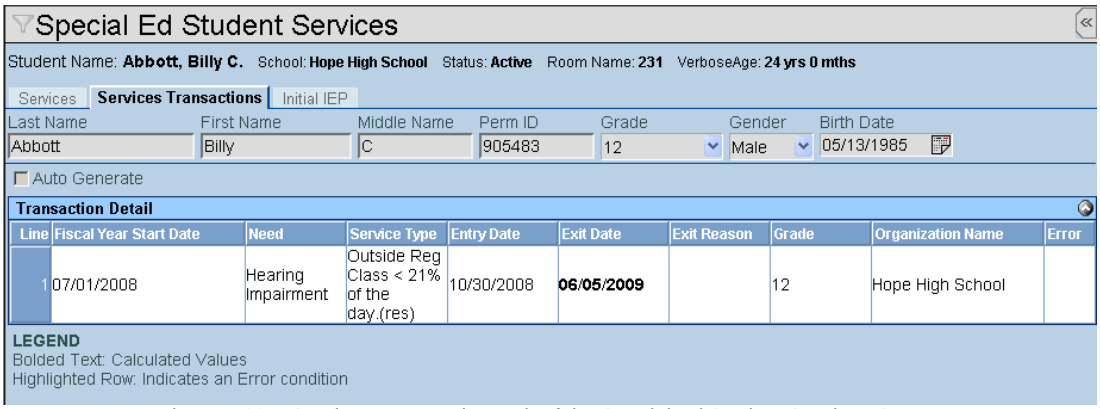

Figure 1.23 – Services Transactions tab of the Special Ed Student Services Screen

The **Initial IEP tab** of the Special Ed Student Services screen records the date of the initial IEP for the student.

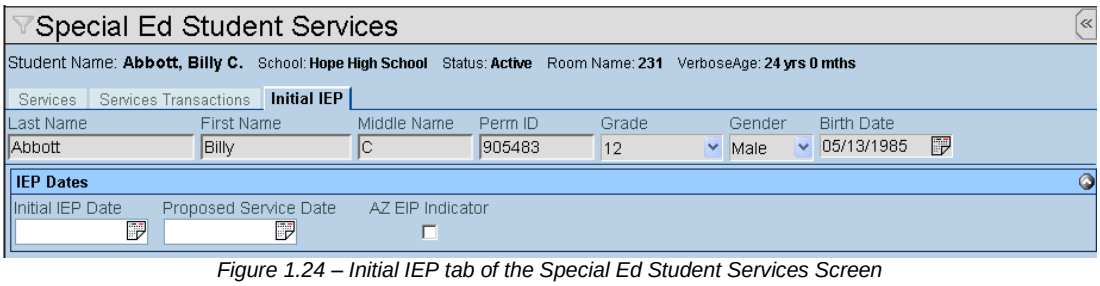

Figure 1.24 – Initial IEP tab of the Special Ed Student Services Screen

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The **Student GATE** screen lists the student's assessment results and participation in any gateway programs the district might offer such as a magnet school.

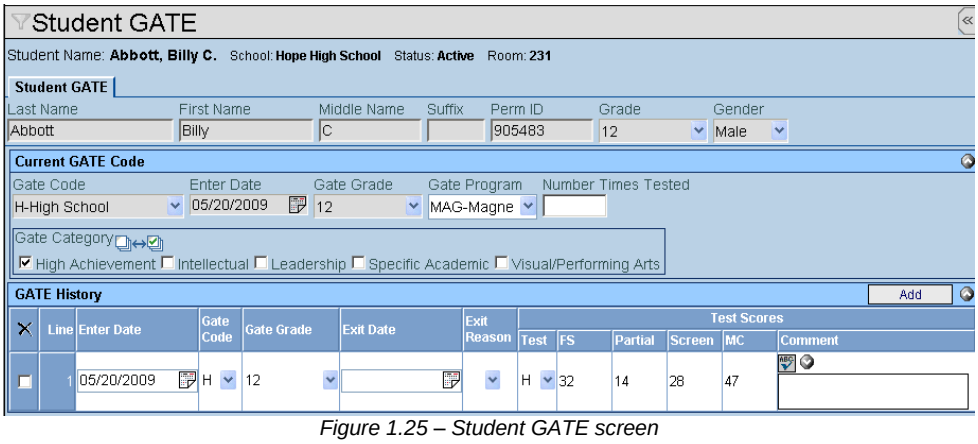

Figure 1.25 – Student GATE screen

The **Student Needs** screen lists the student's participation in any other programs that must be reported to the state, such as Title I programs.

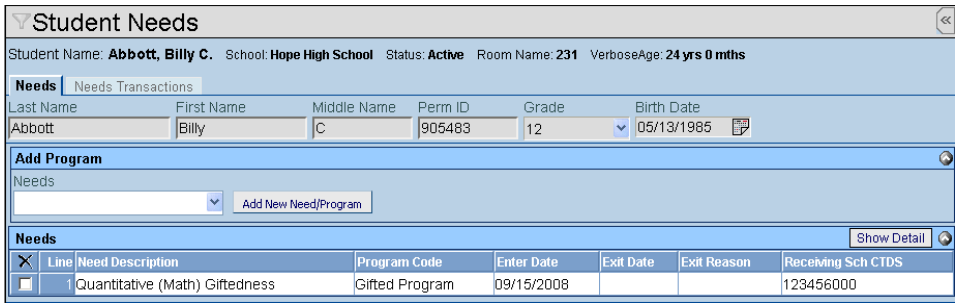

Figure 1.26 – Student Needs Screen

The **Needs Transactions tab** of the Student Needs screen records any program transactions for the student that have been submitted to the state.

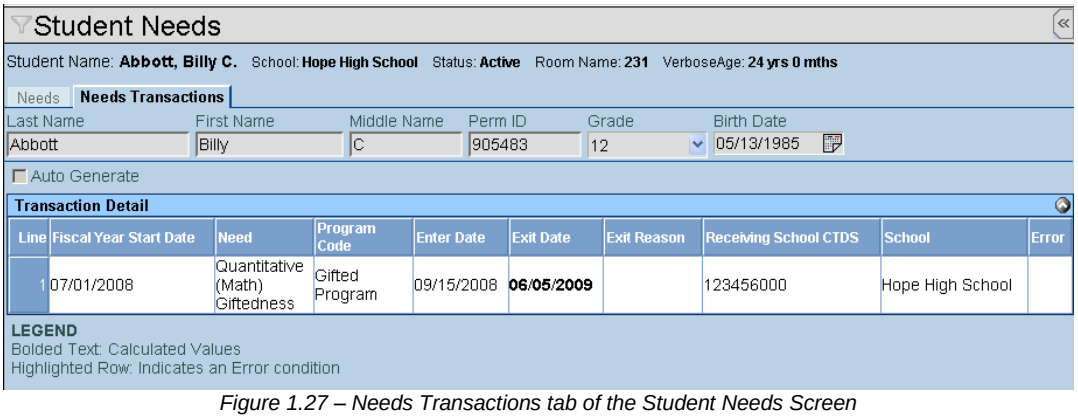

Figure 1.27 – Needs Transactions tab of the Student Needs Screen

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The **Student Program Summary** screen lists the transactions that have been generated for a student for all student programs.

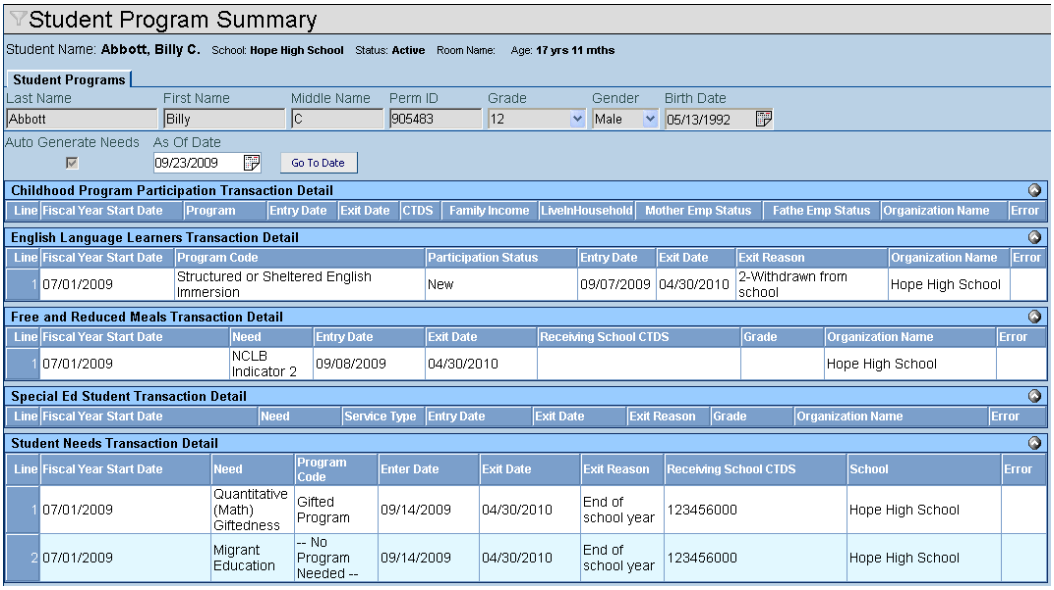

Figure 1.28 – Student Program Summary Screen

The screens under the **Setup** folder are discussed in Chapter 3 of this guide. The screens in Attendance Info and Program Info are reports that are outlined in the companion manual to the Administrator Guide, the *Synergy SIS – State of Arizona Data Reporting User Guide.*

BEFORE STARTING

Before starting to define the setup of the SAIS Data Reporting as outlined in this manual, the following items should be completed in Synergy SIS:

- The **Attendance** setup, including the District and School Attendance codes, as outlined in the *Synergy SIS - Attendance Administrator Guide*.
- The **Student Information** setup, including the Relationship Type lookup table, as outlined in the *Synergy SIS – Student Information Guide*.

To make the setup process go more smoothly, also gather the following information which is used during the setup process:

- The most recent list of **SAIS Data Transaction codes** should be downloaded from the State of Arizona Dept. of Education website (http://ade.az.gov).
- A list of **special needs programs** that are in use at each school. While every district must offer ELL and Special Education programs, there are a wide variety of other programs such as the 21st Century Program and Title I programs that may be offered to students. See the section on *Other Needs & Programs Reporting Setup* in Chapter Three for a list of all the possible programs.
- If the district offers a pre-school program, the name of the **test used for Early Childhood Education** assessments.

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- A **username and password for the SAIS Common Logon**. This username and password must have access to all schools at the district and the district-level data as well.
- A **Synergy SIS logon** that has access to all schools at the district as well as the district-level data.
- The **CTDS number for each school** and the **CTD number for the district**. Each district is assigned a code known as the CTD (County Type District) code by the state. The CTDS (County Type District School) code is assigned to each school. This code is used in the upload process to ensure the data is uploaded and credited to the correct district.

To lookup the CTDS and CTD number using the SAIS Common Logon:

1. Using an Internet browser, go to the **Common Logon** page for the SAIS system: https://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon.

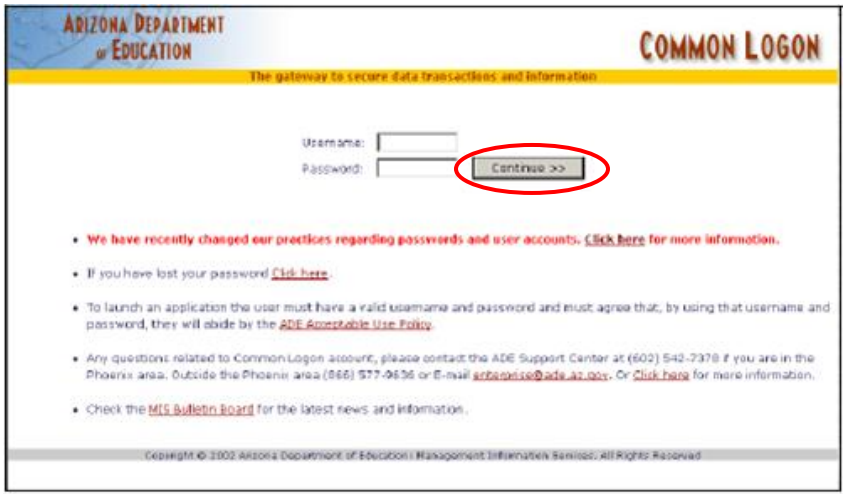

Figure 1.29 – SAIS Common Logon

2. Enter the **username** and **password** and click the **Continue >** button.

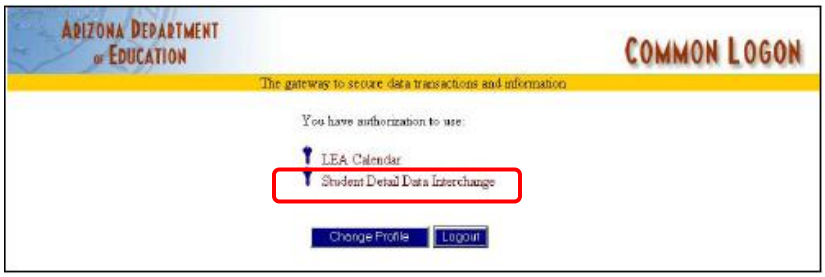

Figure 1.30 – SAIS List of Programs Available

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3. Click the **Student Detail Data Interchange** (SDDI) link.

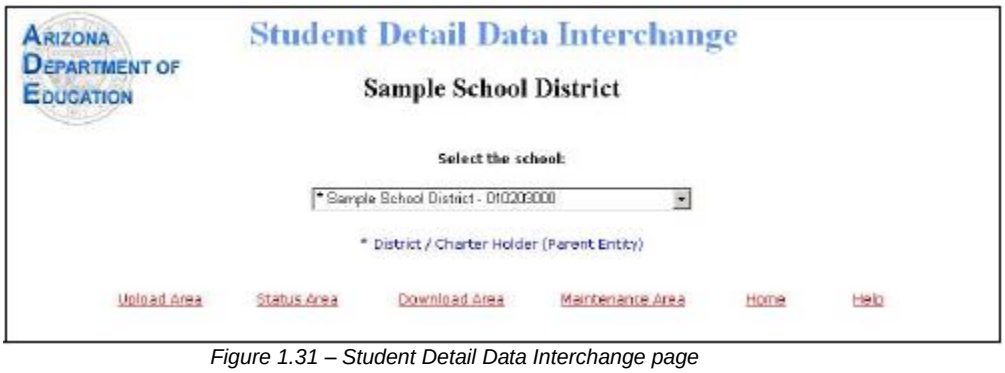

Figure 1.31 – Student Detail Data Interchange page

4. In the **Select the school:** field, note the **nine digit number following the name of the district**. This is the **CTD** number.
5. Use the drop down arrow to look at the other values in the drop-down. Following the name of each school in the district is another nine digit number. Each of these numbers is the **CTDS** number for the school listed.

Other Setup Considerations

Prior to starting the setup process for SAIS in Synergy SIS, become familiar with the **SAIS transactions and the data validation process at the state**. There are a number of workshops and documents offered by the Dept. of Education.

When running the SAIS Transmission, it is actually processed on the designated **RT Process Server** for State Reporting. If processing transactions for a large district, it may be necessary to increase the job execution time defined on the RT Process Server Setup screen to 90 minutes or more. For more information about the setup of the RT Process Server, see the *Synergy SIS – System Administrator Guide*.

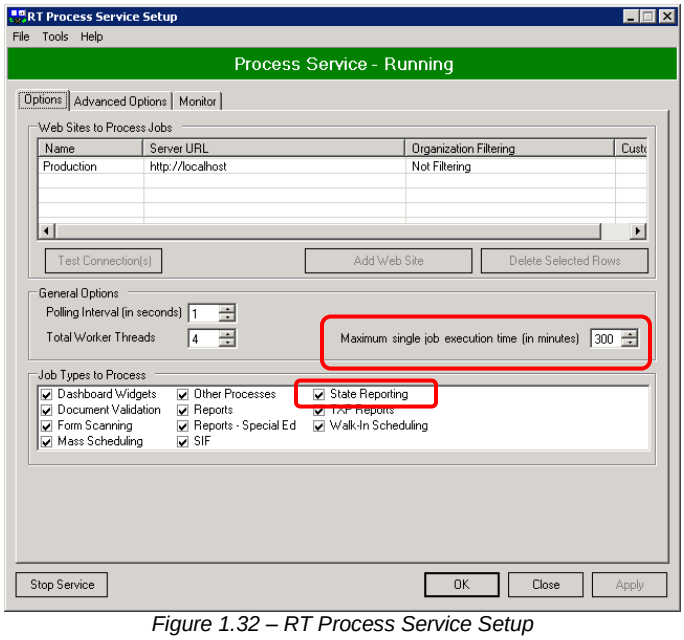

Figure 1.32 – RT Process Service Setup

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Chapter Two: SAIS SETUP

In this chapter, the following topics are covered:

- The steps in the setup process
- What lookup tables need to be configured
- How to setup SAIS for each school
- SAIS setup options at the district level

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OVERVIEW OF THE SETUP PROCESS

To configure Synergy SIS to upload the necessary data transactions to the state of Arizona, five areas need to be setup across the system. The recommended setup order is:

1. **Lookup Tables Setup** – update or add the needed state codes to all lookup tables
2. **Organization Setup** – enter the school and district CTDS Codes in the Organization screen
3. **School Level Setup** – customize the upload for each school
4. **District Level Setup** – set the district-level options for the upload process
5. **Student Programs Setup** - for those programs in use at the school or district, test assessment information and additional state codes must be entered. For detailed instructions on how to configure the programs data reporting, please see Chapter Three of this guide.

LOOKUP TABLES SETUP

There are several lookup tables required for the membership enrollment and attendance transactions that need to be submitted to the state. These lookup tables are setup with the codes required by the state for certain categories of information, such as the enter codes and leave codes. The state of Arizona usually changes these codes every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis. The lookup tables required are:

- Enter Code
- Leave Code
- Summer Withdrawal Code
- Withdrawal Reason Code
- Grade Exit Code
- FTE Code
- Tuition Payer Code
- Special Enrollment Code
- Year End Status Code
- Home Language Code
- Birth Country Code
- Birth State Code
- Ethnicity Code
- Grade Code

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Four other codes required by the state are built-in to the Synergy SIS system or calculated from other values and do not require the lookup tables to be modified. The built-in codes are:

- Absence Reason Code
- Absence Amount Code
- Membership Type Code
- Gender Code

These lookup tables may be modified by using the **Lookup Table Definition screen**, found under Synergy SIS > System > Setup. Some lookup tables are considered "product-owned". The values in product-owned tables have been hard-coded into some of the Synergy SIS programming, and consequently cannot be changed. The other tables may be modified to match the needs of the school district. To modify a lookup table's values:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. **Find the table** that needs to be changed by clicking on the triangles next to each node. Most of the lookup tables for the State of Arizona are found under the node K12.Enrollment.
3. Once the table is located, click the **Add** button to add a new code.

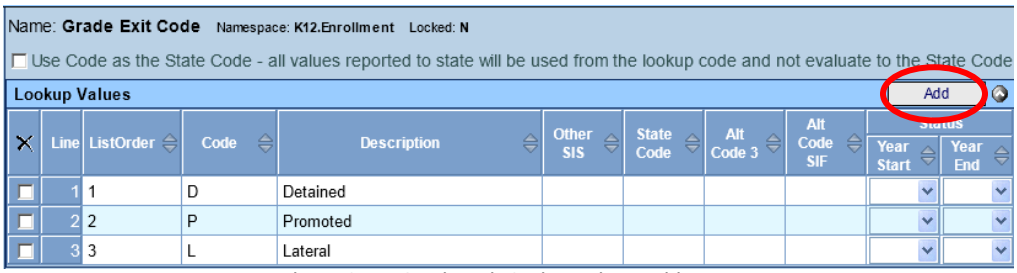

Figure 2.1 – Grade Exit Code Lookup Table

4. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all blank, the Code is used to sort the list and then the Description.
5. Enter a code for the item in the **Code** column. This value must be unique since it is used to link the tables in the database and it is displayed in the drop-down list.
6. Enter the description of the code in the **Description** column.
7. The **Other SIS** column is used to import data during conversion from another student records system. Enter the code used in the old system in this column.
8. If the code chosen is different than the state code, enter the actual code used by the state in the **State Code** column.
9. The **Alt Code 3** is only used in special circumstances, and this should only be inserted when indicated for the specific lookup table.
10. If appropriate, a start year and end year may be entered for the code in the **Status** column to activate or deactivate the code for a particular year. If a code is inactive, it shows in data already entered but it is not available for selection for new records.

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For example, if a code is no longer valid for records beginning FY2011, select 2011 for the end year.

11. The **Alt Code SIF** codes are not needed since this information is not uploaded to the state.
12. The checkbox at the top of the table **Use Code as the State Code** is not currently used, as by default the code is used as the state code unless the State Code column is populated. Please leave this box unchecked.
13. Click the **Save** button at the top of the screen to save the changes.

To delete a code, click the box under the **X** column, and click the **Save** button at the top of the screen.

Enter Code

The **Enter Code** is used to describe the type of student enrollment. It is used in the Enrollment tab of the Student screen, as shown below:

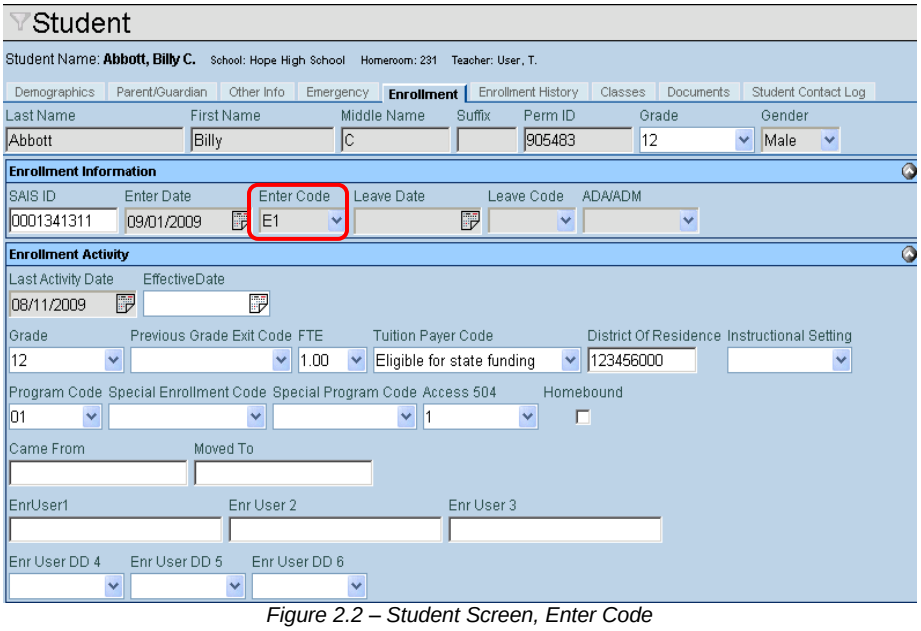

Figure 2.2 – Student Screen, Enter Code

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
E1	First Arizona enrollment this school year for student returning to this school	Student entering Arizona public school for the first time this school year; last school attended was this school.
E2	First Arizona enrollment this school year for student from another school in this district	Student entering Arizona public school for the first time this school year; last school attended was another school within this district.
E3	First Arizona enrollment this school year for student from another district	Student entering Arizona public school for the first time this school year; last school attended was outside this district but within the state of Arizona (includes all other options such as not enrolled in any school the prior year, or enrolled in a private school the prior year).

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E4	NOT the first Arizona enrollment this school year for student from another district	Student entering this school who was previously enrolled this year in another Arizona public school outside the district.
E5	NOT the first Arizona enrollment this school year for student from another school in this district	Student entering this school who was previously enrolled this year in another Arizona public school within the district.
E6	First Arizona enrollment this school year for student from another state	Student entering Arizona public school for the first time this year; last school attended was outside the state of Arizona
E7	First Arizona enrollment this school year for student from another school in this district and who was previously coded as a dropout	Student entering Arizona public school for the first time this school year; was coded by previous school as a dropout (W5); last school attended was another school within this district
E8	First Arizona enrollment this school year for student from another district and who was previously coded as a dropout	Student entering Arizona public school for the first time this school year; was coded by previous school as a dropout (W5); last school attended was outside this district but within the state of Arizona
E9	NOT the first Arizona enrollment this school year for student from another school in this district and who was previously coded this school year as a dropout	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was within this district.
E10	NOT the first Arizona enrollment this school year for student from another district and who was previously coded as a dropout	Student entering this school who was previously coded this school year in another Arizona public school as a dropout (W5); last school attended was outside this district but within the state of Arizona
E11	First Arizona enrollment this school year for home taught student	Student entering Arizona public school for the first time this school year; in most recent schooling, student was home taught in the state of Arizona.
E12	Enrollment for a fifth year student returning to this school for the first time this year; has NOT received a passing score on AIMS	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was this school (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
E13	Enrollment for a fifth year student to this school for the first time this year; last school was another school within this district; student has NOT received a passing score on AIMS	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was another school within this district (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
E14	Enrollment for a fifth year student to this school for the first time this year; last school was an Arizona school outside this district; student has NOT received a passing score on AIMS	Student entering this school for the first time this school year who has NOT received a passing score on the AIMS test; last school attended was outside this district but within the state of Arizona (applies to fifth year students ONLY, see State Board of Education rules to determine Class Cohort).
E15	First Arizona enrollment this school year for student whose previous school was an Arizona detention facility	Student entering Arizona public school for the first time this school year; last school attended was a detention facility within the state of Arizona.
E16	NOT the first Arizona enrollment this school year for student whose previous school was an Arizona detention facility	Student entering this school who was previously enrolled this school year in a detention facility within the state of Arizona.
EK	Student transferred from one calendar track within the same school.	Transferred from another calendar track within the same school before scheduled end of school year.
R1	Readmission after a W1	Student re-entering after withdrawing from this school as a W1
R2	Readmission after a W2	Student re-entering after withdrawing from this school as a W2
R3	Readmission after a W3	Student re-entering after withdrawing from this school as a W3
R4	Readmission after a W4	Student re-entering after withdrawing from this school as a W4
R5	Readmission after a W5	Student re-entering after withdrawing from this school as a W5
R6	Readmission after a W6	Student re-entering after withdrawing from this school as a W6
R7		Student Grade Reassignment
R9	Readmission after a W9	Student re-entering after withdrawing from this school as a W9
R10	Readmission after a W10	Student re-entering after withdrawing from this school as a W10
R11	Readmission after a W11	Student re-entering after withdrawing from this school as a W11
R12	Readmission after a W12	Student re-entering after withdrawing from this school as a W12

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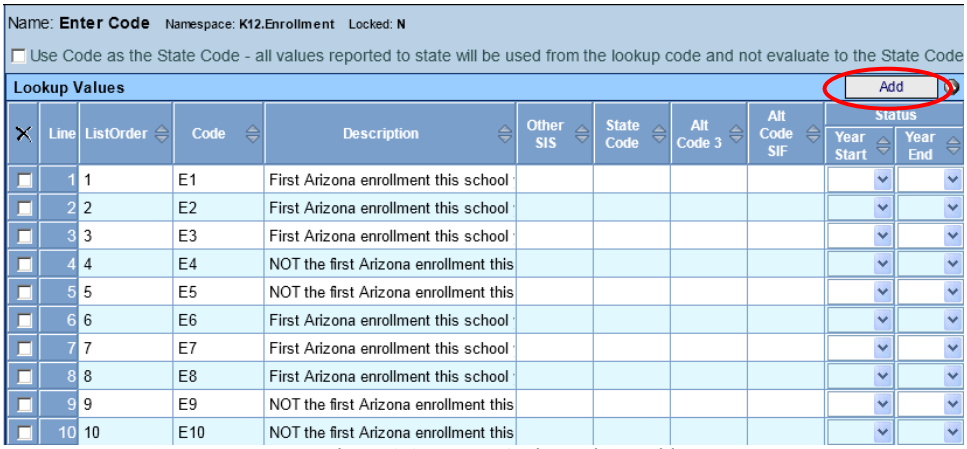
The Enter Code table is located under **K12.Enrollment,** and the table is named **Enter Code**.



Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	E1	First Arizona enrollment this school						
2	2	E2	First Arizona enrollment this school						
3	3	E3	First Arizona enrollment this school						
4	4	E4	NOT the first Arizona enrollment this						
5	5	E5	NOT the first Arizona enrollment this						
6	6	E6	First Arizona enrollment this school						
7	7	E7	First Arizona enrollment this school						
8	8	E8	First Arizona enrollment this school						
9	9	E9	NOT the first Arizona enrollment this						
10	10	E10	NOT the first Arizona enrollment this						

Figure 2.3 – Enter Code Lookup Table

Leave Code

The **Leave Code** is used to categorize the reason for a student withdrawal. It is used in the Enrollment tab of the Student screen, as shown below:

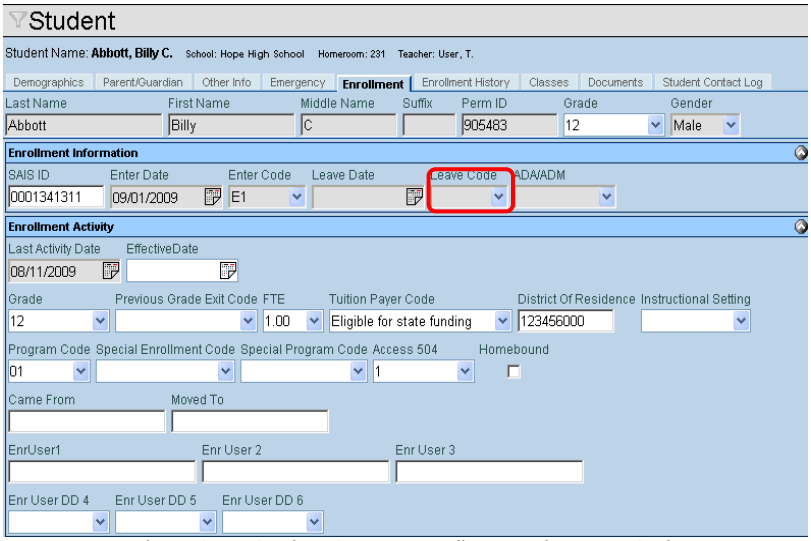


Figure 2.4 – Student Screen, Enrollment Tab, Leave Code

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
W1	Transfer to another school	Withdrawn before scheduled end of school year to continue studies in another school, or to attend as a full-time post-secondary student.
W2	Illness	Withdrawn before scheduled end of school year due to chronic illness (withdrawal may not be required; refer to district's chronic illness policy)
W3	Expelled or long term suspension	Expelled or suspended on a long term basis before scheduled end of school year
W4	Absence or status unknown	Withdrawn before scheduled end of school year for 10 consecutive days of unexcused absence, status or location is unknown to the school or school district.

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W5	Dropout	School received verification that student has withdrawn from school before scheduled end of school year; student does not intend to complete requirements for a high school diploma.
W6	Age	Withdrawn before scheduled end of school year because student is not of school age (under 6 or over 21 years of age).
W7	Graduated	Student has completed course of study requirements for high school and received a passing score on the AIMS test (applies to mid-year graduates in grades 11 or 12). Graduates are issued a high school diploma by the school district.
W8	Deceased	Student died before scheduled end of school year
W9	Transfer to be home taught	Student withdrawn before scheduled end of school year to be taught at home.
W10	Transfer to detention	Withdrawn before scheduled end of school year because student was transferred to a state detention or correctional facility.
W11	GED	Student withdrew before scheduled end of school year expressly for the purpose of obtaining a GED. Students of high school age must withdraw to take the GED test. Verbal notification at the time of withdrawal is sufficient to apply the W11 code.
W12	Vocational school	Student withdrew before scheduled end of school year to continue studies at a technical or vocational school; this includes ALL schools or education programs that DO NOT meet Arizona requirements for obtaining a high school diploma. Verbal notification from a responsible adult is sufficient to apply the W12 code.
W13	Completed (AIMS)	Student has completed course of study requirements for high school or Individual Education Plan but DID NOT receive a passing score on the AIMS test (applies to mid-year completers). Completers have concluded their high school education and are not expected to re-enroll.
WK	Student transferred to one calendar track within the same school.	Transferred to another calendar track within the same school before scheduled end of school year.

The Leave Code table is located under **K12.Enrollment,** and the table is named **Leave Code**.

Name: **Leave Code** Namespace: **K12.Enrollment** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	W1	Transfer: other school		01				
2	2	W2	Illness		02				
3	3	W3	Expelled or long term suspension		03				
4	4	W4	Absence or status unknown		04				
5	5	W5	Dropout		05				
6	6	W6	Age		06				
7	7	W7	Graduated		07				
8	8	W8	Deceased		08				

Figure 2.5 – Leave Code Lookup Table

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Summer Withdrawal Code

The **Summer Withdrawal Code** is used to categorize the reason for a student withdrawal during the summer. It is entered into the Summer Withdrawal Code field in the Enrollment tab of the Student screen, as shown below:

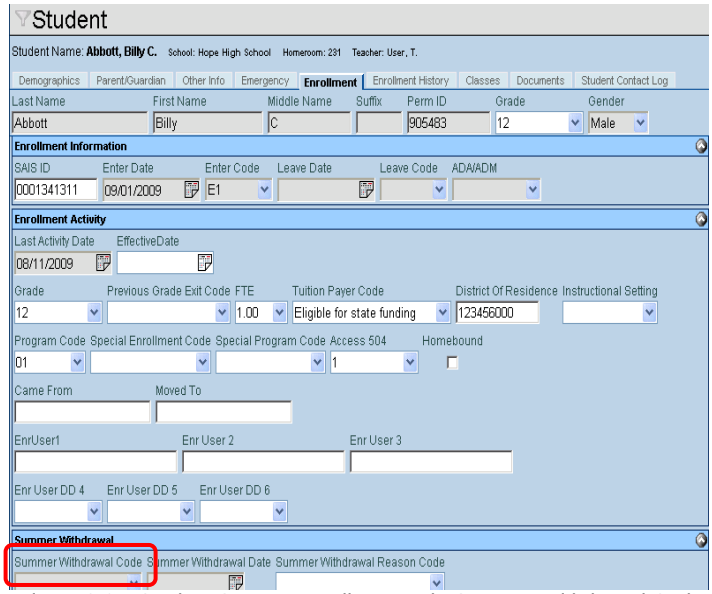

Figure 2.6 – Student Screen, Enrollment Tab, Summer Withdrawal Code

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
S1	Summer transfer – out of district	Student transferred out of this school district during the summer.
S2	Summer illness	Student will not be returning to school due to illness during the summer. (same criteria as W2)
S3	Summer expulsion	Student will not be returning to school due to expulsion during the summer. (same criteria as W3)
S4	Summer absence or status unknown	Students who are enrolled at the end of the prior school year but fail to show at any time during the next school year and whose status or location is unknown to the school or school district.
S5	Summer dropout	Student dropped out during the summer. (same criteria as W5)
S6	Summer not of school age	Student is not of school age during the summer. (same criteria as W6)
S7	Summer early graduation	Student met course of study requirements and received a passing score on the AIMS test. (same criteria as W7). Valid for only grades 11 or 12.
S8	Summer deceased	Student died during the summer. (same criteria as W8)
S9	Summer transfer - home taught	Student became home taught during the summer. (same criteria as W9)
S10	Summer transfer - detention	Withdrawn because student was transferred to a state detention or correctional facility during the summer. (same criteria as W10)
S11	Summer GED	Student withdrew to receive a GED certificate during the summer. (same criteria as W11)
S12	Summer transfer - vocational school	Student withdrew to attend a vocational school during the summer. (same criteria as W12)
S13	Summer completer	Student met course study requirements during the summer but DID NOT receive a passing score on the AIMS test. (same criteria as W11)
S99	Summer transfer – within district	Student transferred to another school within this district during the summer. (Criteria: none.)

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Note: If the district does not want to report a student that has been "no showed" as a summer withdrawal, two additional summer withdrawal codes may be added that prevent the no show record from uploading to SAIS. DEL will set the record to never upload to SAIS. If the student's record has already been uploaded, the code DEL2 will delete the student's record in SAIS during the next upload, and then prevent any future uploads of the no show record.

15	1	DEL	Do not upload to state							
16	2	DEL2	Delete from state & then do not uplo							

Figure 2.7 – DEL & DEL2 Codes

The Summer Withdrawal Code table is located under **K12.Demographics,** and the table is named **Summer Withdrawal Code**.

Name: **Summer Withdrawal Code** Namespace: **K12.Demographics** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	S1	Summer transfer – out of district						
2	0	S10	Summer transfer - detention						
3	0	S11	Summer GED						
4	0	S12	Summer transfer - vocational school						
5	0	S13	Summer completer						
6	0	S2	Summer illness						
7	0	S3	Summer expulsion						
8	0	S4	Summer absence or status unknowr						

Figure 2.8 – Summer Withdrawal Code Lookup Table

Withdrawal Reason Code

The **Withdrawal Reason Code** is an additional code that can be used to describe why a student withdrew from school. These codes are added in addition to a Leave Code or Summer Withdrawal Code. It is entered into the Withdrawal Reason Code field when inactivating a student or in the Summer Withdrawal Reason Code on the Enrollment tab of the Student screen. Most of these codes are only used for schools under a federal improvement program, and they may be added or removed from display on the screen using the settings on the System tab of the District Setup screen.

Inactivate Cancel

Inactivate Student

You are about to inactivate 'Acosta, Eugene A.'. Fill in the leave date, enter the leave code and press the Inactivate button to complete the Inactivation or Cancel to abort.

Leave Date Leave Code

Withdrawal Reason Code

Advanced Options

Drop Classes On Inactivation

Figure 2.9 – Inactivate Student Screen

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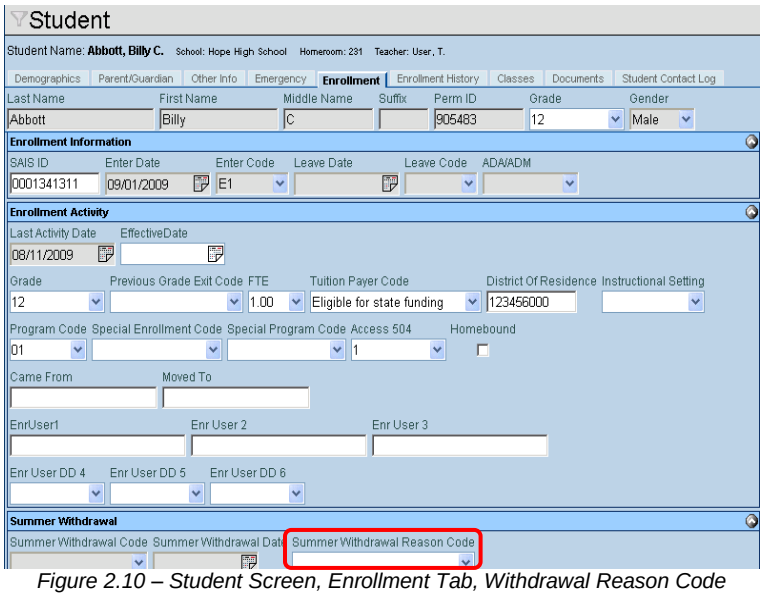

Figure 2.10 – Student Screen, Enrollment Tab, Withdrawal Reason Code

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Description	Notes
WR1	School identified for Federal School Improvement	Source: No Child Left Behind. This option only applies to schools labeled as federal "in school improvement".
WR2	School identified as persistently dangerous	Source: No Child Left Behind. This option only applies to schools labeled as federal "in school improvement ".
WR3	Individual Transfer Option (victim of a violent crime or criminal act)	Source: No Child Left Behind. This option only applies to schools labeled as federal "in school improvement ".
WR4	Pregnancy / Biological Parent of a Child	Source: ARS §15-1042(H). 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 ARS §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."

The Withdrawal Reason Code table is located under **K12.Enrollment,** and the table is named **Withdrawal Reason Code**.

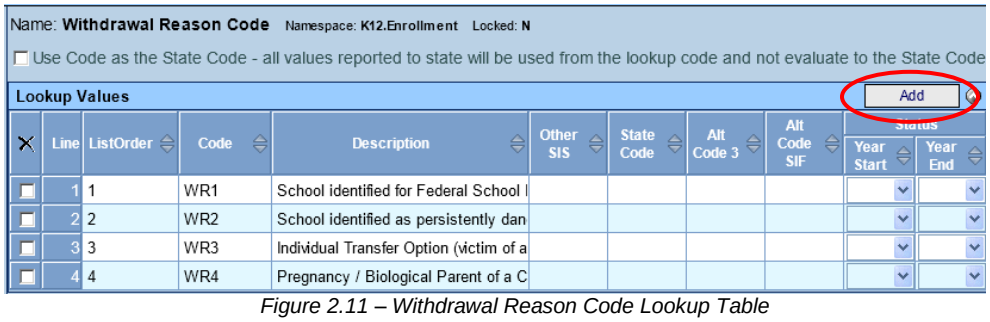

Figure 2.11 – Withdrawal Reason Code Lookup Table

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Grade Exit Code

The **Grade Exit Code** is used to specify why a student transferred to another grade. It is entered into the Enrollment tab of the Student screen, as shown below:

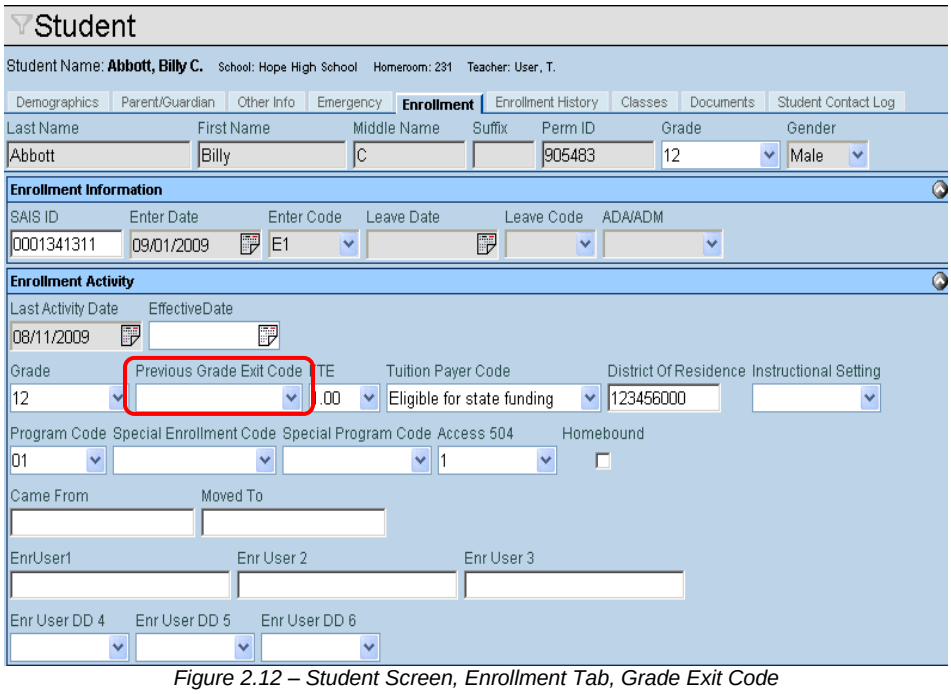

Figure 2.12 – Student Screen, Enrollment Tab, Grade Exit Code

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
D	Demoted	Demoted to the previous grade level
L	Lateral	Student transferred to a different register in the same grade
P	Promoted	Promoted to the next grade. Applies to students in all grade levels except grade 12. If a student is ungraded elementary or ungraded secondary and have met requirements for the school year, they can be shown as Promoted even though they will still be enrolled in the same grade level the following year.

The Grade Exit Code table is located under **K12.Enrollment,** and the table is named **Grade Exit Code**.

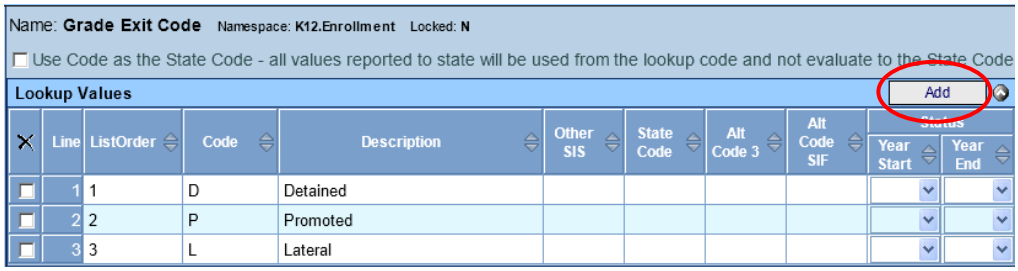

Figure 2.13 – Grade Exit Code Lookup Table

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FTE Code

The **FTE** (full time equivalent) code is used to specify the course load of the student, or what percentage of a full-time program. It is entered into the Enrollment tab of the Student screen, as shown below:

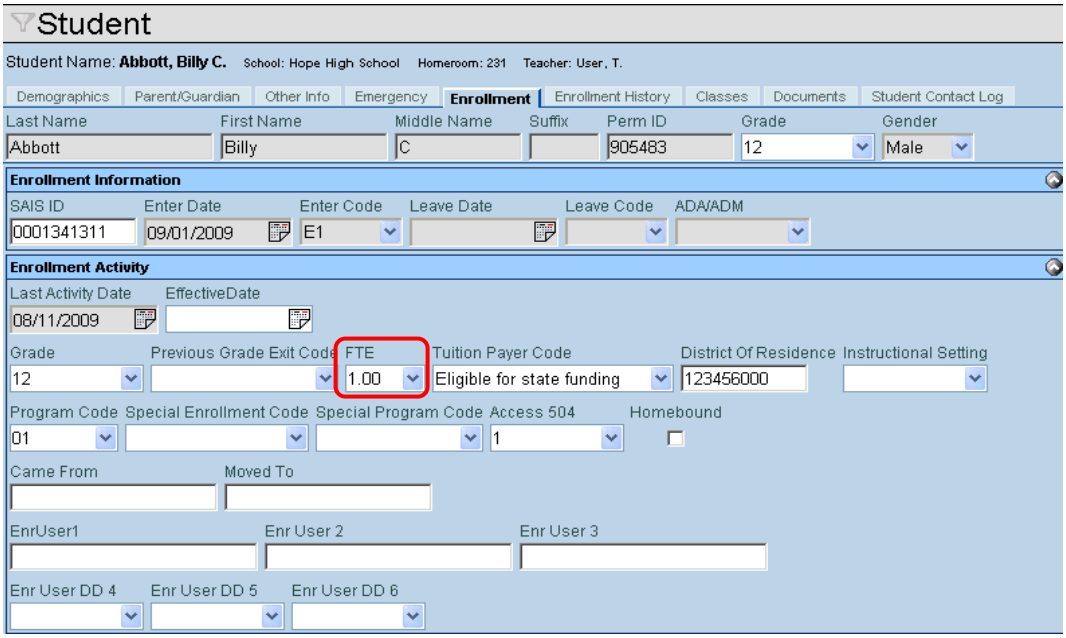

Figure 2.14 – Student Screen, Enrollment Tab

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Description
0.00	student's course load is part time, equivalent to 0% of a full-time program
0.25	student's course load is part time, equivalent to 25% of a full-time program
0.50	student's course load is part time, equivalent to 50% of a full-time program
0.75	student's course load is part time, equivalent to 75% of a full-time program
1.00	student's course load is full time, equivalent to 100% of a full-time program

The FTE table is located under **K12.Enrollment,** and the table is named **FTE**.

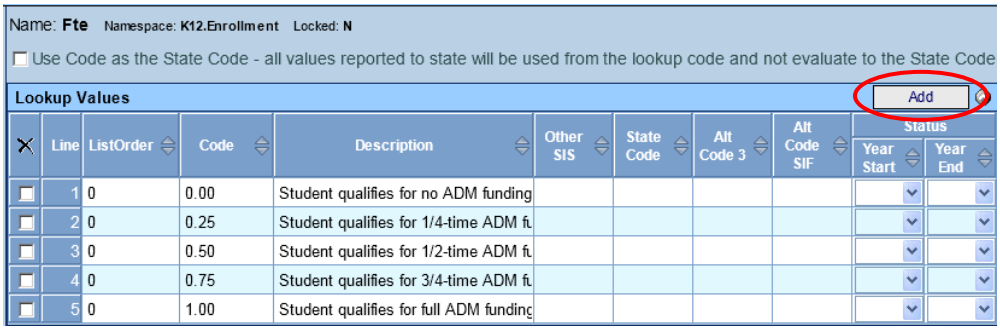

Figure 2.15 – FTE Lookup Table

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Tuition Payer Code

The **Tuition Payer Code** specifies if the student is paying tuition or is funded through the state, or funded through some other mechanism. It is entered into the Enrollment tab of the Student screen, as shown below:

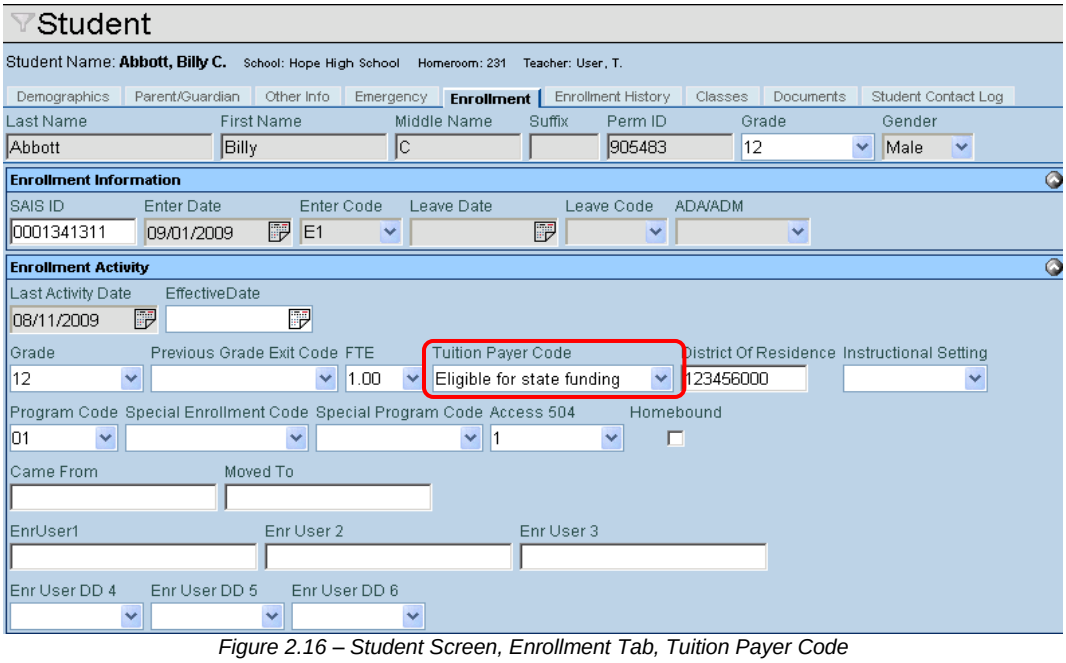

Figure 2.16 – Student Screen, Enrollment Tab, Tuition Payer Code

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Description	Note
1	The "normal" setting for Arizona school children who generate state funding.	This includes students attending school in their own district of residence, as well as Tuition-in students (students attending school outside their district of residence as defined in Arizona statute, but whose tuition is paid by the district or ADE), and students with a special enrollment situation (see the subject "Special Enrollment" earlier in this document).
2	Privately paid tuition, no tuition charged, or not eligible for state funding.	This includes students: 1) Not eligible for state funding as defined in Arizona statute, e.g., students age 22 and older, students less than 3-years-old, preschool children without disabilities, and early kindergarten students who re-enroll in kindergarten for a second year. 2) With private-paid tuition, e.g., tuition is paid by parents, 3) Special education students who are receiving services from a state institution or an approved residential facility and are funded through the voucher system.
3	Foreign exchange student	Student is a foreign exchange student. These students are not eligible for state funding.
4	Non-special education (NSE) students in residential treatment centers	Non-special education (NSE) students placed in approved private residential facilities; funding is paid through the voucher system, not ADM.
5	JTED/Non-Resident Charter (concurrent)	This tuition payer code is reported for the JTED Membership when a student is concurrently enrolled in a charter school but does not reside within the boundary of the member district. The JTED membership is not eligible for state funding.
6	ISEP student	This tuition payer code is reported for the ISEP membership when a student is enrolled. The ISEP membership is not eligible for state funding.

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The Tuition Payer Code table is located under **K12.Enrollment,** and the table is named **Tuition Payer Code**.

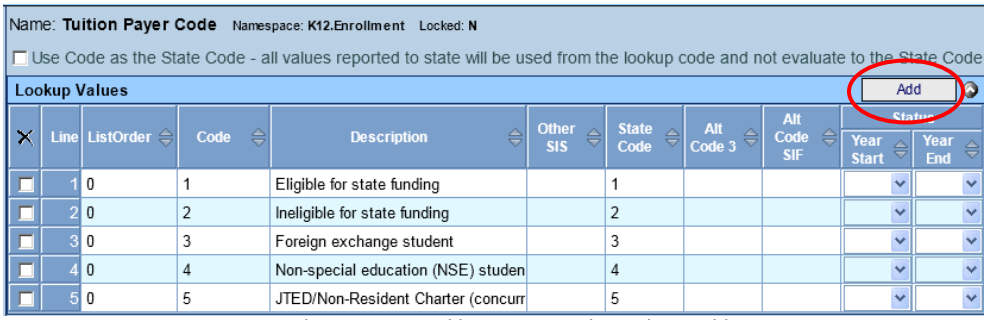

Figure 2.17 – Tuition Payer Code Lookup Table

Special Enrollment Code

The **Special Enrollment Code** indicates if the student enrolled in the district even though their "home" district is another through the Arizona open enrollment program. It is entered into the Enrollment tab of the Student screen, as shown below:

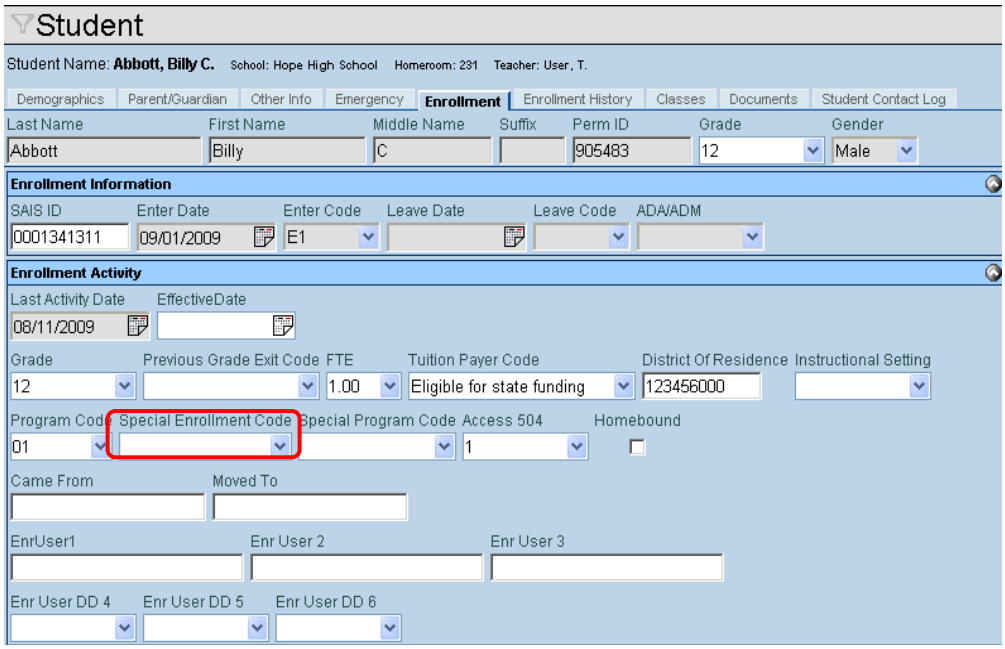

Figure 2.18 – Student Screen, Enrollment Tab, Special Enrollment Code

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Description	Description
1	CECA	Certificate of Educational Convenience A - Ref. ARS 15-825
2	CECB	Certificate of Educational Convenience B – Ref. ARS 15 - 825
3	Open enrollment	student registered during a declared open enrollment period

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The Special Enrollment Code table is located under **K12.Enrollment,** and the table is named **Special Enroll Code**.

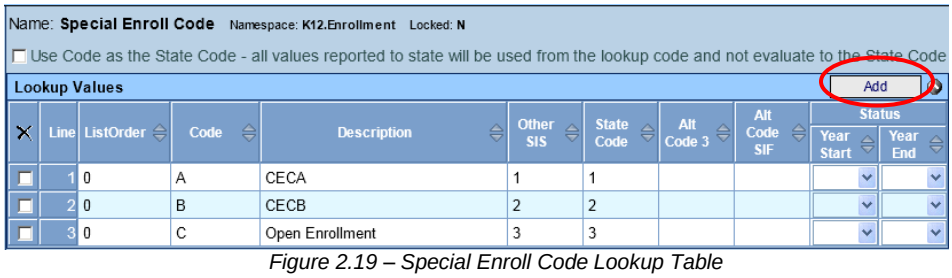

Figure 2.19 – Special Enroll Code Lookup Table

Year End Status Code

The **Year End Status** code describes the student's graduation or grade advancement status at the end of the school year. It is entered into the Other Info tab of the Student screen, as shown below:

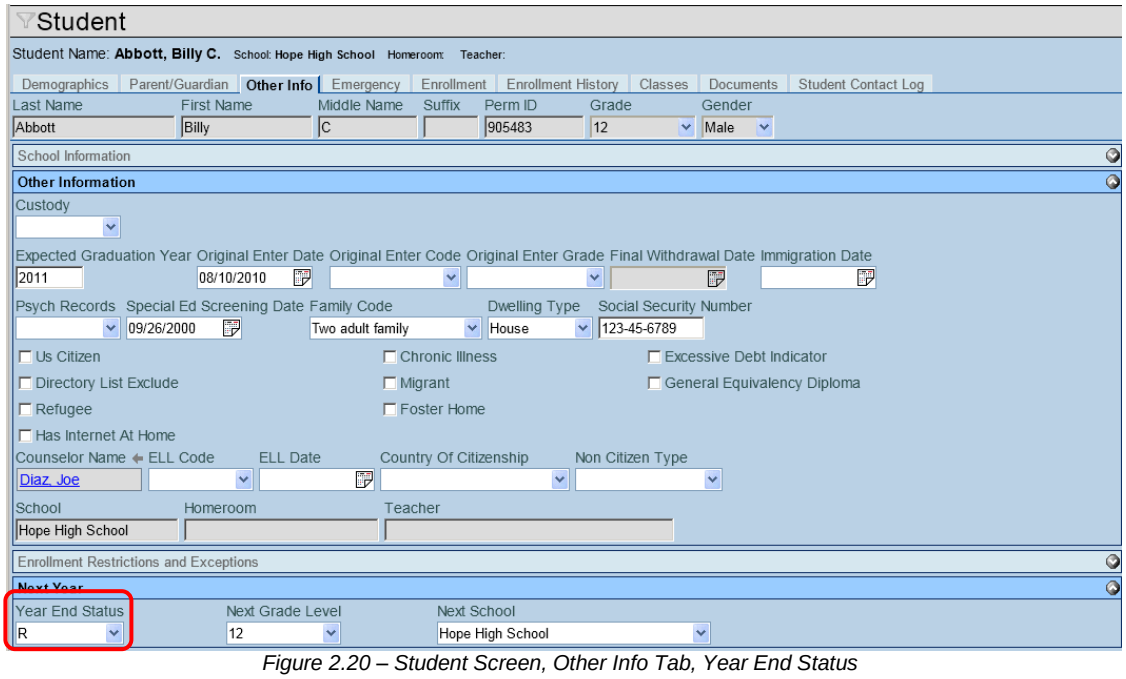

Figure 2.20 – Student Screen, Other Info Tab, Year End Status

The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
G	Graduated at year end	Student either (a) completed course of study requirements and **received a passing score on** the AIMS test; or (b) completed Individual Education Plan requirements and **received a passing score on** the AIMS test (used only in grades 11 or 12). Graduates are issued high school diplomas from the school district.
C	Completed course of study at year end	Student either (a) completed course of study requirements but **DID NOT receive a passing score** on the AIMS test, (b) or completed Individual Education Plan requirements but **DID NOT receive a passing score** on the AIMS test (used only in grades 11 or 12). Completers have concluded their high school education and are not expected to re-enroll.

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A	Attended - Concluded high school education and not expected to reenroll	Student (a) **NEITHER** met course study requirements or Individual Education Plan **NOR received a passing score on the** AIMS test; or (b) turned 22 years of age, or (c) was a twelfth grade foreign exchange student (used only in grades 11 or 12). Attendees have concluded their high school education and are not expected to re-enroll.
SA	Still Enrolled (AIMS)	Student is still enrolled because student (a) fulfilled course of study requirements but **DID NOT receive a passing score** on the AIMS test, or (b) completed Individual Education Plan requirements but **DID NOT receive a passing score** on the AIMS test (used only in grade 12).
SC	Still Enrolled (Course Study Requirements)	Student is still enrolled because the student either (a) **DID NOT** meet course of study requirements for graduation **but received a passing score** on the AIMS test, or (b) **DID NOT** complete Individual Education Plan **but received a passing score** on the AIMS test (used only in grade 12).
SE	Still Enrolled (Met No Requirements)	Student is still enrolled because student (a) **NEITHER** met course study requirements **NOR received a passing score** on the AIMS test, or (b) **NEITHER** completed Individual Education Plan **NOR received a passing score** on the AIMS test (used only in grade 12).
P	Promoted	Student was promoted to the next grade (used in all grade levels except grade 12).
R	Retained	Student was retained in the same grade.

The Year End Status table is located under **K12.Demographics,** and the table is named **Year End Status**.

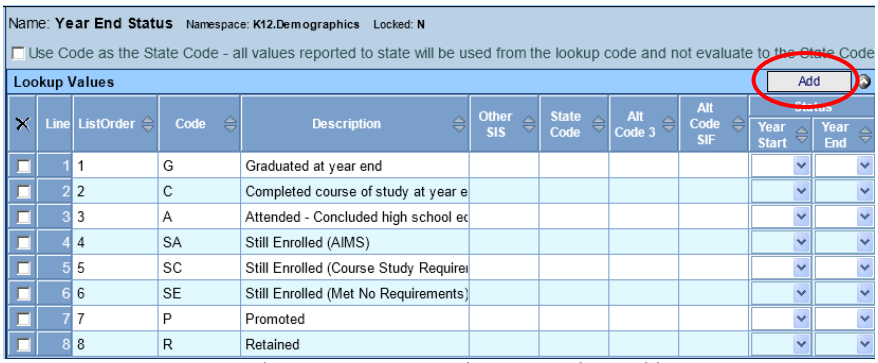

Figure 2.21 – Year End Status Lookup Table

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Home Language Code

The Home Language code represents the primary home language as determined by the home language survey, and is used to designate which students are required to take the AZELLA test. It can also be used to designate the language in which reports or letters are printed. It is entered into the Demographics tab of the Student screen, as shown below:

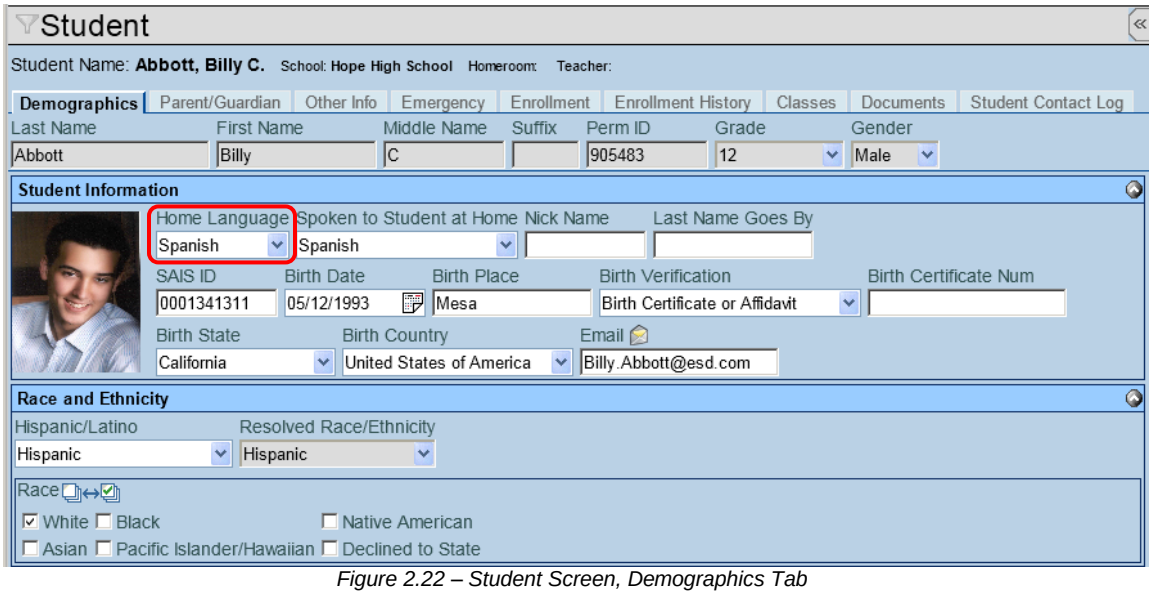

Figure 2.22 – Student Screen, Demographics Tab

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Description
00	English
01	Spanish
68	Afrikaans
47	Albanian
48	Amharic
02	Arabic
49	Azeri
69	Bengali
50	Burmese
03	Cambodian
04	Cantonese
05	Czechoslovakian
51	Dari
52	Dinka
06	Dutch
53	Farsi
07	Filipino
08	Finnish
09	French
10	German
11	Greek
12	Hebrew
70	Hindi
13	Hungarian
14	Italian
15	Japanese
54	Kirundi
16	Korean

Code in transaction	Description
55	Kru
17	Laotian
56	Lingala
57	Maay
18	Mandarin
58	Mandingo
59	Nuer
60	Pashto
71	Persian
19	Polish
20	Portuguese
72	Punjabi
21	Romanian
22	Russian
61	Serbian
62	Somali
63	Swahili
64	Tagalog
23	Thai
24	Ukrainian
65	Urdu
66	Uzbek
67	Vai
25	Vietnamese
26	Serbo-Croatian (formerly "Yugoslavia")
27	Other Non-Indian
28	Navajo
29	Apache (San Carlos)

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Code in transaction	Description
30	Apache (Whiteriver)
31	Chemehuevi
73	Cherokee
32	Cocopah
33	Hopi
34	Haulapai
35	Kaibab-Paiute
36	Maricopa
37	Mohave
38	Papago (Tohono O'odham)
39	Pima (Akimel O'odham)
40	Supai
41	Tewa
42	Yaqui
43	Yavapai
44	Yuma
45	Other Indian

The Home Language table is located under **K12,** and the table is named **Language**. This same lookup table is used anywhere a language is designated in a screen throughout Synergy SIS and Synergy SE.

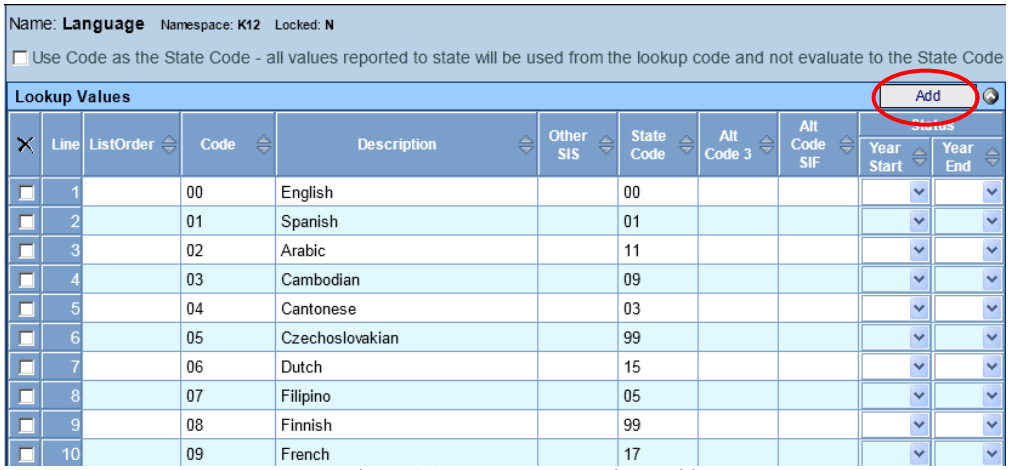

Figure 2.23 – Language Lookup Table

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Birth Country Code

The Birth Country code represents the country where the student was born. It is entered into the Demographics tab of the Student screen, as shown below:

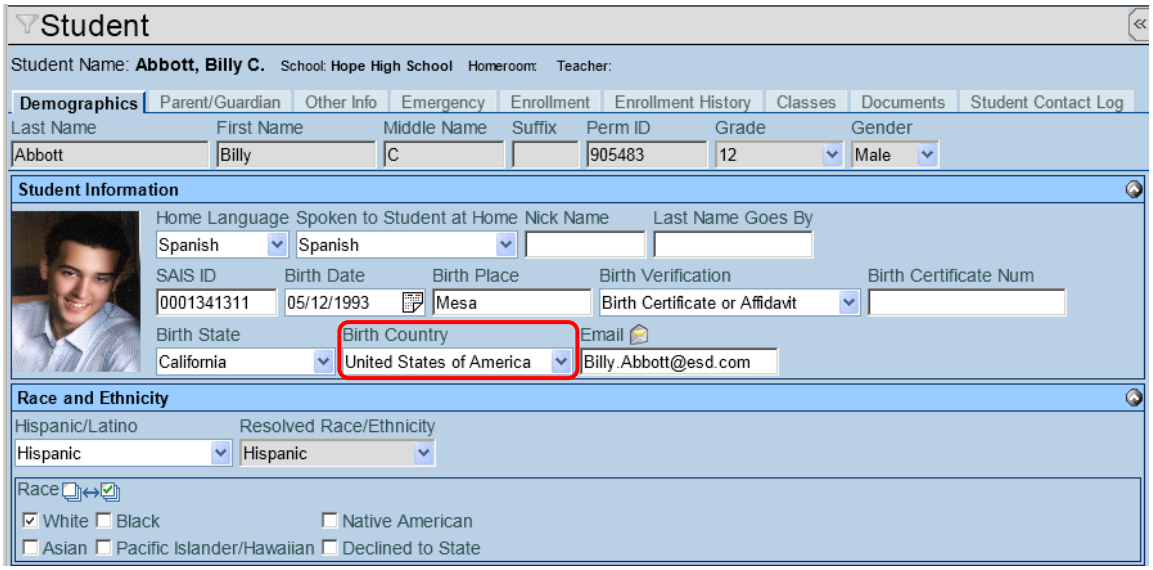

Figure 2.24 – Student Screen, Demographics Tab

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Name	Full Name	Notes
AF	Afghanistan	The Transitional Islamic State of Afghanistan	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
AX	Åland Islands	Åland Islands	Formerly Islamic State of Afghanistan. Added in ISO 3166-1 NEWSLETTER No. V-10 dated 2004-04-26.
AL	Albania		Albania, People's Socialist Republic of
DZ	Algeria		Algeria, People's Democratic Republic of
AS	American Samoa	American Samoa	see also Samoa
AD	Andorra		Andorra, Principality of
AO	Angola		Angola, , Republic of
AI	Anguilla	Anguilla	Was originally a British dependency along with St. Kitts and Nevis. Became a separate British dependency in 12/19/80.
AQ	Antarctica	Antarctica (the territory South of 60 deg S)	also incorporates the former British Antarctic Territory, Dronning Maud Land, and part of French Southern and Antarctic Territories (now split between AQ and TF)
AG	Antigua and Barbuda		Antigua and Barbuda
AR	Argentina		Argentine Republic
AM	Armenia		Armenia
AW	Aruba		Aruba
AU	Australia		Australia, Commonwealth of
AT	Austria		Austria, Republic of
AZ	Azerbaijan	Republic of Azerbaijan	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
BS	Bahamas		Bahamas, Commonwealth of the
BH	Bahrain	Kingdom of Bahrain	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
BD	Bangladesh		Bangladesh, People's Republic of
BB	Barbados		Barbados

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BY	Belarus	Belarus	previously called Byelorussian Soviet Socialist Republic
BE	Belgium		Belgium, Kingdom of
BZ	Belize		Belize
BJ	Benin	Benin, People's Republic of	previously called Dahomey
BM	Bermuda		Bermuda
BT	Bhutan		Bhutan, Kingdom of
BO	Bolivia		Bolivia, Republic of
BA	Bosnia and Herzegovina	Republic of Bosnia and Herzegovina	formerly part of Yugoslavia, Federal Republic of; Change in full name per ISO Newsletter 3166-1; No. V-4; dated 2002-05-20
BW	Botswana		Botswana, Republic of
BV	Bouvet Island	Bouvet Island	also called Bouvetoya
BR	Brazil		Brazil, Federative Republic of
BQ	British Antarctic Territory	British Antarctic Territory	incorporated into Antarctica
IO	British Indian Ocean Territory	British Indian Ocean Territory	also called-Chagos Archipelago
BN	Brunei Darussalam		Brunei Darussalam
BG	Bulgaria		Bulgaria, People's Republic of
BF	Burkina Faso	Burkina Faso	formerly Upper Volta, Republic of
BU	Burma	Burma, Socialist Republic of the Union of	now Myanmar
BI	Burundi		Burundi, Republic of
KH	Cambodia	Cambodia, Kingdom of	formerly Khmer Republic / Democratic Kampuchea
CM	Cameroon		Cameroon, United Republic of
CA	Canada		Canada
CT	Canton & Enderbury Islands	Canton & Enderbury Islands	incorporated into Kiribati.
CV	Cape Verde		Cape Verde, Republic of
KY	Cayman Islands		Cayman Islands
CF	Central African Republic		Central African Republic
TD	Chad		Chad, Republic of
CL	Chile		Chile, Republic of
CN	China		China, People's Republic of
CX	Christmas Island		Christmas Island
CC	Cocos (Keeling) Islands		Cocos (Keeling) Islands
CO	Colombia		Colombia, Republic of
KM	Comoros	Union of the Comoros	Full-name change per ISO Newsletter 3166-1; No. V-7; dated 2003-01-14
CG	Congo		Congo, People’s Republic of
CD	Congo, Democratic Republic of the	Congo, Democratic Republic of the	formerly Zaire, Republic of
CK	Cook Islands		Cook Islands
CR	Costa Rica		Costa Rica, Republic of
CI	Côte d'Ivoire	Côte d'Ivoire	see Ivory Coast-
HR	Hrvatska (Croatia)	Hrvatska (Croatia)	formerly part of Yugoslavia, Socialist Federal Republic of
CU	Cuba		Cuba, Republic of
CY	Cyprus		Cyprus, Republic of
CZ	Czech Republic	Czech Republic	formerly Czechoslovakia, Czechoslovak Socialist Republic
n/a	Czechoslovakia	Czechoslovakia	Divided into Czech Republic (CZ) and Slovak Republic (SK).
DY	Dahomey	Dahomey	now called Benin, People's Republic of
DK	Denmark		Denmark, Kingdom of
DJ	Djibouti	Djibouti, Republic of	was French Afars and Issas
DM	Dominica		Dominica, Commonwealth of
DO	Dominican Republic		Dominican Republic
NQ	Dronning Maud Land	Dronning Maud Land	incorporated into Antarctica
TP	East Timor	East Timor	was Portuguese Timor; East Timor was removed from usage on the ISO-3166 listing per Newsletter 3166-3,

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			No. I-1, dated 2002-11-15; see Timor-Leste
EC	Ecuador		Ecuador, Republic of
EG	Egypt		Egypt, Arab Republic of
SV	El Salvador		El Salvador, Republic of
n/a	England		see United Kingdom
GQ	Equatorial Guinea		Equatorial Guinea, Republic of
ER	Eritrea	Eritrea	At last publication on 6/5/2001 ISO classified this as "formerly Ethiopia". As of 1/2005 ISO holds that Eritrea is considered a province of Ethiopia, but Ethiopia is currently in a border dispute requiring UN Peacekeeping forces.
EE	Estonia		Estonia
ET	Ethiopia	Ethiopia	At last publication on 6/5/2001 ISO considered this to be changed to Eritrea; however, as of 1/2005 the Ethiopia country code is still in use; border dispute with Eritrea pending resolution.
FO	Faroe Islands	Faroe Islands	formerly "Faeroe" Islands
FK	Falkland Islands (Malvinas)	Falkland Islands (Malvinas)	incorporates South Georgia and the South Sandwich Islands 7/23/93
FJ	Fiji	Republic of the Fiji Islands	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
FI	Finland		Finland, Republic of
FR	France		France, French Republic
FX	France, Metropolitan	France, Metropolitan	see France
n/a	French Afars and Issas	French Afars and Issas	now Djibouti, Republic of.
GF	French Guiana		French Guiana
PF	French Polynesia		French Polynesia
TF	French Southern Territories	French Southern Territories	formerly French Southern and Antarctic Territories, now split between AQ and TF)
FQ	French Southern and Antarctic Territories	French Southern and Antarctic Territories (now split between AQ and TF)	incorporated into Antarctica (AQ), French Southern (TF) and Antarctic Territories (AQ)
GA	Gabon	Gabon	also called Gabonese Republic
GM	Gambia		Gambia, Republic of the
GE	Georgia		Georgia
DD	German Democratic Republic	German Democratic Republic	now Germany; formerly commonly referred to as "East Germany"; GDR was unified into Germany in 1990. .
DE	Germany	Germany	East and West Germany unified into Germany
n/a	Federal Republic of Germany	Federal Republic of Germany	now Germany; formerly commonly referred to as "West Germany" from 1949 to 1960, as FRG from 1960 to 1990; became unified Germany in 1990. .
GH	Ghana		Ghana, Republic of
GI	Gibraltar		Gibraltar
n/a	Gilbert & Ellice Islands	Gilbert & Ellice Islands	Islands split dependency. Gilbert became Kiribati (KI) Ellice became Tuvalu (TV).
GR	Greece		Greece, Helenic Republic
GL	Greenland		Greenland
GD	Grenada		Grenada
GP	Guadeloupe		Guadeloupe
GU	Guam		Guam
GT	Guatemala		Guatemala, Republic of
GN	Guinea		Guinea, Revolutionary People's Rep'c of
GW	Guinea-Bissau	Guinea-Bissau, Republic of	was Portuguese Guinea
GY	Guyana		Guyana, republic of
HT	Haiti		Haiti, Republic of
HM	Heard Island and McDonald Islands		Heard Island and McDonald Islands
VA	Holy See (Vatican City State)	Holy See (Vatican City State)	formerly Vatican City State (Holy See)
HN	Honduras		Honduras, Republic of
HK	Hong Kong	Hong Kong Special Administrative Region of China	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20

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HR	Hrvatska (Croatia)	Hrvatska (Croatia)	formerly part of Yugoslavia, Socialist Federal Republic of
HU	Hungary		Hungary, Hungarian People's Republic
IS	Iceland		Iceland, Republic of
IN	India	India, Republic of	incorporated Sikkim 1/1/75
ID	Indonesia		Indonesia, Republic of
IR	Iran, Islamic Republic of		Iran, Islamic Republic of
IQ	Iraq		Iraq, Republic of
IE	Ireland	Irish Republic, the	the Irish Republic; not part of the United Kingdom
n/a	Ireland, Northern		see United Kingdom
IL	Israel		Israel, State of
IT	Italy		Italy, Italian Republic
CI	Ivory Coast (Côte d'Ivoire)	Ivory Coast (Côte d'Ivoire)	(the ISO English list contains the French spelling)
JM	Jamaica		Jamaica
JP	Japan		Japan
JT	Johnston Island	Johnston Island	incorporated into United States Minor Outlying Islands
JO	Jordan		Jordan, Hashemite Kingdom of
KH	Cambodia	Cambodia, Kingdom of	now known as Cambodia, Kingdom of. Code remained the same (KH). Formerly Kampuchea (Khmer Republic / Democratic Kampuchea).
KZ	Kazakhstan	Republic of Kazakhstan	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
KE	Kenya		Kenya, Republic of
KI	Kiribati	Republic of Kiribati	formerly Gilbert Islands incorporated Canton & Enderbury Islands, and part of Gilbert & Ellis Islands; Full name changed per ISO Newsletter 3166-1, No. V-4; dated 2002-05-20
n/a	Korea	Korea	see "Korea, Democratic People's Republic of" or "Korea, Republic of"; Korea split into these 2 countries in 1946-48
KP	Korea, Democratic People's Republic of	Korea, Democratic People's Republic of	commonly referred to as North Korea
KR	Korea, Republic of	Korea, Republic of	commonly referred to as South Korea
KW	Kuwait		Kuwait, State of
KG	Kyrgyzstan		Kyrgyz Republic
LA	Lao People's Democratic Republic	Lao People's Democratic Republic	commonly referred to as Laos
LV	Latvia		Latvia
LB	Lebanon		Lebanese Republic
LS	Lesotho		Lesotho, Kingdom of
LR	Liberia		Liberia, Republic of
LY	Libya		Libyan Arab Jamahiriya
LI	Liechtenstein		Liechtenstein, Principality of
LT	Lithuania		Lithuania
LU	Luxembourg		Luxembourg, Grand Duchy of
MO	Macao	Macao Special Administrative Region of China	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
MK	Macedonia, the Former Yugoslav Republic of	Macedonia, the Former Yugoslav Republic of	formerly part of Yugoslavia, Socialist Federal Republic of
MG	Madagascar		Madagascar, Republic of
MW	Malawi		Malawi, Republic of
MY	Malaysia		Malaysia
MV	Maldives		Maldives, Republic of
ML	Mali		Mali, Republic of
MT	Malta		Malta, Republic of
MH	Marshall Islands		Marshall Islands
MQ	Martinique		Martinique
MR	Mauritania		Mauritania, Islamic Republic of
MU	Mauritius		Mauritius
YT	Mayotte		Mayotte
MX	Mexico	Mexico	also called United Mexican States

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FM	Micronesia		Micronesia, Federated States of
MI	Midway Islands	Midway Islands	incorporated into United States Minor Outlying Islands
MD	Moldova, Republic of		Moldova, Republic of
MC	Monaco		Monaco, Principality of
MN	Mongolia		Mongolian People's Republic
MS	Montserrat		Montserrat
MA	Morocco		Morocco, Kingdom of
MZ	Mozambique		Mozambique, People's Republic of
MM	Myanmar	Myanmar	formerly Burma, Socialist Republic of the Union of
NA	Namibia		Namibia
NR	Nauru		Nauru, Republic of
NP	Nepal		Nepal, Kingdom of
NL	Netherlands		Netherlands, Kingdom of the
AN	Netherlands Antilles		Netherlands Antilles
NT	Neutral Zone	Neutral Zone	not an ISO-standard country; formerly between Saudi Arabia & Iraq
NC	New Caledonia		New Caledonia
NH	New Hebrides	New Hebrides	now Vanuatu
NZ	New Zealand	New Zealand	also called "Aotearoa" in Maori
NI	Nicaragua		Nicaragua, Republic of
NE	Niger		Niger, Republic of the
NG	Nigeria		Nigeria, Federal Republic of
NU	Niue	Republic of Niue	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
NF	Norfolk Island		Norfolk Island
MP	Northern Mariana Islands		Northern Mariana Islands
NO	Norway		Norway, Kingdom of
OM	Oman	Oman, Sultanate of	was Muscat and Oman
PC	Pacific Islands (trust territory)	Pacific Islands (trust territory)	divided into Micronesia, Marshall Islands, Northern Mariana Islands, and Palau
PK	Pakistan		Pakistan, Islamic Republic of
PW	Palau		Palau
PS	Palestinian Territory, Occupied		Palestinian Territory, Occupied
PZ	Panama Canal Zone	Panama Canal Zone	incorporated into Panama, Republic of
PA	Panama, Republic of	Panama, Republic of	incorporated Panama Canal Zone 7/22/93
PG	Papua New Guinea		Papua New Guinea
PY	Paraguay		Paraguay, Republic of
PE	Peru		Peru, Republic of
PH	Philippines		Philippines, Republic of the
PN	Pitcairn Island		Pitcairn Island
PL	Poland		Polish People's Republic
PT	Portugal		Portuguese Republic
PR	Puerto Rico		Puerto Rico
QA	Qatar		Qatar, State of
RE	Reunion (Réunion)	Reunion (Réunion)	sometimes spelled "R'union" (the ISO English list contains the French spelling)
RO	Romania		Romania, Socialist Republic of
RU	Russian Federation	Russian Federation	commonly referred to as Russia; formerly member of the Union of Soviet Socialist Republics (USSR)
RW	Rwanda		Rwandese Republic
SH	Saint Helena		Saint Helena
KN	Saint Kitts and Nevis	Saint Kitts and Nevis	St. Kitts-Nevis-Anguilla (now Saint Kitts and Nevis and Anguilla) 12/31/98
LC	Saint Lucia		Saint Lucia
PM	Saint Pierre and Miquelon		Saint Pierre and Miquelon
VC	Saint Vincent and the Grenadines		Saint Vincent and the Grenadines
WS	Samoa	Samoa, Independent State of Western	formerly Western Samoa
SM	San Marino		San Marino, Republic of

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ST	Sao Tome and Principe		Sao Tome and Principe, Democratic Republic of
SA	Saudi Arabia		Saudi Arabia, Kingdom of
n/a	Scotland		see United Kingdom
SN	Senegal		Senegal, Republic of
CS	Serbia and Montenegro	Serbia & Montenegro	Formerly part of Yugoslavia, Socialist Federal Republic of; Full-name change per ISO Newsletter 3166-1; No. V-8; dated 2003-07-23; added to country code list for FY2005.
SC	Seychelles		Seychelles, Republic of
SL	Sierra Leone		Sierra Leone, Republic of
n/a	Sikkim	Sikkim	incorporated into India
SG	Singapore		Singapore, Republic of
SK	Slovakia	Slovak Republic	formerly part of Czechoslovakia, Czechoslovak Socialist Republic
SI	Slovenia	Slovenia	formerly part of Yugoslavia, Socialist Federal Republic of
SB	Solomon Islands	Solomon Islands	was British Solomon Islands
SO	Somalia	Somali Republic	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
ZA	South Africa		South Africa, Republic of
GS	South Georgia and the South Sandwich Islands		South Georgia and the South Sandwich Islands
RH	Southern Rhodesia	Southern Rhodesia	now Zimbabwe
n/a	Soviet Socialist Republic	Soviet Socialist Republic	now called Belarus
ES	Spain		Spanish State
EH	Western Sahara	Western Sahara	Formerly Spanish Sahara; Country code did not change
LK	Sri Lanka	Sri Lanka, Democratic Socialist Republic of	was Ceylon
SD	Sudan		Sudan, Democratic Republic of
SR	Suriname		Suriname, Republic of
SJ	Svalbard and Jan Mayen Islands		Svalbard and Jan Mayen Islands
SZ	Swaziland		Swaziland, Kingdom of
SE	Sweden		Sweden, Kingdom of
CH	Switzerland		Swiss Confederation
SY	Syrian Arab Republic		Syrian Arab Republic
n/a	Tahiti	Tahiti	see French Polynesia
TW	Taiwan, Province of China		Taiwan, Province of China
TJ	Tajikistan		Tajikistan
TZ	Tanzania, United Republic of		Tanzania, United Republic of
TH	Thailand		Thailand, Kingdom of
TL	Timor	Timor-Leste, Democratic Republic of	formerly East Timor
TG	Togo		Togolese Republic
TK	Tokelau		Tokelau Islands
TO	Tonga		Tonga, Kingdom of
TT	Trinidad and Tobago		Trinidad and Tobago, Republic of
TN	Tunisia		Tunisia, Republic of
TR	Turkey		Turkey, Republic of
TM	Turkmenistan		Turkmenistan
TC	Turks and Caicos Islands		Turks and Caicos Islands
TV	Tuvalu	Tuvalu	Ellice Islands became British colony of Tuvalu;
UG	Uganda		Uganda, Republic of
UA	Ukraine	Ukraine	formerly Ukrainian Soviet Socialist Republic
SU	Union of Soviet Socialist Republics (USSR)	Union of Soviet Socialist Republics (USSR)	see individual country names; "USSR" not in use since its breakup in 1990's
AE	United Arab Emirates	United Arab Emirates	was Trucial States

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GB	United Kingdom	United Kingdom of Great Britain & N. Ireland	commonly referred to as "Great Britain"
UK	United Kingdom		United Kingdom
UM	United States Minor Outlying Islands	United States Minor Outlying Islands	formerly separate islands of Wake Island, Johnston Island, Midway Islands, US Miscellaneous Pacific Islands
US	United States of America	United States of America	ISO lists the name as "United States"
ZZ	**unknown or unspecified country**	unknown or unspecified country	not an ISO-standard country (other country not listed in the standard ISO codes); this code is to be used if the country is not listed in this table
HV	Upper Volta	Upper Volta, Republic of	now Burkina Faso
UY	Uruguay		Uruguay, Eastern Republic of
PU	US Miscellaneous Pacific Islands	US Miscellaneous Pacific Islands	incorporated into United States Minor Outlying Islands
UZ	Uzbekistan		Uzbekistan
VU	Vanuatu	Vanuatu	was New Hebrides
VA	Holy See (Vatican City State)	Holy See (Vatican City State)	ISO lists name as "Holy See (Vatican City State)"
VE	Venezuela	Bolivarian Republic of Venezuela	Full-name change in ISO Newsletter 3166-1, No. V-4 dated 2002-05-20
n/a	Viet Nam, Democratic Republic of	Viet Nam, Democratic Republic of	incorporated into Viet Nam, Socialist Republic of
VN	Viet Nam, Socialist Republic of	Viet Nam, Socialist Republic of	incorporated Viet Nam, Democratic Republic of & Viet Nam, Republic of
VG	Virgin Islands, British		Virgin Islands, British
VI	Virgin Islands, U.S.		Virgin Islands, U.S.
WK	Wake Island	Wake Island	incorporated into United States Minor Outlying Islands
n/a	Wales	Wales	see United Kingdom
WF	Wallis and Futuna		Wallis and Futuna Islands
EH	Western Sahara	Western Sahara	formerly Spanish Sahara
YE	Yemen	Yemen	Republic of Yemen was formed in 1990 through the union of the People's Democratic Republic of Yemen and the Yemen Arab Republic
n/a	Yemen Arab Republic	Yemen Arab Republic	merged into Yemen; Country Code did not change.
YD	Yemen, People's Democratic Republic of	Yemen, People's Democratic Republic of	merged into Yemen
YU	Yugoslavia	Yugoslavia, Federal Republic of	See also: Bosnia and Herzegovina, Hrvatska, Macedonia, Slovenia
ZR	Zaire	Zaire, Republic of	now Congo, Democratic Republic of the
ZM	Zambia		Zambia, Republic of
ZW	Zimbabwe	Zimbabwe	was Southern Rhodesia

The Birth Country table is located under **Revelation,** and the table is named **Country**. This same lookup table is used anywhere a country is designated in a screen throughout Synergy SIS and Synergy SE.

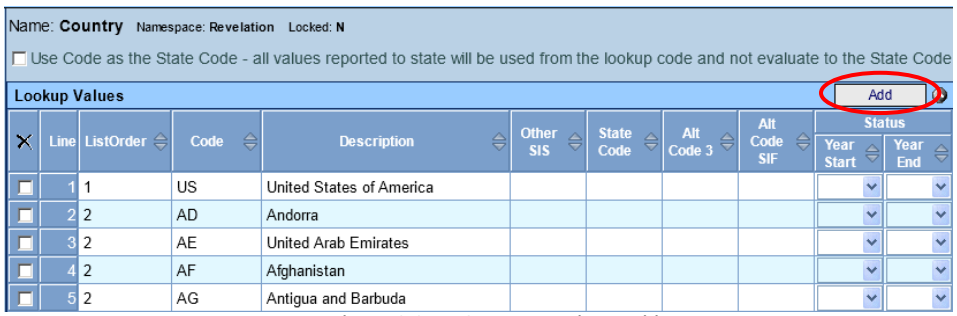

Figure 2.25 – Country Lookup Table

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Birth State Code

The Birth State code represents the U.S. state where the student was born. It should only be entered when the Birth Country is United States. It is entered into the Demographics tab of the Student screen, as shown below:

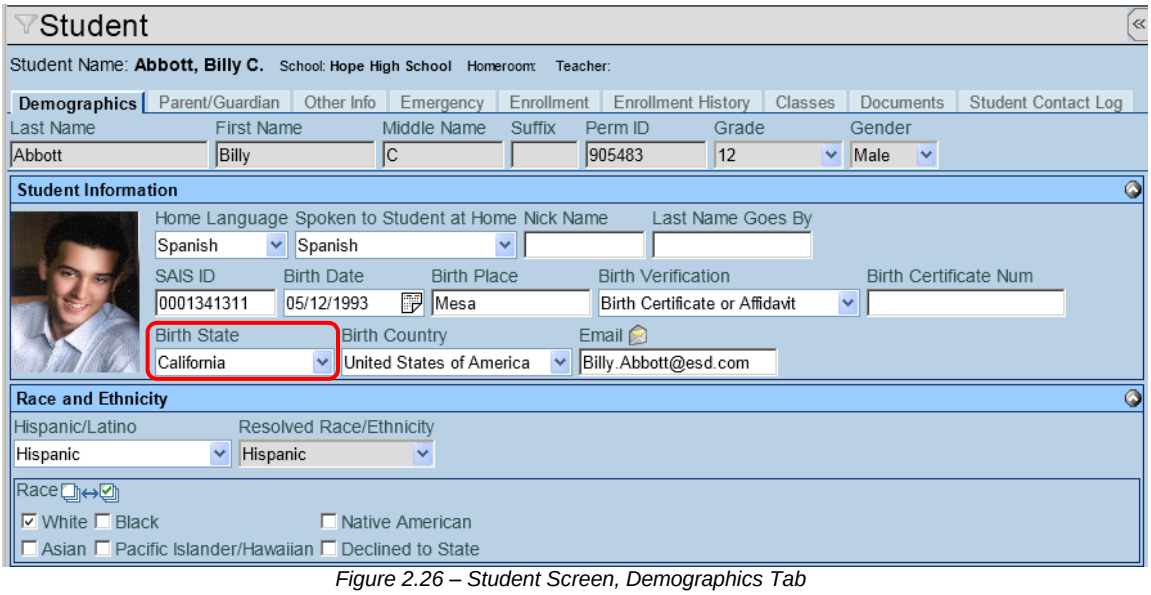

Figure 2.26 – Student Screen, Demographics Tab

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Description
AA	Armed Forces Americas excluding Canada
AE	Armed Forces Europe, Middle East, Africa, and Canada
AK	Alaska
AL	Alabama
AP	Armed Forces Pacific
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
FM	Federated States of Micronesia
GA	Georgia
GU	Guam
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MH	Marshall Islands
MI	Michigan
MN	Minnesota

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MO	Missouri
MP	Northern Mariana Islands
MS	Mississippi
MT	Montana
NC	North Carolina
ND	North Dakota
NE	Nebraska
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NV	Nevada
NY	New York
OH	Ohio
OK	Oklahoma
OR	Oregon
PA	Pennsylvania
PR	Puerto Rico
PW	Palau
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TT	Trust Territories
TX	Texas
UT	Utah
VA	Virginia
VI	Virgin Islands
VT	Vermont
WA	Washington
WI	Wisconsin
WV	West Virginia
WY	Wyoming
YY	Other US (other territory, Armed Forces, or holding not in this table)
ZZ	Not US (not a US state, territory, or Armed Forces or other holding)

The Birth State table is located under **Revelation,** and the table is named **State**. This same lookup table is used anywhere a state is designated in a screen throughout Synergy SIS and Synergy SE.

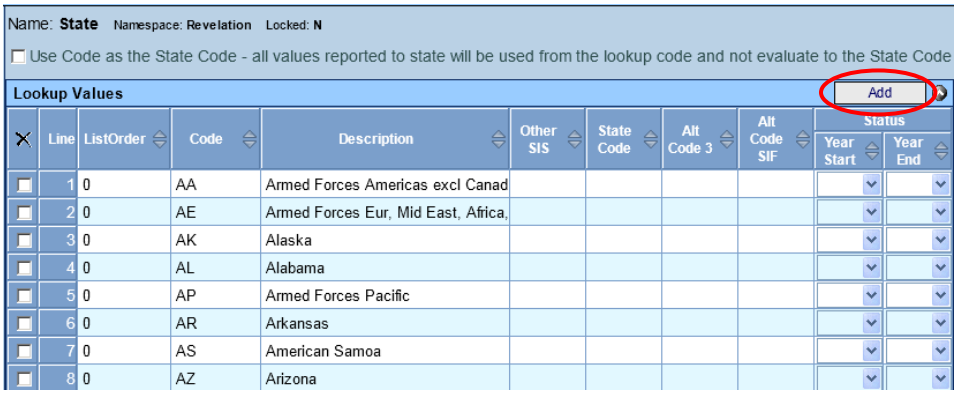

Figure 2.27 – State Lookup Table

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Race Code

The Race code is the self-identified ethnic origin of the student, in addition to whether or not the student has indicated they are of Hispanic or Latino origin. It is entered into the Demographics tab of the Student screen, as shown below:

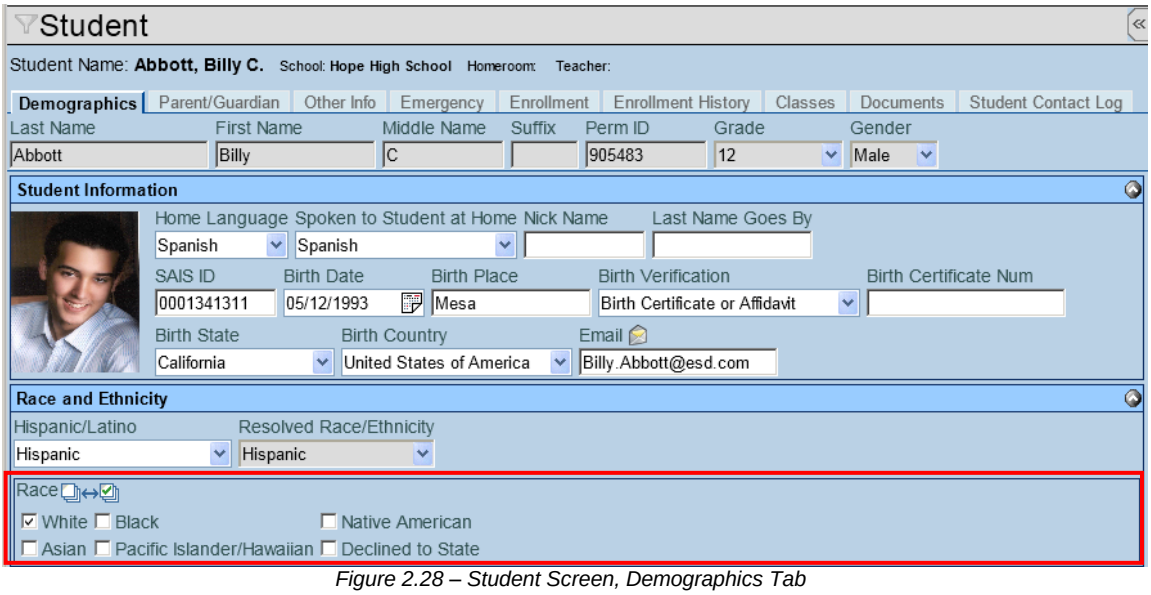

Figure 2.28 – Student Screen, Demographics Tab

The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Description	Description
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African-American (Not Hispanic)	A person having origins in any of the black racial groups of Africa.
AM	American Indian or Alaskan Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
PI	Native Hawaiian or other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White (Not Hispanic)	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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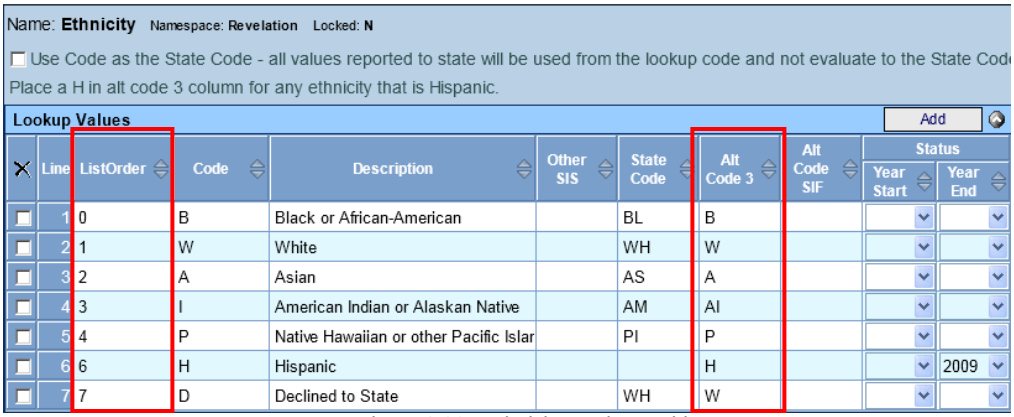
The Race table is located under **Revelation,** and the table is named **Ethnicity**. This same lookup table is used anywhere a race is designated in a screen throughout Synergy SIS and Synergy SE.



Name: **Ethnicity** Namespace: **Revelation** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Cod

Place a H in alt code 3 column for any ethnicity that is Hispanic.

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	0	B	Black or African-American		BL	B			
2	1	W	White		WH	W			
3	2	A	Asian		AS	A			
4	3	I	American Indian or Alaskan Native		AM	AI			
5	4	P	Native Hawaiian or other Pacific Islar		PI	P			
6	6	H	Hispanic			H			2009
7	7	D	Declined to State		WH	W			

Figure 2.29 –Ethnicity Lookup Table

Caution: The **Alt Code 3** column must also be entered as outlined in the screenshot above for the SAIS upload to be completed correctly.

The **Hispanic code** should be marked with a Year End of 2009, as it cannot be used with students past that year. This allows this code to still display for older records.

As schools transition to this race and ethnicity identification method, it may be useful to create options such as **Declined to State or Needs Update**. However, these options must be mapped to a valid race code in the lookup table such as WH.

The codes must be listed in the **order** shown in the screenshot above for uploading **AZ Safe** records. The correct state codes must also be entered in the **State Code** column.

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Grade Code

The **Grade** lookup code is the grade level of the student as entered in each enrollment record for the student. The grade is entered on the Enrollment tab of the Student screen, and can be seen at the top of every screen.

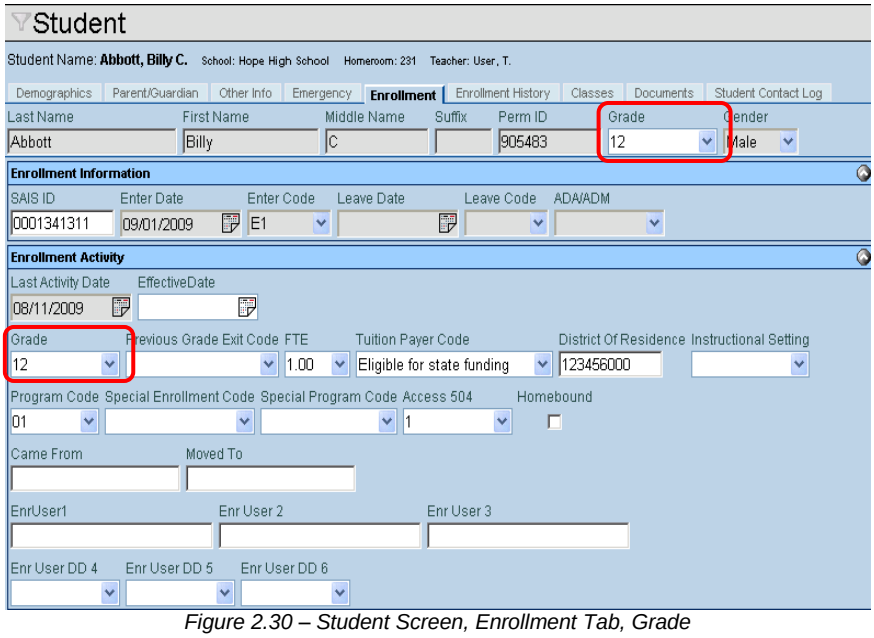
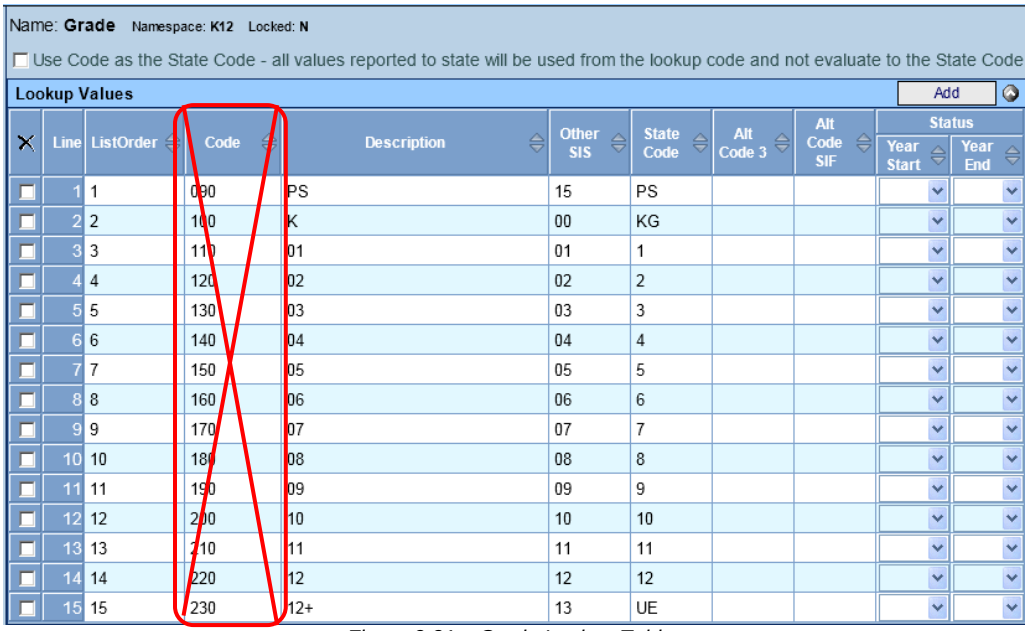


Figure 2.30 – Student Screen, Enrollment Tab, Grade

While the Grade lookup table, located in the **K12** node, can be modified as outlined for the other lookup tables, there is one special consideration. **Do NOT modify the Code values.** These are referenced through the program. The Description, Other SIS and State Code may be modified as needed, and additional codes may be added.



Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	090	PS	15	PS				
2	2	100	K	00	KG				
3	3	110	01	01	1				
4	4	120	02	02	2				
5	5	130	03	03	3				
6	6	140	04	04	4				
7	7	150	05	05	5				
8	8	160	06	06	6				
9	9	170	07	07	7				
10	10	180	08	08	8				
11	11	190	09	09	9				
12	12	200	10	10	10				
13	13	210	11	11	11				
14	14	220	12	12	12				
15	15	230	12+	13	UE				

Figure 2.31 – Grade Lookup Table

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ORGANIZATION SETUP

The Organization screen sets up the school and district structure within the district. Each district is assigned a code known as the CTD code by the state. The CTDS code is assigned to each school. This code is used in the upload process to ensure the data is uploaded and credited to the correct district. To find the CTD/CTDS codes, please see the section on *Before Starting* in Chapter One of this guide. To enter the CTD code in Synergy SIS:

1. Go to the **Organization** screen, found under Synergy SIS > System > Setup.

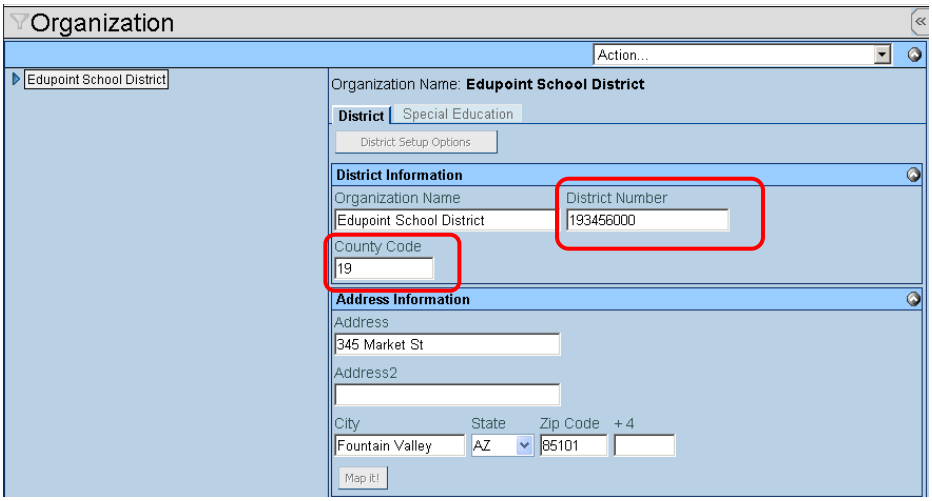

Figure 2.32 – Organization Screen, District

2. Enter the CTD code in the **District Number** field. The CTD number should be 10 digits long, and the last three numbers should be 0.
3. While the **County Code** is not used separately in transactions uploaded to the state, this field should be populated as well. The county code is the first two digits of the district's CTD code.
4. Click the **Save** button at the top of the screen.

In addition to the district, each school is assigned a unique code by the state called the CTDS code. This code is also used during the upload process. The CTDS number is the district's CTD number with the school code assigned in place of the last three zeroes. For example, if the CTD number was 193456000, a CTDS number would be 192345273. To enter the school-level information:

1. Go to the **Organization** screen, found under Synergy SIS > System > Setup.
2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.

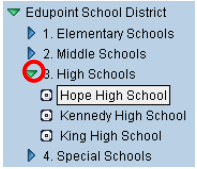

Figure 2.33 – Organization Screen, District Structure

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3. Click on the **name of the school** and the school setup screen appears.

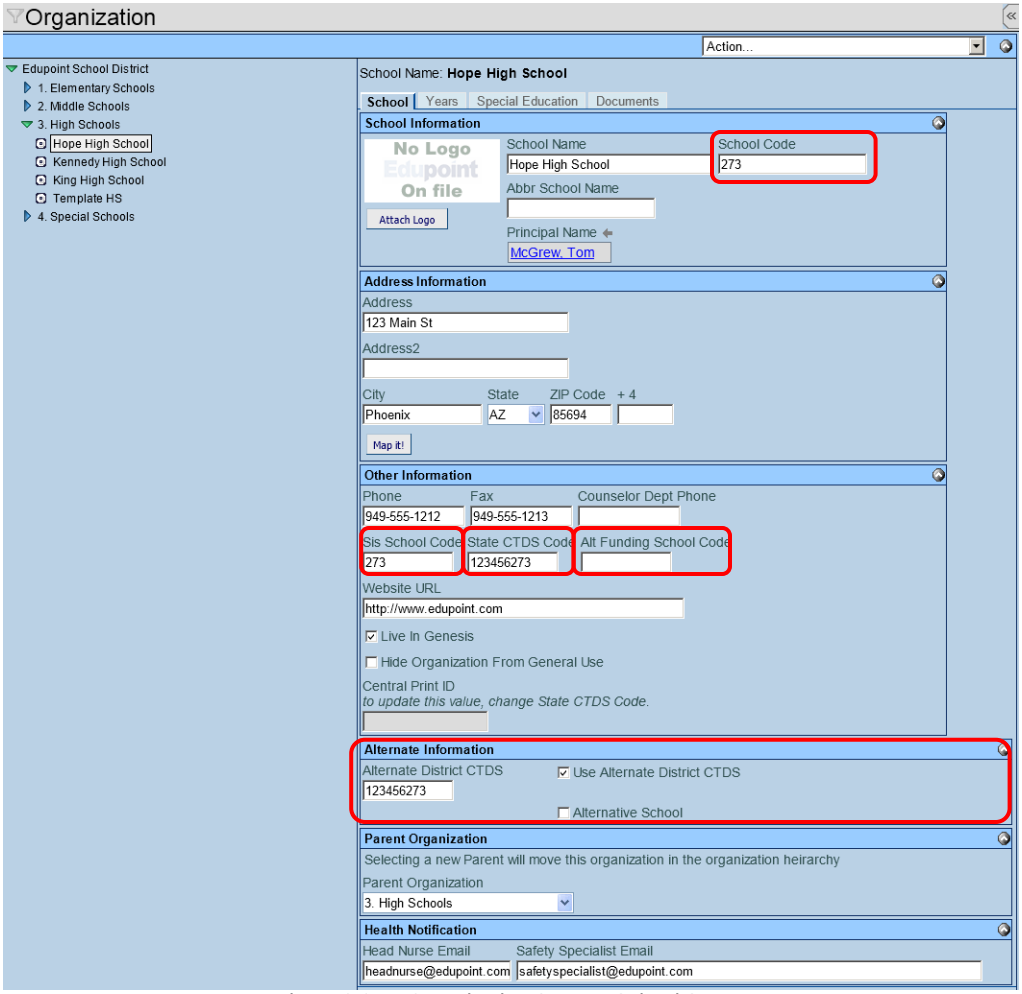

Figure 2.34 – Organization Screen, School Setup

5. Enter the CTDS code in the **State CTDS Code** field.
6. The last three numbers of the CTDS code are the school code. Enter this number in the **School Code** field. For example, if the CTDS number is 193456273, the school code would be 273.
7. If converting data from another student record system, enter the school code used in the other system in the **SIS School Code** field. This is usually the same.
8. If the school has permission to upload EVIT data directly to SAIS, enter the EVIT satellite school code (CTDS) in the **Alt Funding School Code** field.
9. Click the **Save** button at the top of the screen. **Repeat these steps for each school.**

If the school does not use the district CTD number for uploads, enter the other district CTD number in the **Alternate District CTDS** field and check the box titled **Use Alternate District CTDS**. Be sure to exclude this school from the district-wide uploads using the **District Setup** screen, and upload this school separately. For more information about the

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setup needed for charter schools or outside placement schools, please see the section later in this chapter.

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SCHOOL SETUP

Each school in the district has options that need to be configured to upload to the state. To complete the SAIS setup for each school:

1. Change the **focus** to the school to be configured.
2. Go to the **SAIS School Setup** screen, found under Synergy SIS > AZ > SAIS > Setup.

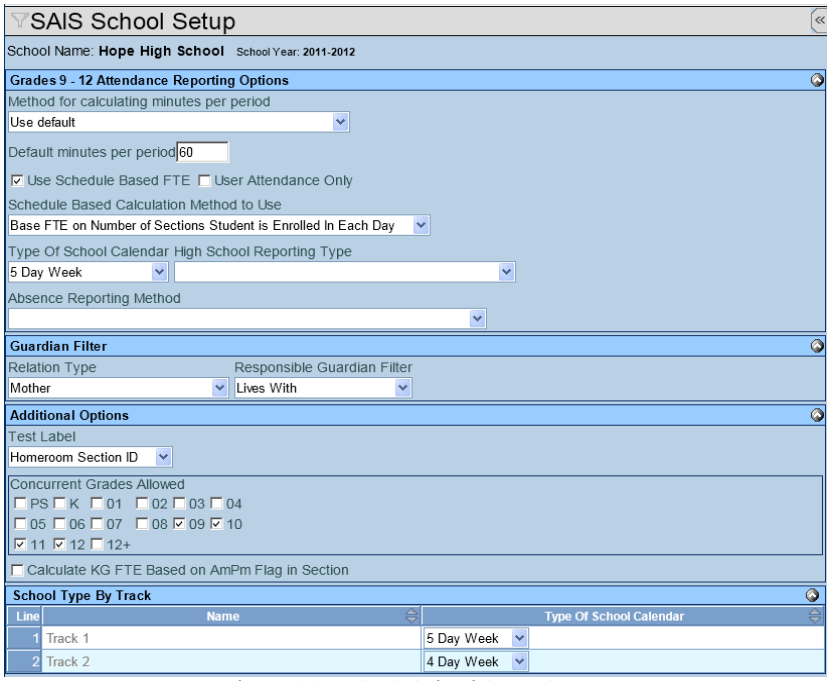

Figure 2.35 – SAIS School Setup Screen

3. For high schools, select the **Method for Calculating Minutes per Period**. The options are **Use Bell Schedules Including Passing Times** or **Use Default**. If Use Default is selected, it uses the number of minutes entered in the box labeled **Default Minutes Per Period**. If the Bell Schedule option is selected, it uses the number of minutes setup in the **Bell Schedule Definition** screen of the bell schedule set as the default on the **School Calendar** screen. Remember that by Arizona state law only 7 minutes or less of passing time may be included, and passing time to non-instructional periods such as lunch cannot be included (as of August 2011).

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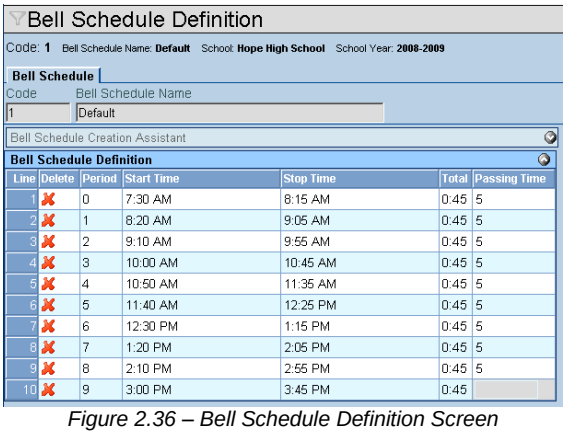

Figure 2.36 – Bell Schedule Definition Screen

4. High schools may also choose to **Use Schedule Based FTE** by checking this box, instead of using the FTE (full time equivalent) value entered in the student's enrollment transaction. If using schedule-based FTE, select how the FTE is calculated from the **Schedule Based Calculation Method to Use** drop-down. With **Base FTE on Number of Sections Student is Enrolled in Each Day**, each class in the student's schedule on the Classes tab of the Student screen counts as .25 FTE to a maximum of 1.0 FTE. With **Base FTE on Number of Minutes Student Is Enrolled In Each Day**, the number of minutes assigned in the bell schedule to the periods for each class in the student's schedule is used.

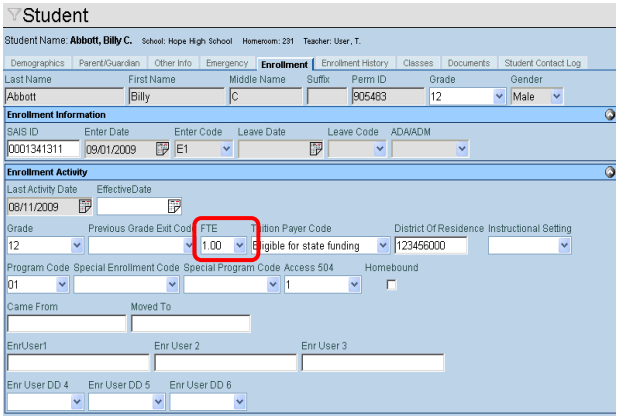

Figure 2.37 – Student Screen, Enrollment Tab, FTE

5. **User Attendance Only** is used for Arizona Online Instruction Schools and should only be checked if the school is an AOI school.

6. High schools also need to define the calendar in use at the school by selecting it from the **Type of School Calendar** drop-down. The calendar may be based on either a **5 Day Week** or a **4 Day Week**. If left blank, it defaults to a 5 Day Week.

7. To generate absence transactions to submit to the state, select **Generate High School Absence Transactions** from the **High School Reporting Type**. Select **School Qualifies for Alternative State Funding** to report minutes instead of absences for non-AOI (virtual) schools.

8. To specify how absences are calculated, choose the option from the **Absence Reporting Method** drop-down. To use the period attendance minutes (either the default number selected above or based on the bell schedule), choose **Calculate Absence Amount Based on Minutes**. Select **Calculate Absence Amount Based**

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on Sections Attended Versus Scheduled to calculate the absence amount based on the number of sections marked absent versus the total number of sections in the student's schedule.

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9. All schools must select a Guardian Filter. The guardian filter selects which parent or guardian, as entered on the Parent/Guardian tab of the Student screen, is uploaded to the state as the responsible party for the student. Select the primary person to upload by choosing a **Relation Type** from the drop-down, such as Mother or Father. In case the chosen relation type is not entered for a student, also choose a **Responsible Guardian Filter**. The Responsible Guardian Filter lists all of the parental rights listed on the Parent/Guardian tab (Lives With, Contact Allowed, Ed. Rights, Has Custody, and Mailings Allowed). If the primary relationship type is not entered, the person who has the parental right selected is uploaded instead.

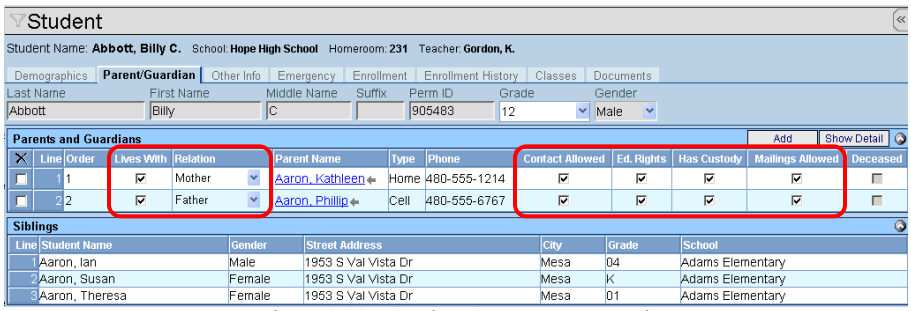

Figure 2.38 – Student Screen, Parent Tab

Caution: Since the responsible party is a mandatory field in the upload process, at least one person must be entered on the Parent/Guardian tab of the Student screen for every student.

10. The **Test Label** field refers to the AIMS test labels sent to all districts by the Dept. of Education prior to each testing date. Select how the labels should be sorted – either by **Homeroom Section ID** or by **Teacher Name**. To have it sorted in Alpha order by student, leave this drop-down blank.
11. If any grades may have concurrent students, check them off in the **Concurrent Grades** section.
12. For schools with kindergarten classes, the **Calculate KG FTE Based on AM/PM Flag in Section** overrides the FTE selection in the student's enrollments and calculate the kindergarten student's FTE value based on the section entered on the Classes tab of the Student screen. If the section is configured as an all day course, the student is set to 1.0 FTE. If the section is only AM or PM kindergarten, the FTE is .5.
13. If the school uses tracks, select the school calendar used by each track (either 5 Day Week or 4 Day Week) in the **School Type By Track** section.
14. Click the **Save** button at the top of the screen.

The SAIS School Setup screen must be configured for each school in the district. Change the focus to a different school and follow the steps above again for each school.

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Note: If using the number of sections in which the student is enrolled to calculate FTE or the absence amount, classes in the student schedule that do NOT represent instructional time, such as lunch, should be excluded from state reporting. To exclude all sections of a course from state reporting, go to the **District Course** screen, found under Synergy SIS > Course, and check the box **Exclude From State Reporting**.

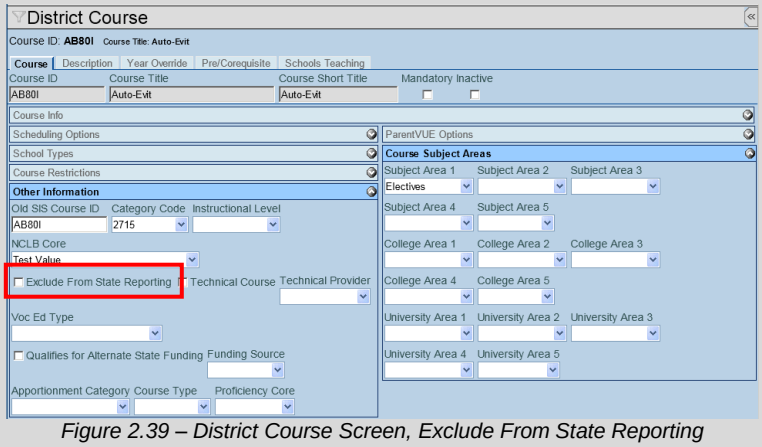

Figure 2.39 – District Course Screen, Exclude From State Reporting

To designate only certain sections of a course as excluded from state reporting, go to the **Section screen**, found under Synergy SIS > Schedule, and select **Yes** from the **Exclude From State Reporting** drop-down. If the course for the section has already been excluded, the box for Course Excluded From State Reporting will be checked.

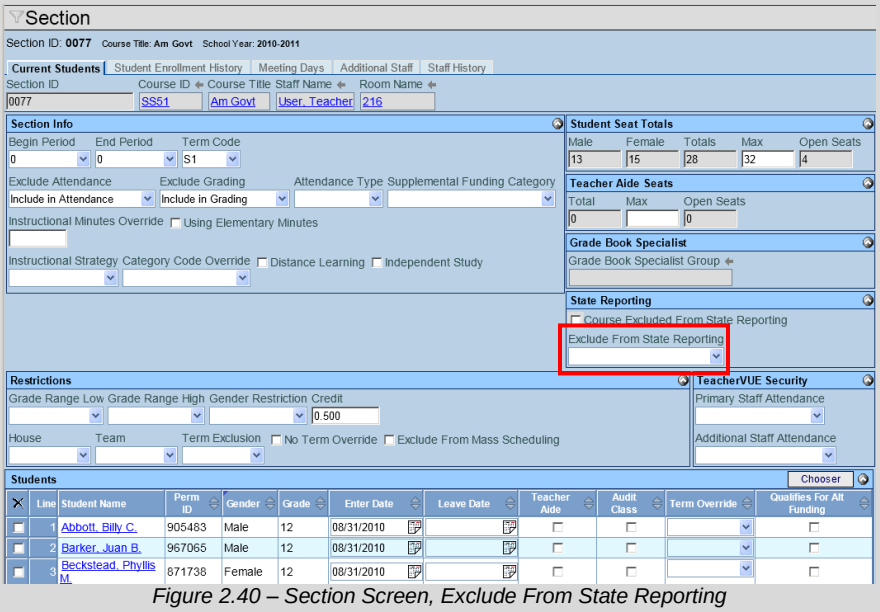

Figure 2.40 – Section Screen, Exclude From State Reporting

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DISTRICT SETUP

At the district level, the enrollment process needs to be customized using the options in the District Setup screen to ensure all of the correct enrollment information is gathered for the SAIS Upload process. To customize these enrollment options:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup, and click on the **System tab**.

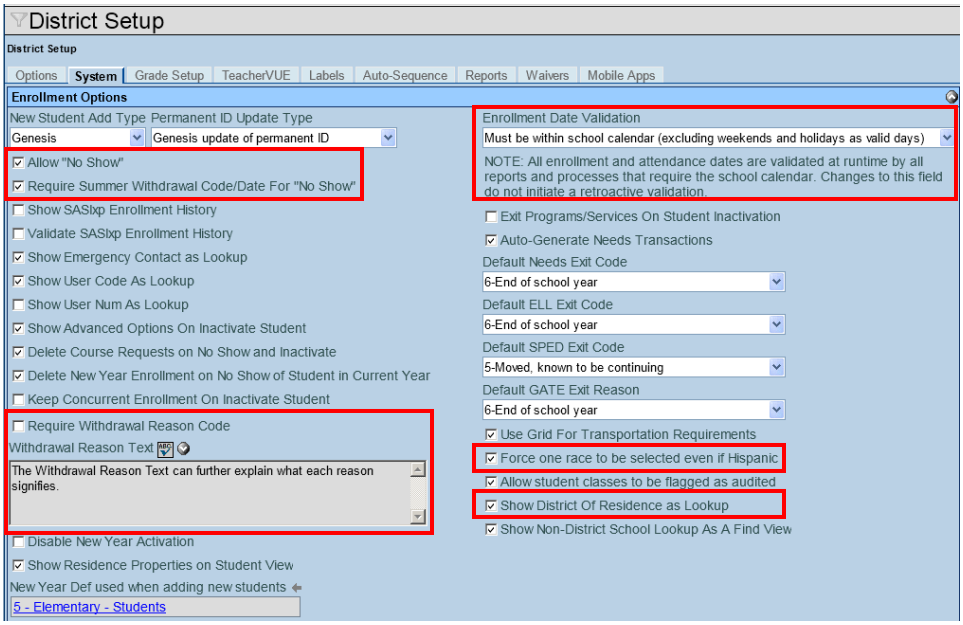

Figure 2.41 – District Setup Screen, System Tab

2. Check the box to **Allow "No Show"** so that summer withdrawals can be entered.
3. Select **Require Summer Withdrawal Code/Date For "No Show"** to enter the S code for all summer withdrawals.
4. If the district is in federal improvement status, check the **Require Withdrawal Reason Code** box.
5. To explain or provide further instructions for the withdrawals, enter the information in the **Withdrawal Reason Text** box.
6. Select how enter dates will be checked from the **Enrollment Date Validation** drop-down list.
7. Check the **Force One Race To Be Selected Even If Hispanic** box to ensure at least one race is selected, in accordance with Arizona requirements.
8. Select **Show District of Residence As Lookup** to display the CTD number for the district as a drop-down list instead of a text box. This only affects new enrollments or transfers. If selected, the lookup table **K12.Setup.District Number** needs to be populated with the CTD number(s) used by the district.
9. The **Programs & Services** information is covered in the following chapter of this guide.
10. Click the **Save** button at the top of the screen.

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At the district level, the SAIS submission process can also be customized to process only certain types of transactions, or schools, or students. The district setup also provides the connection information allowing Synergy SIS to transmit data directly to the SAIS system. If the district plans to upload ELL or Early Childhood Assessment data (no longer needed), go to Chapter Three and setup these test before configuring the district SAIS options as the setup process refers to these test values. To configure the district-level SAIS options:

1. Change the **focus** to the district.
2. Go to the **SAIS Submission Setup** screen, found under Synergy SIS > AZ > SAIS > Setup.
3. The first two tabs, **Schools** and **Students**, limit the schools or students uploaded during the submission process. These values are most likely be modified every time the process is run, and these tabs are covered in more detail in the SAIS Submission Process chapter in the *State of Arizona Data Reporting User Guide*.

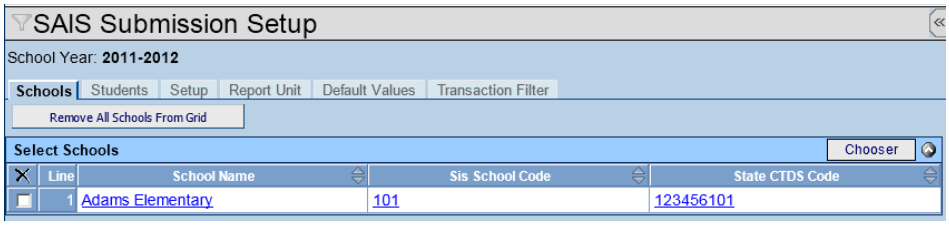

Figure 2.42 – SAIS Submission Setup Screen, Schools Tab

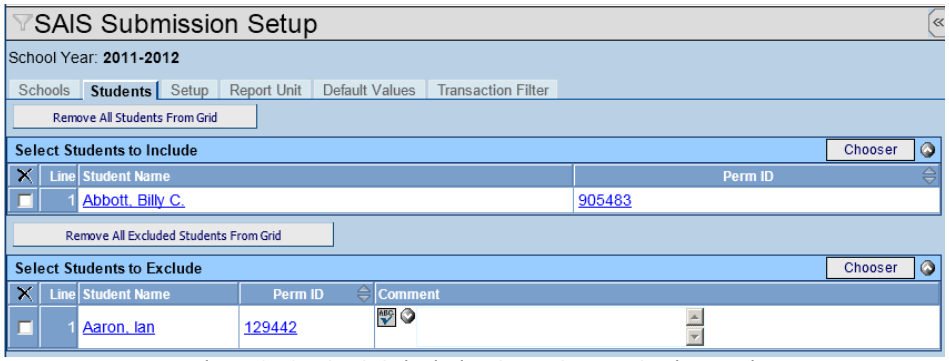

Figure 2.43 – SAIS Submission Setup Screen, Students Tab

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4. To setup the SAIS connection and configure the ELL and Childhood assessments, click on the **Setup** tab.

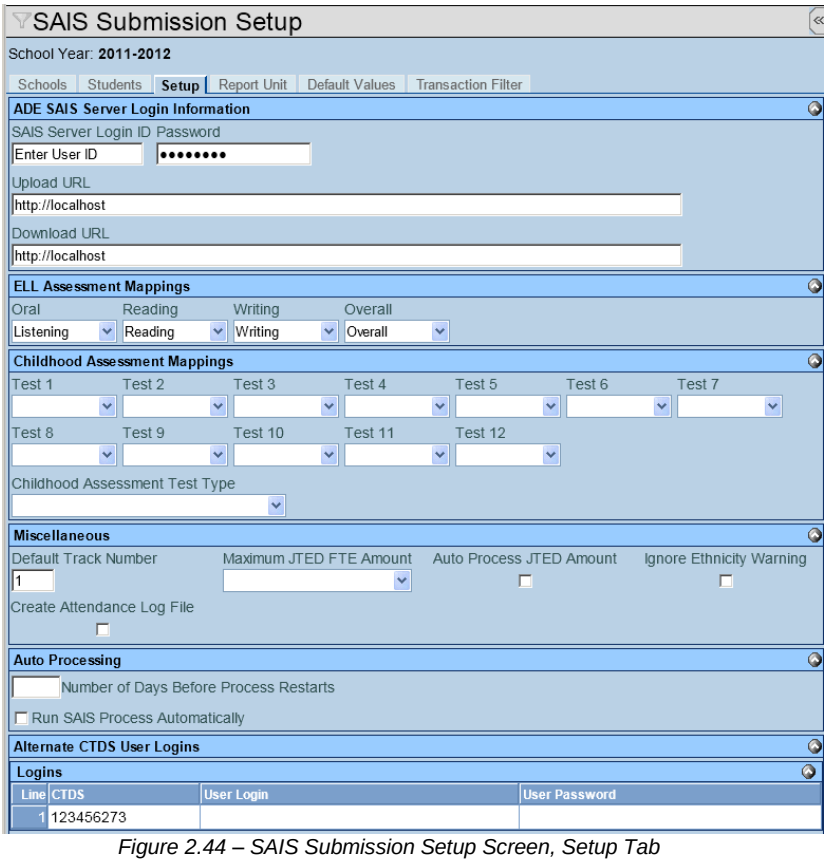

Figure 2.44 – SAIS Submission Setup Screen, Setup Tab

5. To establish a connection with the ADE SAIS Server, enter a **SAIS Server Login ID** and **Password** that has complete access to all the schools in the district and the district itself. Enter the current Upload and Download URL as:

   Upload URL: https://www.ade.az.gov/sdetail/upload/upload.asp

   Download URL: https://www.ade.az.gov/sdetail/download/download.asp

6. Select the part names from the drop-down list that match the field names in the **ELL Assessment Mappings** section. For example, Oral should be selected under Oral.

7. Select the part names for the test used for early childhood assessment in the **Childhood Assessment Mappings** section. The number of tests to be mapped depend on which test is in use at the school. For example, if COR is used, six tests are mapped. The **Childhood Assessment Test Type** should be set to Early Childhood Education or ECE, depending on the value entered for the Test Type lookup table. For more information see the section on ECE in Chapter Three.

8. Enter the **Default Track Number** to be used for uploads. For schools not using tracks, this should be 1.

9. For districts working with JTED schools (Joint Technical Education Districts), select the **Maximum JTED FTE Amount** the JTED can claim. Generally this is .25.

10. To automatically assign the maximum JTED FTE amount as the default for all JTED students, check the **Auto Process JTED Amount** box.

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11. To upload the student's record even if a valid race has not been selected, check the **Ignore Ethnicity Warning** box.
12. Check the **Create Attendance Log File** box to log the calculation of the student's absences during the creation of the submission. This should only be used to troubleshoot a problem, and should only be used with a small number of selected students, as the generated file can be quite large. To view the attendance log file, go to the Job Q Adm Screener screen, found under Synergy SIS > System > Job Queue and screen the details of the submission job. Click on the Results tab, and the log file is listed as SAIS ATT Log. Click on the file icon to view the log.

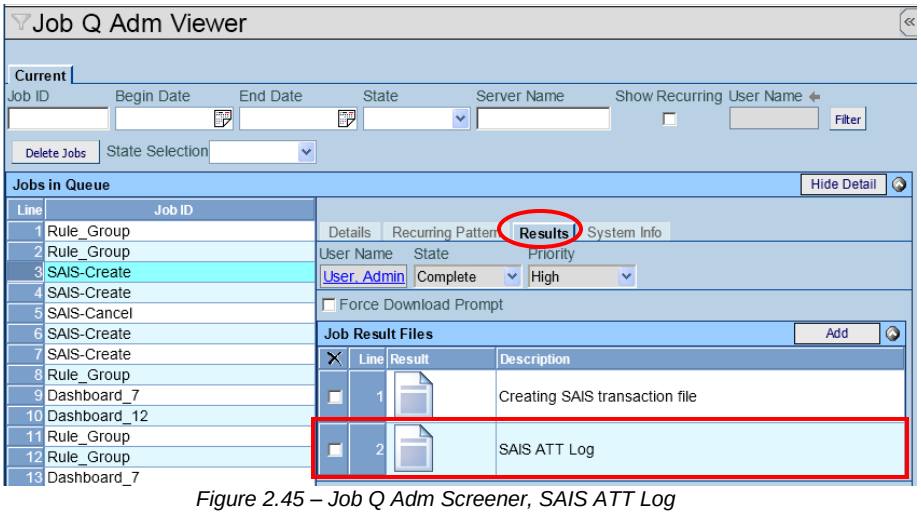

Figure 2.45 – Job Q Adm Screener, SAIS ATT Log

13. The SAIS Submission Process can be setup to automatically generate and upload transactions. For more information about automating the upload process, please see the *Synergy SIS – State of Arizona Data Reporting User Guide*.
14. If using alternate CTDS for schools in the district, the logins to the SAIS system for each CTDS can be saved in the **Alternate CTDS User Logins** section.
15. The Report Unit tab lists the **Report Unit** value used for each submission for the year in focus, and the last transaction sequence number. These values are automatically generated and should not be changed unless Synergy SIS gets out-of-sync with the state system. The Report Unit value cannot be changed, but if a submission is returned from the state with the error "Invalid Sequence Number", modify the number in the **Last Tran Seq** field so that it matches the last submitted transaction number in SAIS. The **CTD Number** can be used to generate transactions with a different CTD number (e.g. Head Start schools) but still track the transaction number. To use a CTD other than the district CTD, follow the instructions outlined in the section on Organization Setup earlier in this chapter.

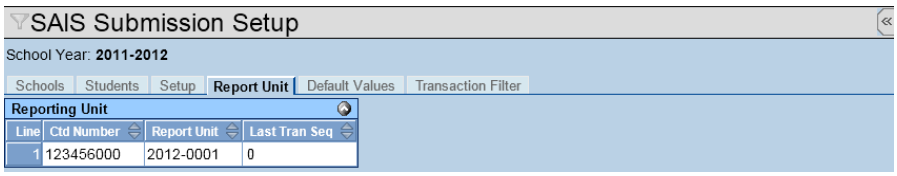

Figure 2.46 – SAIS Submission Setup Screen, Report Unit Tab

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16. Occasionally, there may be a need to set a default value for a field being submitted to the state (this is rare). To set the same value for a field to be used in all transactions, click the **Default Values** tab and click the **Add** button. Select the **Transaction Name** from the drop-down, select the **Field Name**, and enter the **Default Value**.

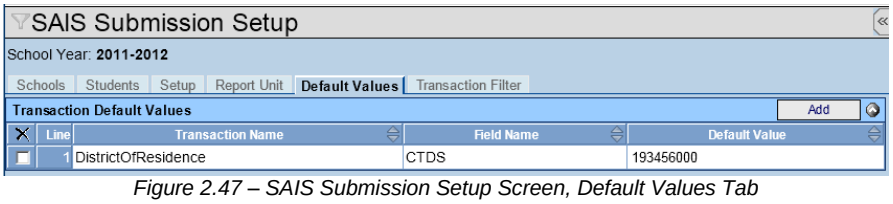

Figure 2.47 – SAIS Submission Setup Screen, Default Values Tab

17. The **Transaction Filter** tab gives the option to filter out transactions for a specific program or programs from a submission. This option is rarely used, but has been needed in past years. For example, one year the SAIS system was undergoing major changes and could not accept any student program transactions under December. By filtering out the student programs, the enrollment and attendance transactions could still be successfully submitted until SAIS was ready for the program transactions. Another common usage is to filter out Title I programs until the grant has been approved for the district. To setup a filter, click the **Add** button, and select the **Program Description** from the drop-down menu. The **Program Code** is automatically filled in based on the description selected.

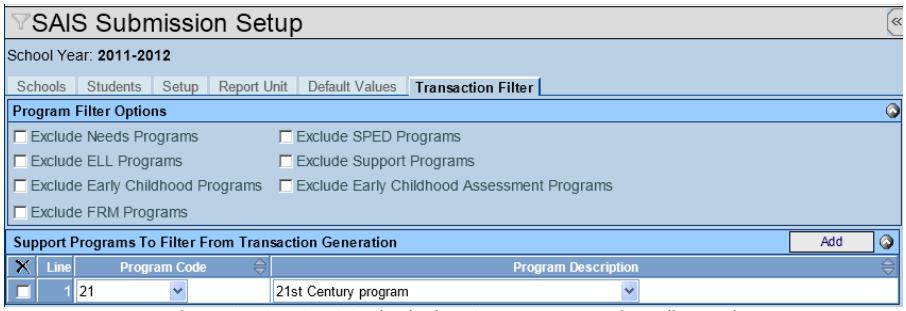

Figure 2.48 – SAIS Submission Setup, Transaction Filter Tab

18. Click the **Save** button at the top of the screen after making changes to each tab.

The SAIS setup is now complete. For instructions on how to create a file and submit it to the state, see the chapter on SAIS Submission Process in the *Synergy SIS – State of Arizona Data Reporting User Guide*.

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STATE REQUIREMENTS SCREEN

The State Requirements screen, found under Synergy SIS > System > Setup, may be used in the future to define other elements of the setup needed for state uploads but it is not used at this time.

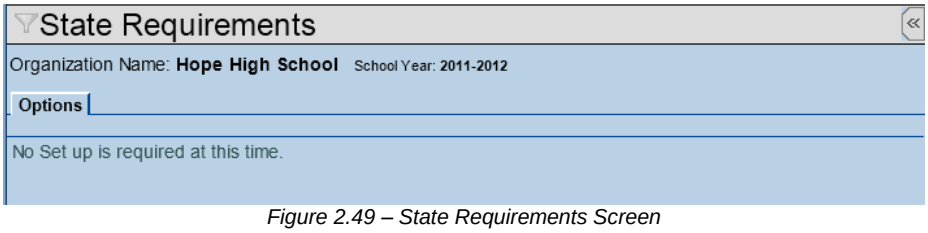

Figure 2.49 – State Requirements Screen

Chapter Three: SPECIAL SITUATIONS

In this chapter, the following topics are covered:

- How to exclude schools from the SAIS upload
- Reporting JTED participation
- Setting up charter schools with multiple CTDS codes
- Configuring outside placement schools for upload
- How to setup Arizona Online Instructions schools
- How to report preschool minutes
- Setting default values for the enrollment

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EXCLUDING SCHOOLS FROM STATE REPORTING

If some schools in the district are not eligible for state funding, they should be excluded from the state reporting process. To mark a school as ineligible for state funding:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.

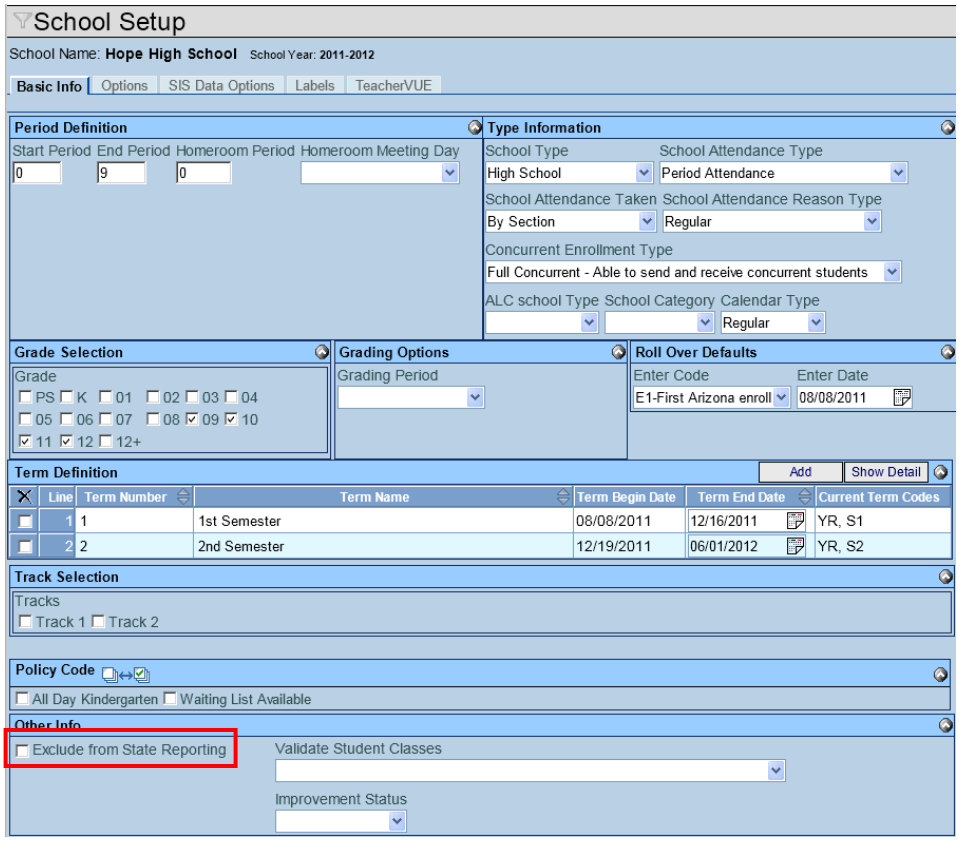

Figure 3.1 – School Setup Screen

2. Check the box labeled **Exclude from State Reporting** in the Other Info section.
3. Click the **Save** button at the top of the screen.

Caution: Schools can also be hidden from screen using the Organization screen. This is useful for schools that have closed down. However, for the first year following a school's closure, student records will be submitted with that school listed as the Previous School to the state. If the school is hidden, this will cause errors during the SAIS upload process. Either unhide the school during the upload process, or wait until the following year to hide the school from screen.

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JTED

JTED attendance and demographics can be submitted two ways from Synergy SIS. For schools approved by EVIT to upload their JTED information directly to SAIS, the JTED information will be included in the regular submission process. For all other schools, an extract can be generated for upload to the JTED provider.

To setup a school for direct upload of JTED information to SAIS:

1. Go to the **Organization** screen, found under Synergy SIS > System > Setup.
2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.

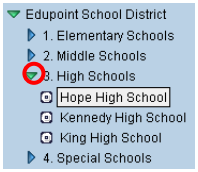

Figure 3.2 – Organization Screen, District Structure

3. Click on the **name of the school** and the school setup screen appears.

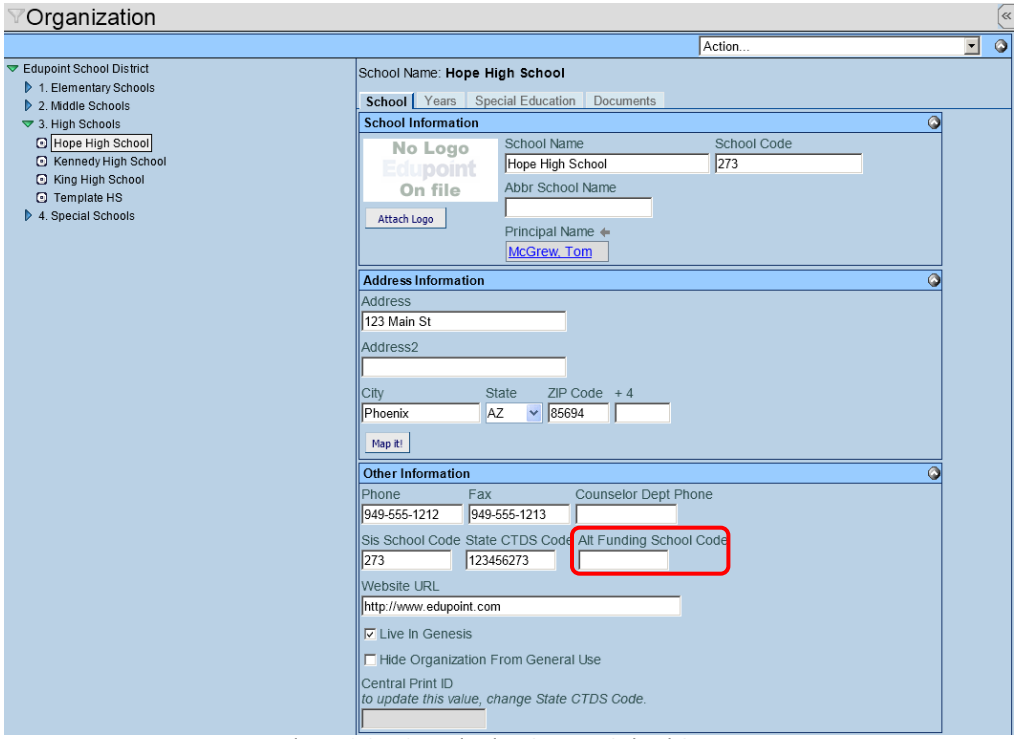

Figure 3.3 – Organization Screen, School Setup

4. Enter the EVIT satellite school code (CTDS) in the **Alt Funding School Code** field.
5. Click the **Save** button at the top of the screen. Repeat these steps for each school.

For all other schools, no setup is needed at the school level.

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The second part of the JTED process is to indicate what classes qualify for JTED funding. Classes can be designated for JTED in two ways. If all of the students and sections of a course qualify for JTED, the district course itself can be marked as a JTED course. All students enrolled in a section of the course will then be counted towards JTED. Otherwise, individual students within a section can be designated for JTED. This second option can offer more flexibility in adjusting funding.

To mark an entire course as a JTED course:

1. Go to the **District Course** screen, found under Synergy SIS > Schedule.
2. Click on the **Year Override** tab.

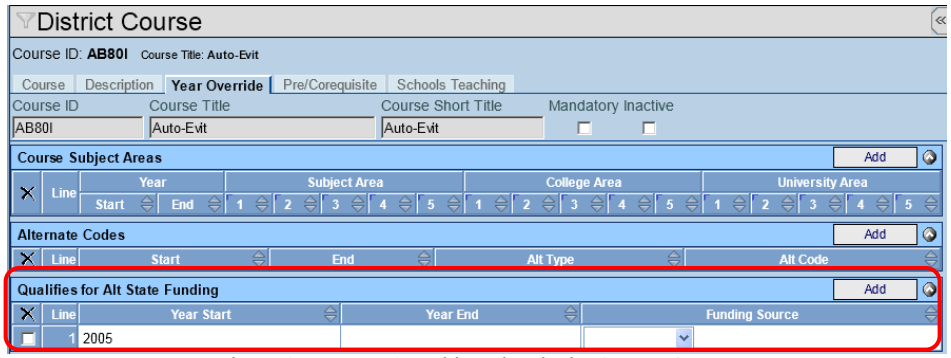

Figure 3.4 – Year Override Tab, District Course Screen

4. Click the **Add** button in the Qualifies for Alt State Funding section.
5. Enter the first year the course qualified for funding in the **Year Start** field.
6. When the course no longer qualifies for JTED, a **Year End** can also be added.
7. The **Funding Source** drop-down is generally only used in California, but the drop-down may be customized by the district to include additional information. The lookup table is located at **K12.CourseInfo.FundingSource**.
8. Click the **Save** button at the top of the screen.

Caution: The course may also be permanently designated as a JTED-funded course by checking the **Qualifies for Alternate State Funding** box on the main Course tab, but this limits the historical information that can be captured.

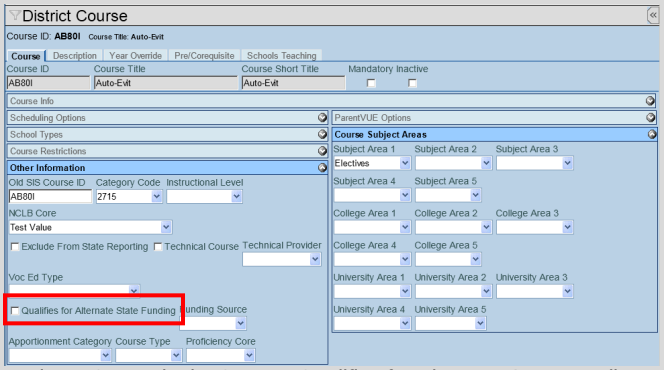

Figure 3.5 – District Course, Qualifies for Alternate State Funding

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To mark a student as eligible for JTED funding for a specific class:

1. Turn on student-specific alternative state funding by going to the **School Scheduling Options** screen, found under Synergy SIS > Mass Scheduling > Setup.

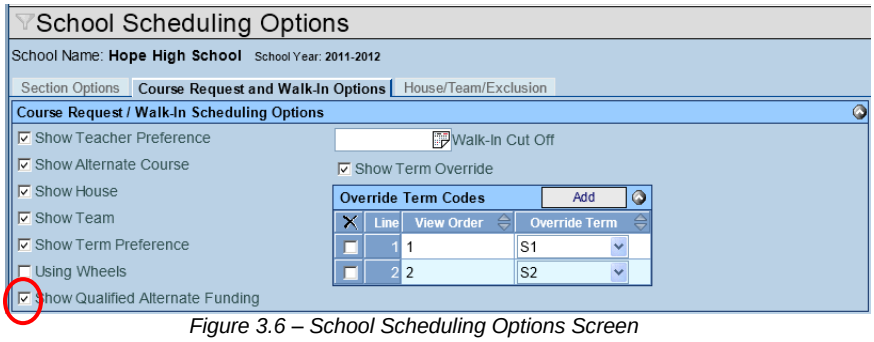

Figure 3.6 – School Scheduling Options Screen

2. Click on the **Course Request and Walk-In Options** tab, and check the box **Show Qualified Alternate Funding**.

3. Once this option has been enabled, the student can be marked for JTED in the **Section** screen, found under Synergy SIS > Schedule. Check the box in the column marked **Qualifies for Alt Funding**.

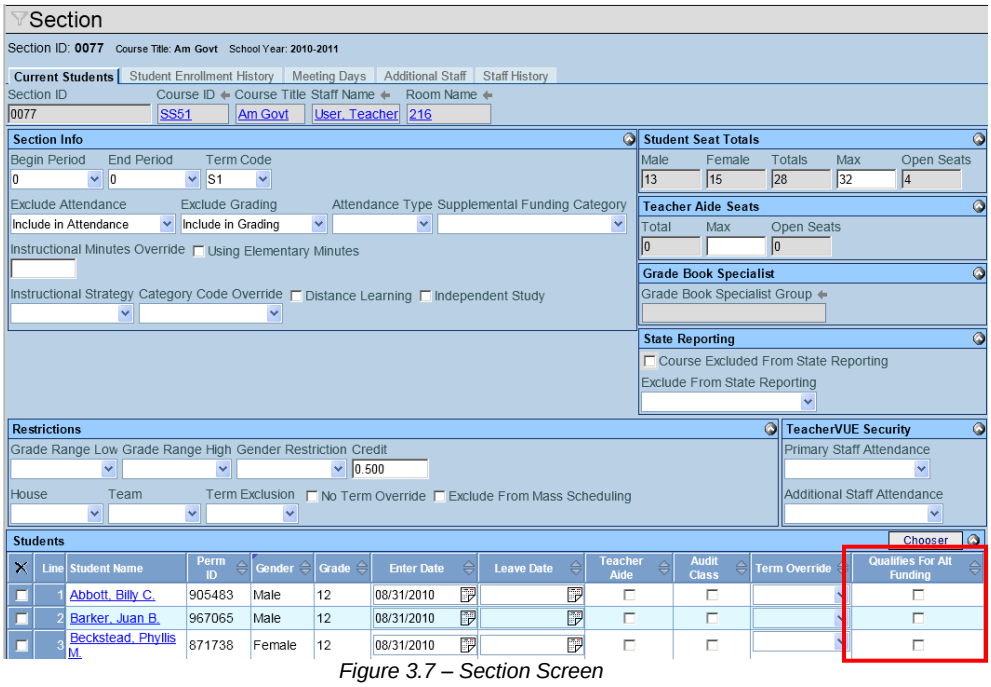

Figure 3.7 – Section Screen

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4. Students may also be designated for JTED funding from the **Student Classes** screen, found under Synergy SIS > Schedule, by checking the box in the column labeled **Qualifies for Alt Funding**.

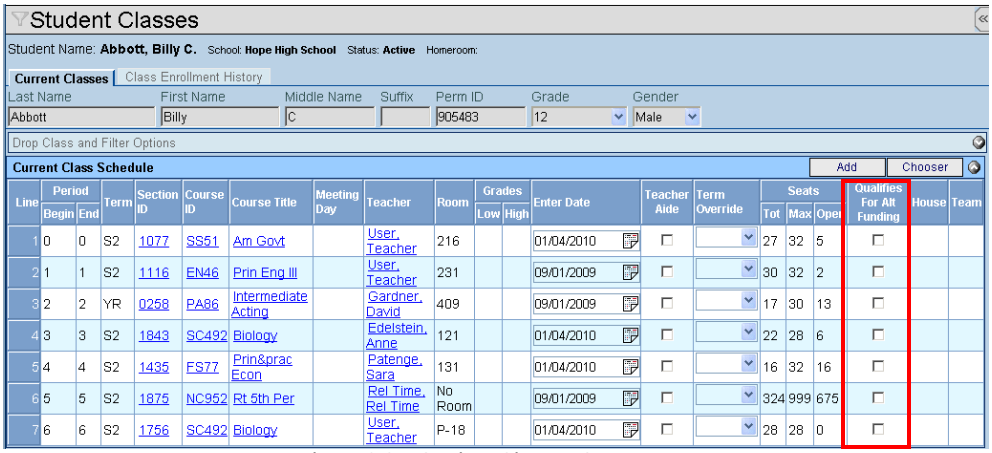

Figure 3.8 – Student Classes Screen

5. The **Qualifies for Alt Funding** box is also available on the **Classes tab** of the **Student** screen.

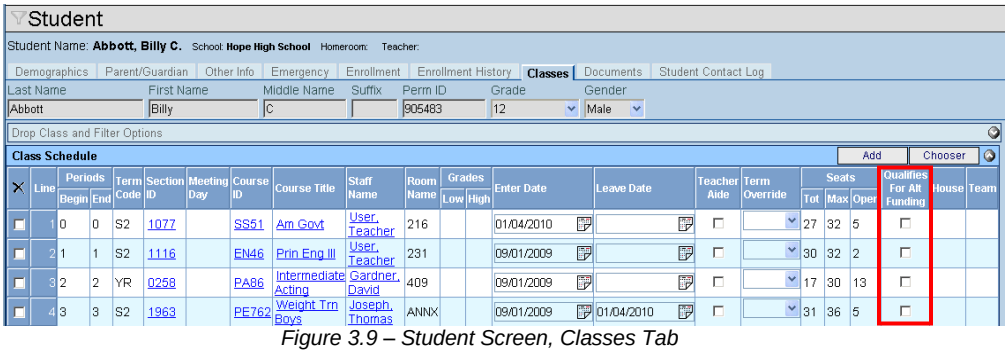

Figure 3.9 – Student Screen, Classes Tab

Note – The student-level option is only available if the course itself has not been designated for Alternate Funding on the District Course screen. If the course is already designated for alternate funding, the Qualifies for Alt Funding column on these screens will be set to read-only and cannot be modified.

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Once the courses or students have been marked for JTED, the extract can be generated for upload. To generate the JTED extract:

1. Go to the **EXT800 – JTED Attendance Extract**, found under Synergy SIS > AZ > Attendance Info > Reports > Extracts. Although the name of the extract only mentions attendance, the extract does include the demographics as well as the attendance.

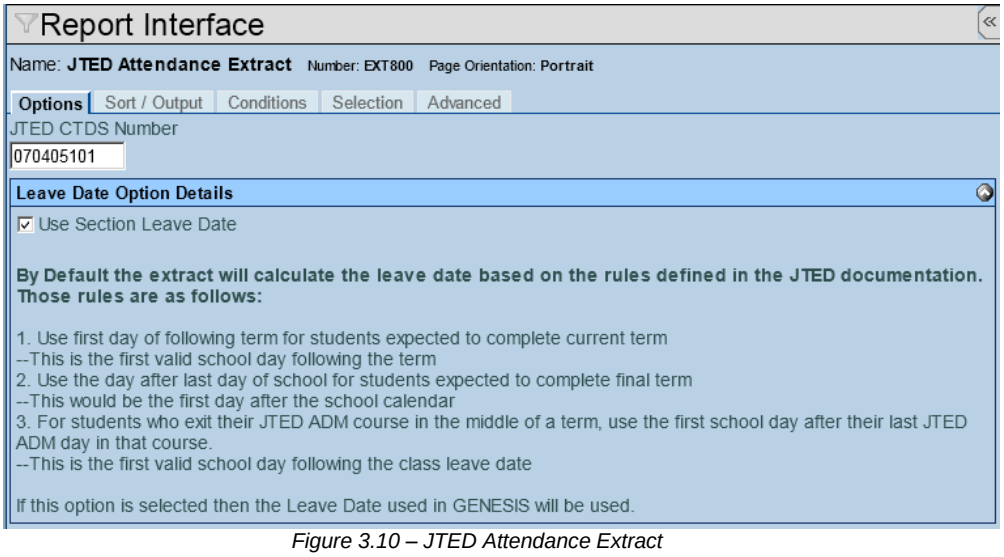

Figure 3.10 – JTED Attendance Extract

2. Enter the CTDS number for the school in JTED in the **JTED CTDS Number** box.
3. To use the leave date of the section instead of the first valid school day after the end of the term, check the box **Use Section Leave Date**.
4. Click the **Print** button.
5. The extract generates three files. The **JTED Attendance Extract** is a PDF report of the students included in the extract.

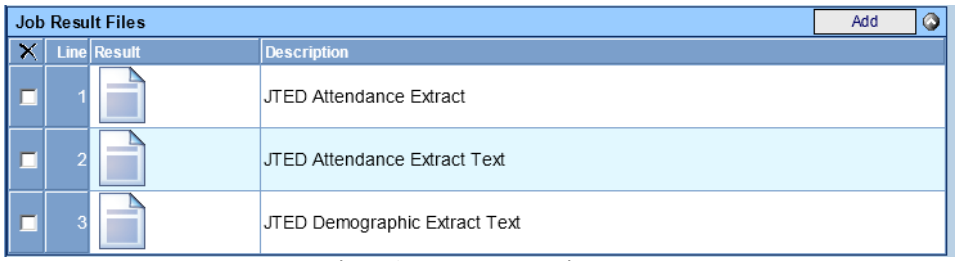

Figure 3.11 – JTED Results

6. The files to be saved and uploaded are the **JTED Attendance Extract Text** and **JTED Demographic Extract Text**. Click on the icon next to each to open the file. Save the opened file as a text (.txt) file.
7. Upload the saved files as instructed by the JTED provider.

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CHARTER SCHOOLS WITH MULTIPLE CTDS

Since each charter school within a charter "district" is usually assigned a separate CTD number, all of the schools with the charter organization cannot be uploaded under the "district" CTD number set in the Organization screen. Instead, each school should be setup with their own CTD/CTDS number. To setup the schools for upload with different CTDS numbers:

1. Go to the **Organization** screen, found under Synergy SIS > System > Setup.
2. Expand the District structure by clicking on the **blue triangle next to the District name**. If there are sub-organizations under the district like Elementary Schools or High Schools, click on the **triangle next to the type of school** to configure.

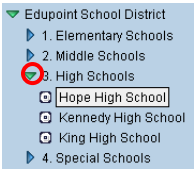

Figure 3.12 – Organization Screen, District Structure

3. Click on the **name of the school** and the school setup screen appears.

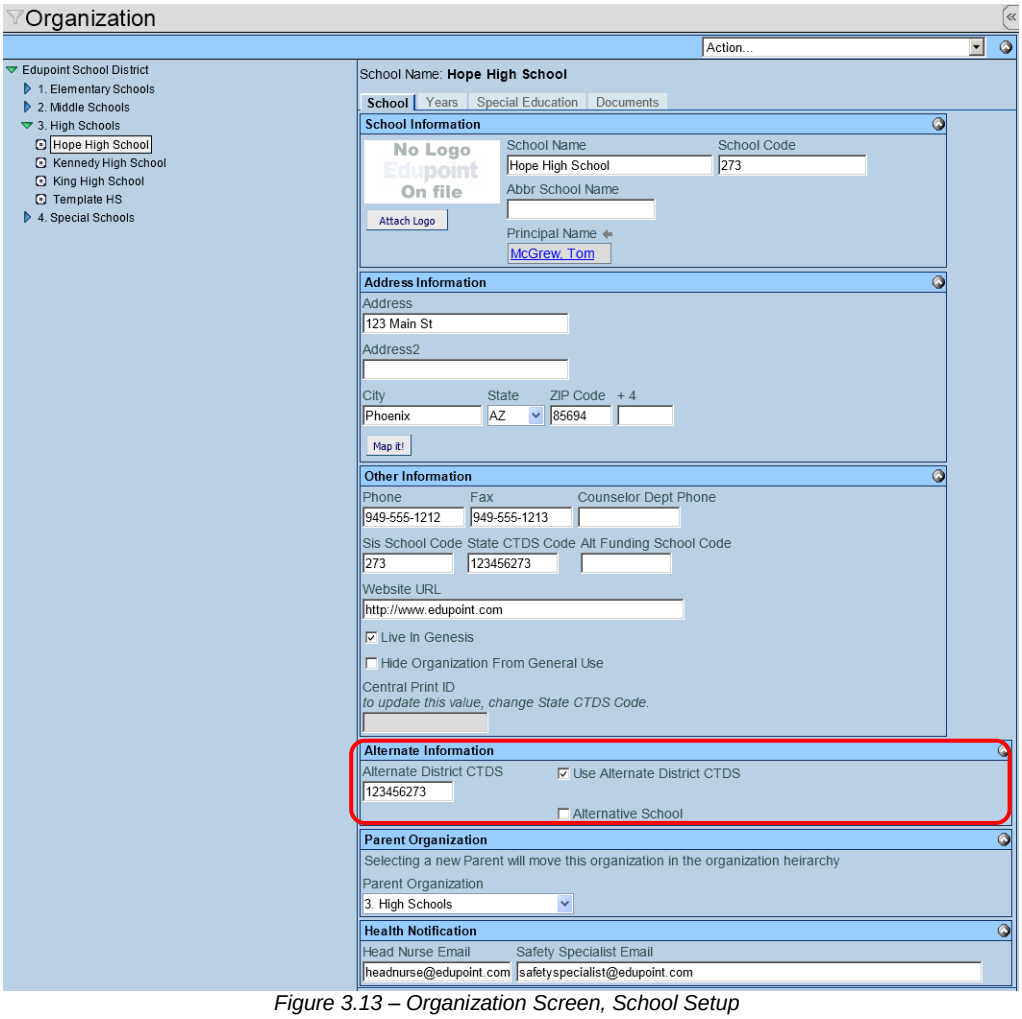

Figure 3.13 – Organization Screen, School Setup

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4. Enter the CTDS code in the **Alternate District CTDS** field.
5. Check the box to **Use Alternate District CTDS**.
6. Click the **Save** button at the top of the screen. **Repeat these steps for each school.**

Each school with a different CTDS number must be uploaded to the state separately, since each school has its own separate login to the SAIS system. To setup the individual uploads:

1. Go to the **SAIS Submission Setup** screen, found under Synergy SIS > AZ > SAIS > Setup.
2. Select the first school to be uploaded on the **Schools** tab.

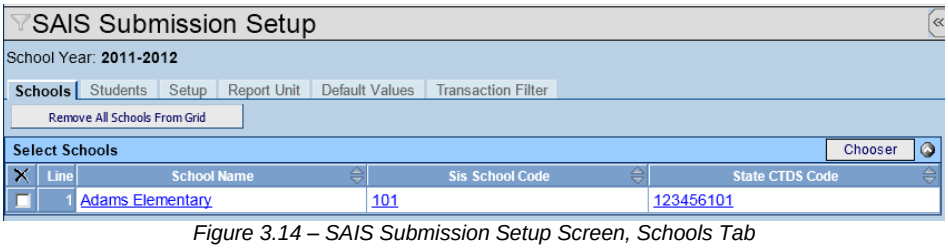

Figure 3.14 – SAIS Submission Setup Screen, Schools Tab

3. Next, click on the **Setup** tab. The logins to the SAIS system for each CTDS can be saved in the **Alternate CTDS User Logins** section.

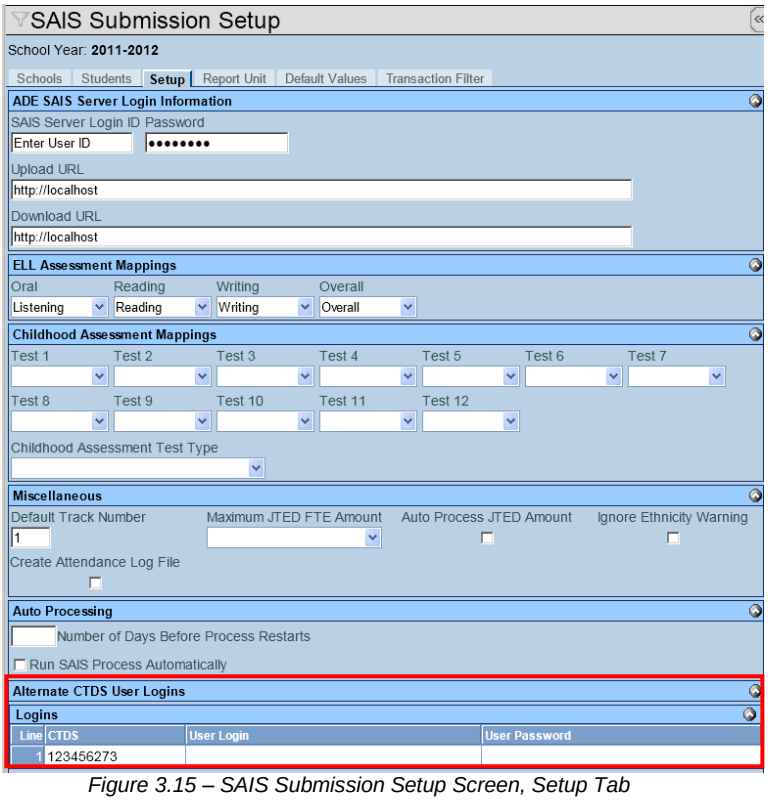

Figure 3.15 – SAIS Submission Setup Screen, Setup Tab

3. Upload the data to SAIS using the process outlined in the user guide. Once the process is complete, change the school listed on the Schools tab and repeat the submission process.

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OUTSIDE PLACEMENT SCHOOL REPORTING

If the district has been approved to upload school membership information directly to SAIS for students placed in schools outside the district such as ACES or Gompers (generally SPED-related placements), the district may upload this information directly from Synergy SIS or they may decide to enter the student information directly into SAIS Online. To setup these schools for upload from Synergy SIS:

1. Click on the name of the district, and then click on the **Action…**drop-down list and select **Add Organization to District**.

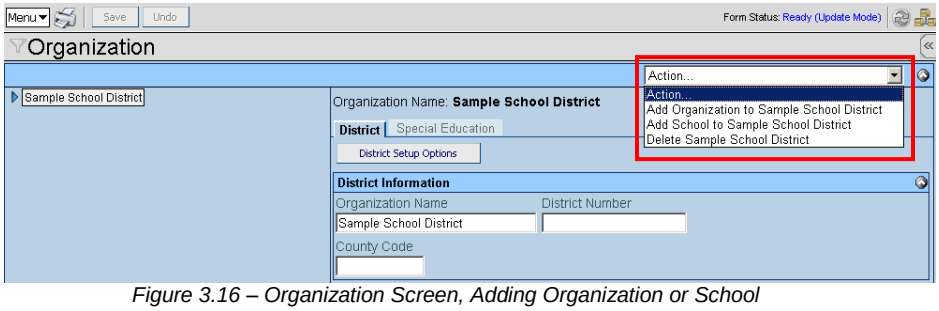

Figure 3.16 – Organization Screen, Adding Organization or School

2. Enter a name for the group of schools in the **Organization Name** such as Private Schools.

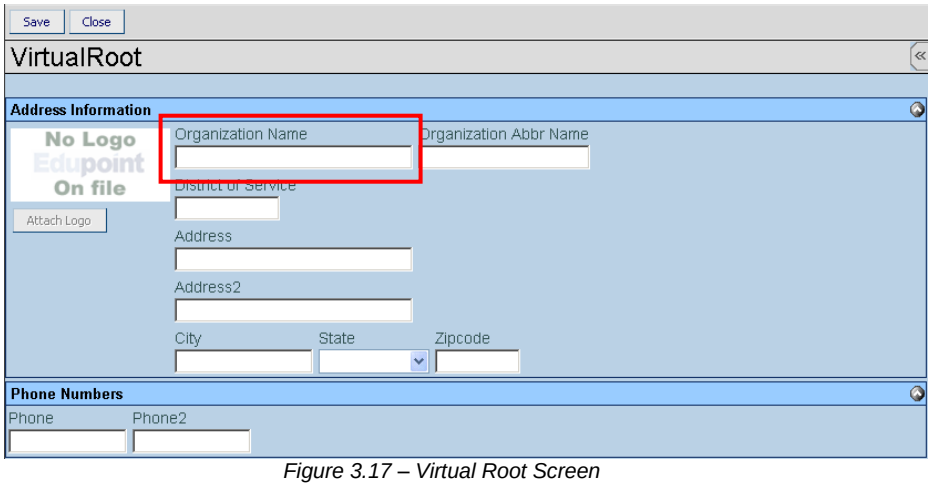

Figure 3.17 – Virtual Root Screen

3. The rest of the information may be left blank. Click the **Save** button to save the new group of schools.
4. Click on the name of the new group, and then click on the **Action…**drop-down list and select **Add School to Group**.

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5. Enter the **School Name**.

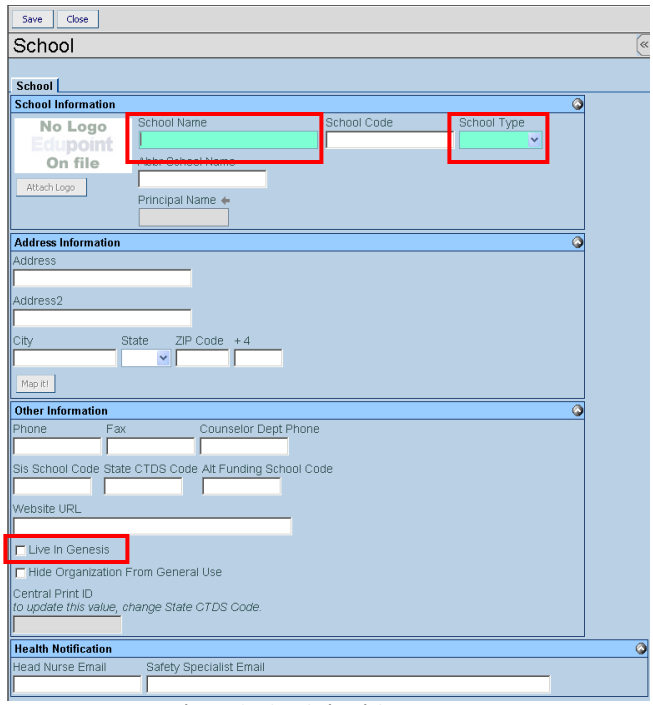

Figure 3.18 – School Screen

6. Select Special School as the type of school from the **School Type** drop-down list.
7. Do not enter the **State CTDS Code** for the school in the box provided. The CTDS will be entered elsewhere once the school is saved.
8. Check the **Live in Synergy SIS** box.
9. The rest of the information may be entered as desired for reporting.
10. Click the **Save** button at the top of the screen.
11. Once the school has been saved, enter the CTDS code in the **Alternate District CTDS** field.

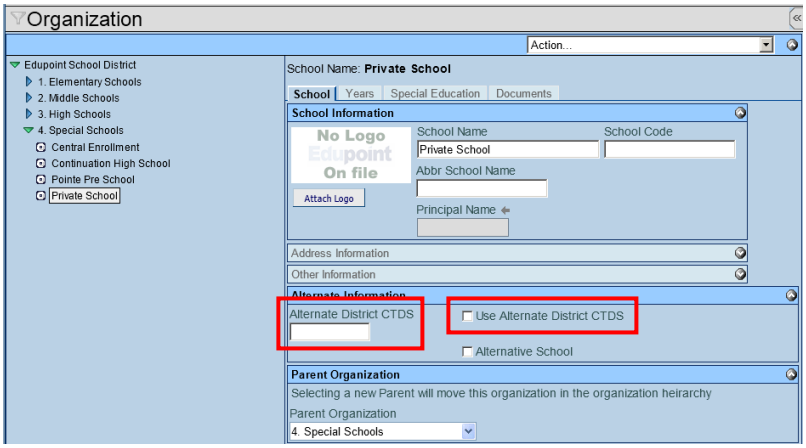

Figure 3.19 – Organization Screen, Alternate District CTDS

12. Check the box to **Use Alternate District CTDS**.
13. Click the **Save** button at the top of the screen. **Repeat steps 4-13 for each school.**

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Each school with a different CTDS number must be uploaded to the state separately, since each school has its own separate login to the SAIS system. To setup the individual uploads:

1. Go to the **SAIS Submission Setup** screen, found under Synergy SIS > AZ > SAIS > Setup.
2. Select the first school to be uploaded on the **Schools** tab.

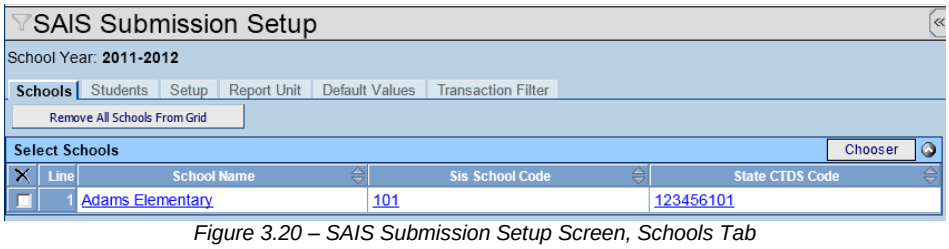

Figure 3.20 – SAIS Submission Setup Screen, Schools Tab

3. Next, click on the **Setup** tab. The logins to the SAIS system for each CTDS can be saved in the **Alternate CTDS User Logins** section.

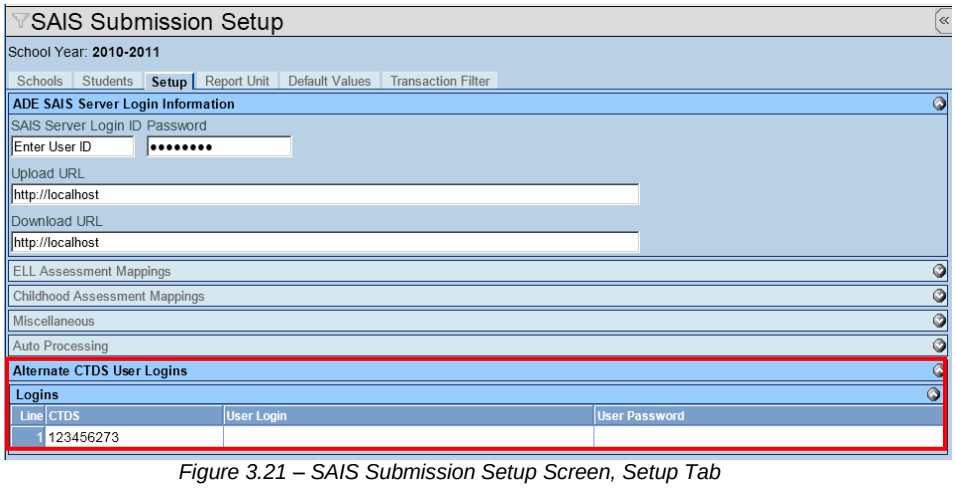

Figure 3.21 – SAIS Submission Setup Screen, Setup Tab

4. Upload the data to SAIS using the process outlined in the user guide. Once the process is complete, change the school listed on the Schools tab and repeat the submission process. The schools within the district may be uploaded in a single group.

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ARIZONA ONLINE INSTRUCTION (AOI) SCHOOL REPORTING

For Arizona Online Instruction (AOI, or virtual) schools, attendance minutes are reported instead of absences. To setup a school as an AOI school in Synergy SIS:

1. Go to the **School Setup** screen, found under Synergy SIS > System > Setup.

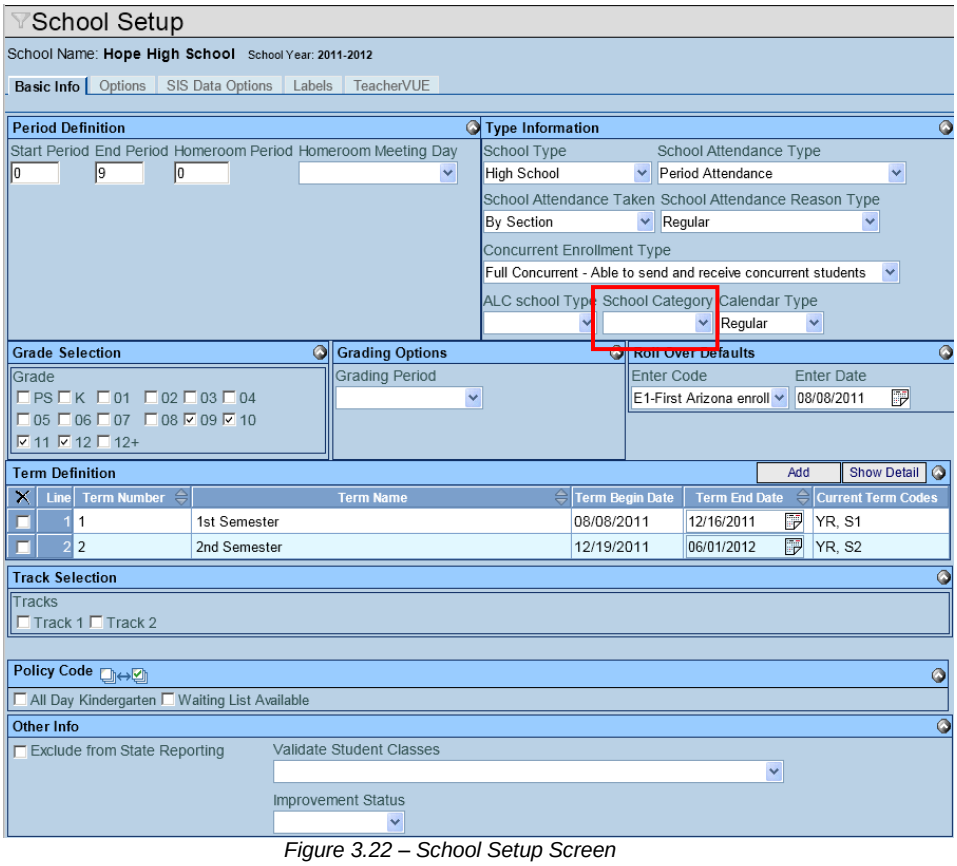

Figure 3.22 – School Setup Screen

2. Select **TAPBI** from the **School Category** drop-down list.
3. Click the **Save** button at the top of the screen.

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4. Next, go to the **SAIS School Setup** screen, found under Synergy SIS > AZ > SAIS > Setup.

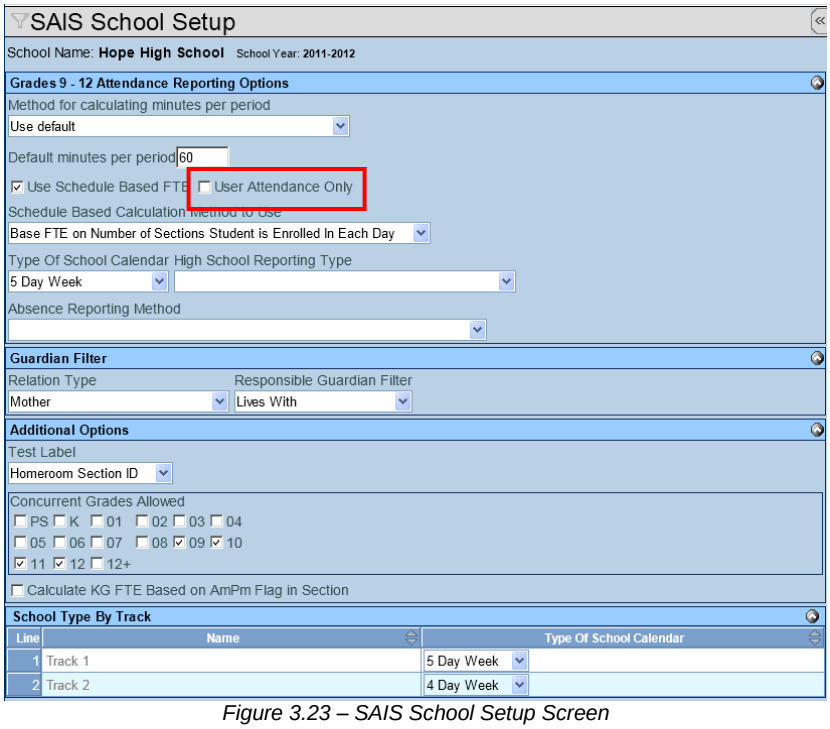

Figure 3.23 – SAIS School Setup Screen

5. Check the box labeled **User Attendance Only**.
6. Click the **Save** button at the top of the screen.

Caution: Each student must also be assigned to at least one section marked as **Include Attendance**. This can be either the courses in which they are enrolled in the learning management system, or a generic section used only to turn on the attendance. Do NOT take attendance in the section by marking absences. Attendance for AOI students is reported in minutes attended, as outlined on the next page.

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For each student at the school, the minutes the student "attended" classes for each day must be recorded in Synergy SIS. Minutes may be recorded individually for each student through the main Synergy SIS interface, or they may be uploaded to Synergy SIS in bulk using the Attendance spreadsheet for Generic Conversion. To enter the minutes directly into Synergy SIS for a student:

1. Go to the **Daily Attendance** screen, found under Synergy SIS > Attendance.

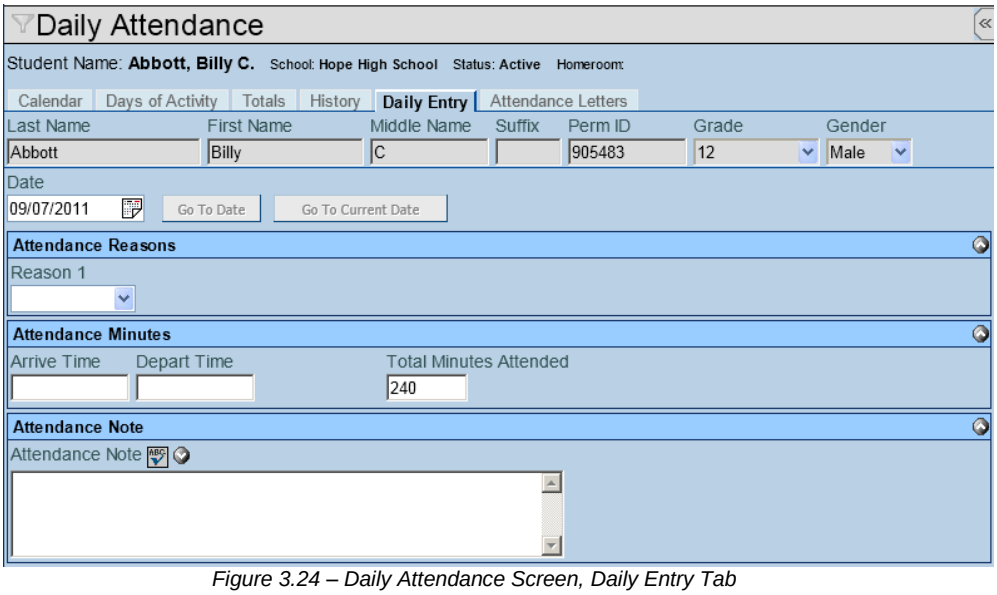

Figure 3.24 – Daily Attendance Screen, Daily Entry Tab

2. Find the student using the Scroll buttons or Find mode.
3. Click on the **Daily Entry** tab.
4. Enter the total number of minutes for the day in the **Total Minutes Attended** box.
5. Click the **Save** button at the top of the screen.

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PRESCHOOL MINUTES

Unlike other grades, preschool students' attendance is reported in minutes instead of absences. To setup preschool minutes:

1. Assign all preschool students to a section separate from other grades for attendance.
2. For each section used for preschool attendance, go to the Section screen, found under Synergy SIS > Schedule. Check the box labeled **Use Elementary Minutes** and click the **Save** button at the top of the screen.

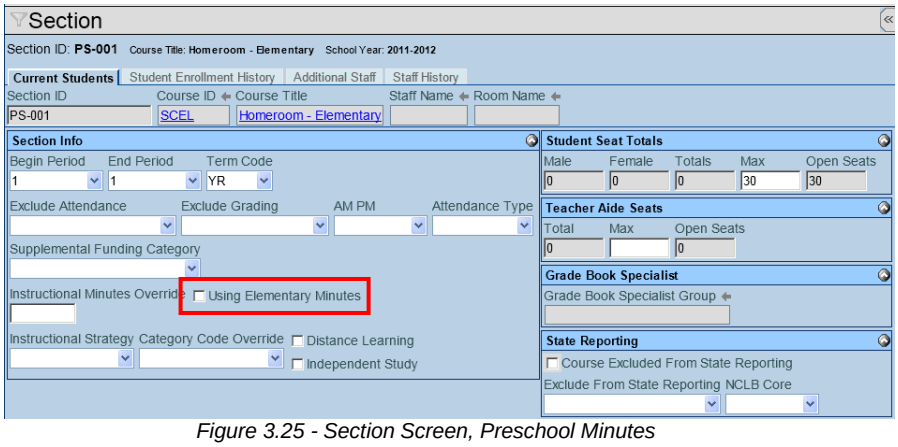

Figure 3.25 - Section Screen, Preschool Minutes

3. Once this change has been saved, a new box is shown on the section labeled **Elementary Minutes**. Enter the number of minutes of instruction for each weekday in the boxes provided.

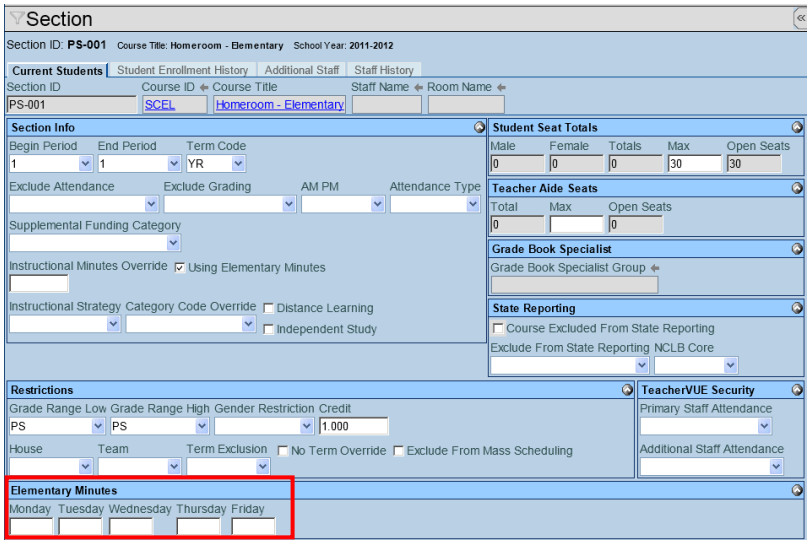

Figure 3.26 – Elementary Minutes, Section Screen

4. Click the **Save** button at the top of the screen.
5. Teachers then take attendance as usual by marking absences. However, the minutes are used for state uploads. If a student is absent, the minutes for the day are not counted for that student.

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DEFAULT VALUES

When enrolling students at a school, certain mandatory fields for Arizona state uploads are almost always set to the same value each time. For example, almost every student will have the same District of Residence, or FTE values. Instead of entering these values for every student, the most common values can be set as the default. The default values are automatically filled-in when creating a new enrollment, but they can be overridden by manual data entry for special situations. To configure the enrollment default values:

1. Go to the **Property Override** screen, found under Synergy SIS > System > Setup.

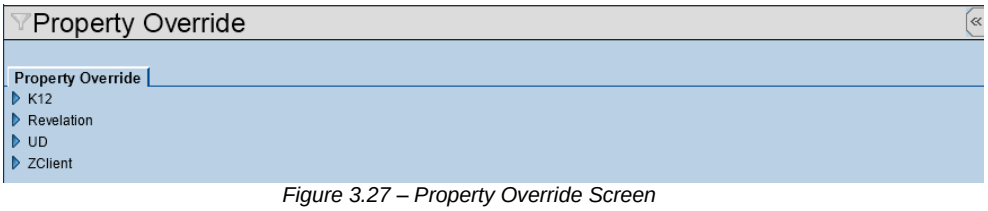

Figure 3.27 – Property Override Screen

2. Click on the triangle next to the K12 node and drill-down in the list to find the value to be set. The most common ones used for Arizona are under **K12.EnrollmentInfo** in the **StudentSOREnrollment** node. The four properties generally set to a default values are:
   - **DistrictofResidence** – set to the district's CTD number
   - **FTE** – set to 1.00
   - **ProgramCode** – set to 01
   - **TuitionPayerCode** – set to 1
3. Once the property is clicked on, scroll to the top of the screen and enter the **Default Value**. It is also recommended to check the box to make it a **Mandatory** field.

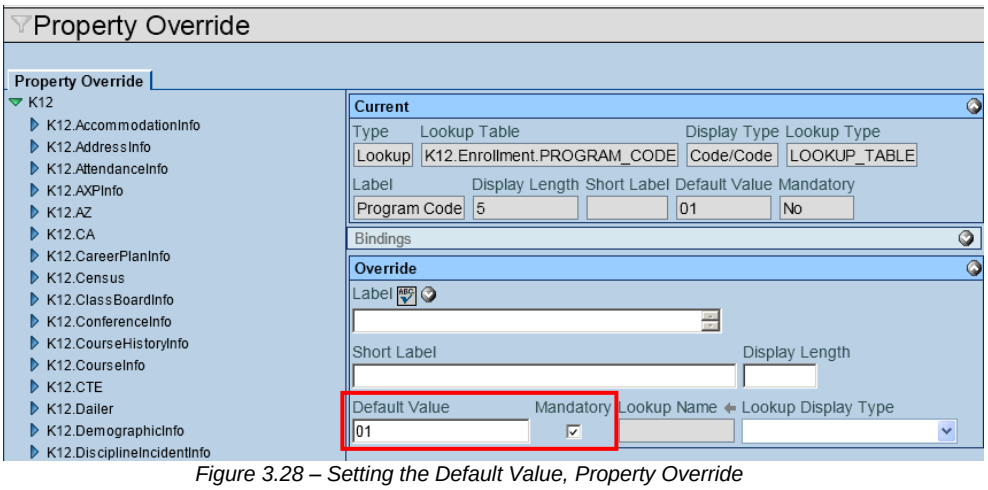

Figure 3.28 – Setting the Default Value, Property Override

4. Click the **Save** button at the top of the screen.

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Chapter Four: STUDENT PROGRAMS SETUP

In this chapter, the following topics are covered:

- How to setup Special Education reporting
- How to setup ELL reporting
- How to setup Early Childhood Education reporting
- What other needs and programs are available and how to report their use
- What is Student GATE and how to set it up

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SPECIAL EDUCATION REPORTING SETUP

Even if the school or district uses the Synergy SE special education software that is integrated with the Synergy SIS software, the data uploaded to the state of Arizona to document the special education services provided to the student is gathered from the data entered into the Special Ed Student Services screen within Synergy SIS. To prepare this screen for data collection, three different areas need to be configured with the appropriate state codes. The state of Arizona usually changes these codes every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis.

The first set of codes to be entered are the **SPED exit reasons**. These codes are used to describe the reason the student is no longer receiving special education services from the school. The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Description	Description	Valid for pre-school	Valid for stated ages
1	Transferred to Regular Education	Student was served in special education at the start of the reporting year, but at some point during the reporting year, returned to regular education as a result of having met the objectives of his/her IEP. This student no longer has an IEP and is receiving all of his/her educational services from a regular education program. **NOTE: This student must be re-evaluated and determined no longer eligible for special education.**	yes	all valid ages
2	Graduated with regular high school diploma	Student exited an educational program through receipt of a high school diploma identical to that for which students without disabilities are eligible.	no	ages 16-21 on Dec 1
3	Reached maximum age	Student exited special education because of reaching maximum age for receipt of special education services. This includes students with disabilities who reached maximum age and did not receive a diploma.	no	student age on SPED Service Exit Date must be 22 years minus one day
4	Died	Student died.	yes	all valid ages
5	Moved, known to be continuing	Student moved out of the catchment area and is *KNOWN* to be continuing in another educational program. There need not be evidence that the student is continuing in special education, only that he/she is continuing in a general education program. This includes transfers and students in residential drug/alcohol rehabilitation centers or correctional facilities.	yes	all valid ages
7	Dropped out	Student was enrolled at the start of the reporting year, was not enrolled at the end of the reporting period, and did not exit through any of the other basis described. This includes dropouts, runaways, GED recipients, expulsions, status unknown, students who moved and are not known to be continuing in another education program, and other exiters.	no	all valid ages
8	Transition to kindergarten	A child remains eligible and still receiving SPED services. A child transitions to kindergarten and continues to receive SPED services under the same or different eligibility requirements.	yes	no
9	Exited due to intended change in SAIS data element(s) only	This code is used when the student is ends one SPED service participation and starts another. Student is not transferring to regular education.	yes	all valid ages

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10	Withdrawn by Parent and no longer enrolled	This code is used when a parent withdraws a student with a SPED grade of PS, KG, or UE from the student's SPED Service Participation and the student is no longer enrolled.	yes	PS, KG, and UE SPED grades only
11	Expelled but still receiving services	Student was expelled from school, but is still receiving SPED services.	yes	all valid ages
12	Exit from one Need but continuing in another	Student is exiting from one particular Need and associated SPED service participation but continues to receive SPED services for a different need.	yes	all valid ages
13	School is Out	SPED Participation is ending due to the school's calendar year ending. This SPED Exit Reason code should be used if the student participates through the end of the year.	yes	all valid ages

The SPED Exit Reasons are entered into the Student Services screen under the detailed screen of each service in the Exit Reason column.

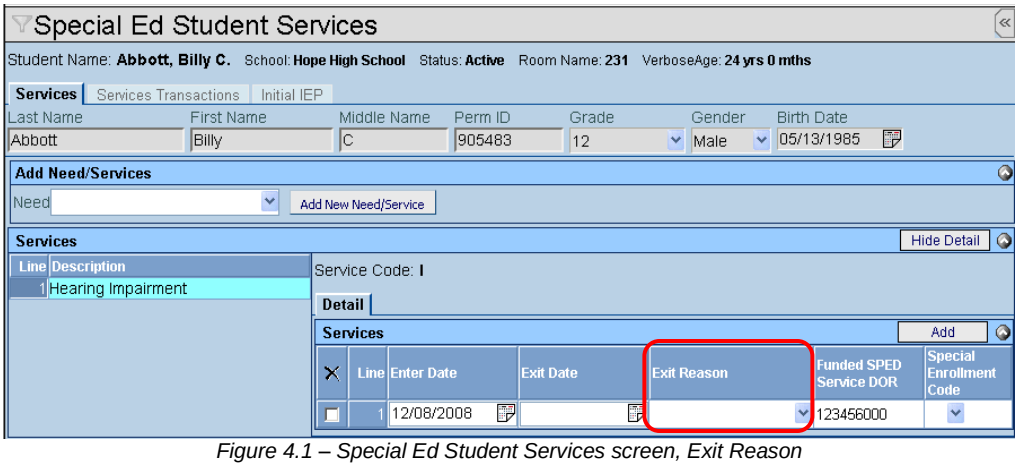

Figure 4.1 – Special Ed Student Services screen, Exit Reason

The Exit Reason table is located under **K12.ProgramInfo,** and the table is named **Sped Exit Reason**.

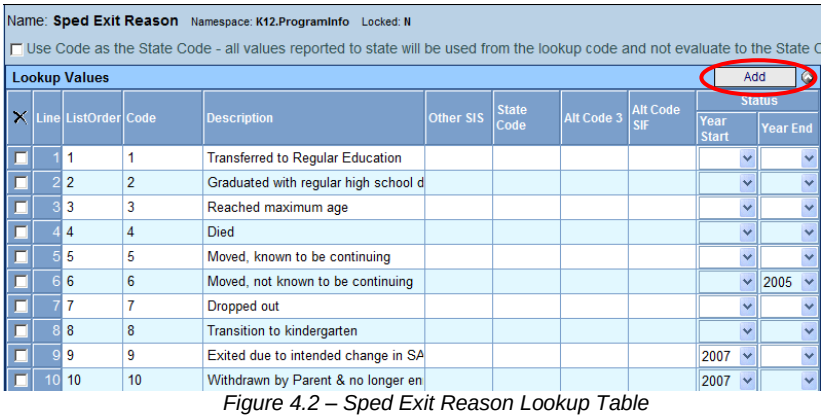

Figure 4.2 – Sped Exit Reason Lookup Table

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The other two sets of codes needed are the **Special Education Needs (Eligibility)** and the **Special Education Service Code (Type)**. The needs outline the reason why a student is receiving special education services, and the services indicate what service is being used to address that need. The SAIS codes to be entered are the following (as of August 2011):

Special Education Need (Eligibility)

Code in transaction	Description
A	Autism
DD	Developmental Delay – *new in FY2009*
ED	Emotional Disability
EDP	Emotional Disability (separate facility, private school)
HI	Hearing Impairment
MD	Multiple Disabilities
MDSSI	Multiple Disabilities - Severe Sensory Impairment
MIMR	Mild Mental Retardation
MOMR	Moderate Mental Retardation
OHI	Other Health Impairment
OI	Orthopedic Impairment
PSL	*Preschool - Speech/Language Delay – No Longer Used after FY2009*
PMD	*Preschool - Moderate Delay – No Longer Used after FY2009*
PSD	Preschool - Severe Delay
SLD	Specific Learning Disability
SLI	Speech/Language Impairment
SMR	Severe Mental Retardation
TBI	Traumatic Brain Injury
VI	Visual Impairment

Special Education Service Code (Type)

Code in trans-action	Grades	Description	Eligible for State Aid	Eligible for Fed Funding	Self Contained/ Resource
A	K-12, UE	**Inside Regular Class 80% or more of the day**. (These are children who received special education and related services outside the regular class for less than 21% of the school day.) This may include children placed in: regular class with special education/ related services provided within regular classes; regular class with special education/related services provided outside the regular classes; or regular class with special education services provided in resource rooms.	Yes	Yes	R
B	K-12, UE	**Inside Regular Class for no more than 79% of day and no less than 40% of the day**. (These are children who received special education and related services outside the regular classroom for at least 21% but no more than 60% of the school day.) This may include children placed in: resource rooms with special education/related services provided within the resource room; or resource rooms with part-time instruction in a regular class.	Yes	Yes	R
C	K-12, UE	**Inside Regular Class less than 40% of the day.** (These are children who received special education and related services outside the regular classroom for more than 60% of the school day.) This may include children placed in: self-contained special classrooms with part-time instruction in a regular class; or self-contained special classrooms with fulltime special education instruction on a regular school campus.	Yes	Yes	SC
D	K-12, UE	**Public or Private Separate Day School for greater than 50% of the school day.** This may include children placed in: public and private day schools for students with disabilities; public and private day schools for students with disabilities for a portion of the school day (greater than 50%) and in regular school buildings for the remainder of the school day; or public and private residential facilities if the student does NOT LIVE at the facility.	Yes	Yes	SC

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E	K-12, UE	**Public or Private Residential Facility for greater than 50% of the school day.** Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes – provided through voucher funds	Yes	SC
EA	K-12, UE	**Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code A.** Placed in public or private residential facility receiving services inside regular class 80% or more of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes – provided through voucher funds.	Yes	R
EB	K-12, UE	**Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code B.** Placed in public or private residential facility receiving services inside regular class 40-79% of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes – provided through voucher funds	Yes	R
EC	K-12, UE	**Public or Private Residential Facility for greater than 50% of the school day – placed by another state agency (not an IEP team decision) with code C.** Placed in public or private residential facility receiving services inside regular class less than 40% of the day. Receives education programs and lives in the public or private residential facilities during the school week. This may include children placed in: public and private residential schools for students with disabilities; or public and private residential schools for students with disabilities for a portion of the school day (greater than 50%) and in separate day schools or regular school buildings for the remainder of the school day.	Yes – provided through voucher funds	Yes	SC
FA	K-12, UE	**Correctional Facilities with code A.** Receives special education inside regular class 80% or more of the day in: short-term detention facilities (community-based or residential); or correctional facilities.	Yes	Yes	R
FB	K-12, UE	**Correctional Facilities with code B**. Receives special education inside regular class 40-79% of the day in: short-term detention facilities (community-based or residential); or correctional facilities.	Yes	Yes	R
FC	K-12, UE	**Correctional Facilities with code C.** Receives special education inside regular class less than 40% of the day in: short-term detention facilities (community-based or residential); or correctional facilities.	Yes	Yes	SC
H	K-12, UE	**Homebased/homebound/hospital program**. Receives education programs in homebased/homebound/hospital environment that includes children with disabilities placed in and receiving special education and related services in: hospital programs; homebound or homebased programs.	Yes	Yes	R
I	K-12, UE	**Services provided in a regular classroom.** The only disability categories that can be reported here are MD, A, SMR, and OI.	Yes	Yes	SC

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J	K-12, UE	**Private School placement, enrolled by parent(s).** Students enrolled by parents or guardians in regular parochial or other private schools who receive special education and related services under a service plan. There is no entitlement to special education and related services. However, PEA must expend proportionate amount of federal funding on students in this type of private placement. This also includes children that are homeschooled.	No	Yes	R
PA	Preschool only	**Inside Regular Early Childhood Program at least 80% of the time**. A program that includes at least 50% nondisabled children. This may include, but is not limited to special education and related services provided in: Head Start; kindergarten; reverse mainstream classrooms; private preschools; preschool classes offered to an eligible pre-kindergarten population by the public school system; or group child care. NOTE: Changed to PA1 in 2010-2011	Yes	Yes	R
PB	Preschool only	**Inside Regular Early Childhood Program 40-79% of the time**. A program that includes at least 50% nondisabled children. This may include, but are not limited to special education and related services provided in: Head Start; kindergarten; reverse mainstream classrooms; private preschools; preschool classes offered to an eligible prekindergarten population by the public school system; or group child care. NOTE: Changed to PA1 in 2010-2011	Yes	Yes	R
PC	Preschool only	**Inside Regular Early Childhood Program less than 40% of the time**. A program that includes at least 50% nondisabled children. This may include, but is not limited to special education and related services provided in: Head Start; kindergarten; reverse mainstream classrooms; private preschools; preschool classes offered to an eligible prekindergarten population by the public school system; or group child care. NOTE: Discontinued in 2010-2011	Yes	Yes	SC
PA1	Preschool only	**Attending Regular Early Childhood Program AT LEAST 10 hours per week; receiving majority of special education and related services in REGULAR EARLY CHILDHOOD PROGRAM.** A program that includes at least 50% nondisabled children. This may include, but is not limited to: Head Start; kindergarten; preschool classes offered to an eligible pre-kindergarten population by the public school system; private kindergarten1or preschool; group child development center or child care.	Yes	Yes	R
PA2	Preschool only	**Attending Regular Early Childhood Program AT LEAST 10 hours per week; receiving majority of special education and related services in SOME OTHER LOCATION.** A program that includes at least 50% nondisabled children. This may include, but is not limited to: Head Start; kindergarten; preschool classes offered to an eligible pre-kindergarten population by the public school system; private kindergarten3or preschool; group child development center or child care.	Yes	Yes	R
PB1	Preschool only	**Attending Regular Early Childhood Program LESS THAN 10 hours per week; receiving majority of special education and related services in REGULAR EARLY CHILDHOOD PROGRAM.** A program that includes at least 50% nondisabled children. This may include, but is not limited to: Head Start; kindergarten; preschool classes offered to an eligible pre-kindergarten population by the public school system; private kindergarten3or preschool; group child development center or child care.	Yes	Yes	R

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PB2	Preschool only	**Attending Regular Early Childhood Program LESS THAN 10 hours per week; receiving majority of special education and related services in SOME OTHER LOCATION.** A program that includes at least 50% nondisabled children. This may include, but is not limited to: Head Start; kindergarten; preschool classes offered to an eligible pre-kindergarten population by the public school system; private kindergarten3or preschool; group child development center or child care.	Yes	Yes	R
PD	Preschool only	**Separate Class**. Attends a special education program in a class intended primarily for children with disabilities (less than 50% nondisabled children). This may include, but is not limited to classrooms in: regular school buildings; trailers or portables outside regular school buildings; child care facilities; hospital facilities on an outpatient basis; or other community based settings. (Do not include children who also attended a Regular Early Childhood Program.) .	Yes	Yes	SC
PE	Preschool only	**Separate School.** Receives all special education and related services in public or private day schools designed specifically for children with disabilities. (Do not include children who also attended a Regular Early Childhood Program.	Yes	Yes	SC
PG	Preschool only	**Residential Facility.** Receives all special education and related services in public or private residential schools or residential medical facilities on an inpatient basis. (Do not include children who also attended a Regular Early Childhood Program.)	Yes – provided through voucher funds	Yes	SC
PH	Preschool only	**Home at least 360 minutes per week**. Receives all special education and related services in the principal residence of the child's family or caregivers and who attended neither a regular early childhood program nor a special education program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location or some other location that is not in any other category. The term caregiver includes babysitters. NOTE: Discontinued in 2011-2012	Yes	Yes	R
PH1	Preschool only	**Home at least 360 minutes per week**. Receives all special education and related services in the principal residence of the child's family or caregivers and who attended neither a regular early childhood program nor a special education program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location or some other location that is not in any other category. The term caregiver includes babysitters.	Yes	Yes	R
PH2	Preschool only	**Home LESS THAN 360 minutes per week**. Receives all special education and related services in the principal residence of the child's family or caregivers and who attended neither a regular early childhood program nor a special education program provided in a separate class, separate school, or residential facility. Include children who receive special education both at home and in a service provider location or some other location that is not in any other category. The term caregiver includes babysitters.	Yes	Yes	R
PJ	Preschool only	**Private School placement, enrolled by parent(s)**. Students enrolled by parents or guardians in regular parochial or other private schools who receive special education and related services under a service plan. There is no entitlement to special education and related services. However, PEA must expend proportionate amount of federal funding on students in this type of private placement. This also includes children that are homeschooled.	Yes	Yes	R

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PS	Preschool only	**Service Provider Location or some other location that is not in any other category for less than 360 minutes per week.** Receives all special education and related services from a service provider and who attended neither a regular early childhood program nor a special education program provided in a separate class, separate school, or residential facility; and did not receive special education and related services in the home. This includes services received at private clinicians' office; clinicians' offices located in school buildings; hospital facilities on an outpatient basis.	Yes	Yes	R

Note: Notice in the list above, the service with code I (services provided in a regular classroom) may only be used for needs with codes MD, A, SMR, and OI.

Grade	Service Code	A	DD	ED	EDP	HI	MD	MDSS I	MIMR	MOMR	OHI	OI	PSD	SLD	SLI	SMR	TBI	VI
all but PS	A	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	B	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	C	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	D	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	E	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	EA	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	EB	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	EC	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	FA	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	FB	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	FC	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	H	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes
all but PS	I	yes	no	no	no	no	yes	no	no	no	no	yes	no	no	no	yes	no	no
all but PS	J	yes	yes	yes	no	yes	yes	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	yes

Need code ED permitted for svc codes EA,EB,EC only if DOA is type 21

Other need codes can be reported with svc code I if student is also A, MD, OI, SMR

Grade	Service Code	A	DD	ED	EDP	HI	MD	MDSS I	MIMR	MOMR	OHI	OI	PSD	SLD	SLI	SMR	TBI	VI
PS	PA1	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PA2	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PB1	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PB2	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PD	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PE	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PG	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PH	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PJ	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes
PS	PS	no	yes	no	no	yes	no	no	no	no	no	no	yes	no	yes	no	no	yes

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The needs and services are recorded into the **Special Ed Student Services screen**. The need is listed in the **Description** column, and the services are shown in the **Service Code** column.

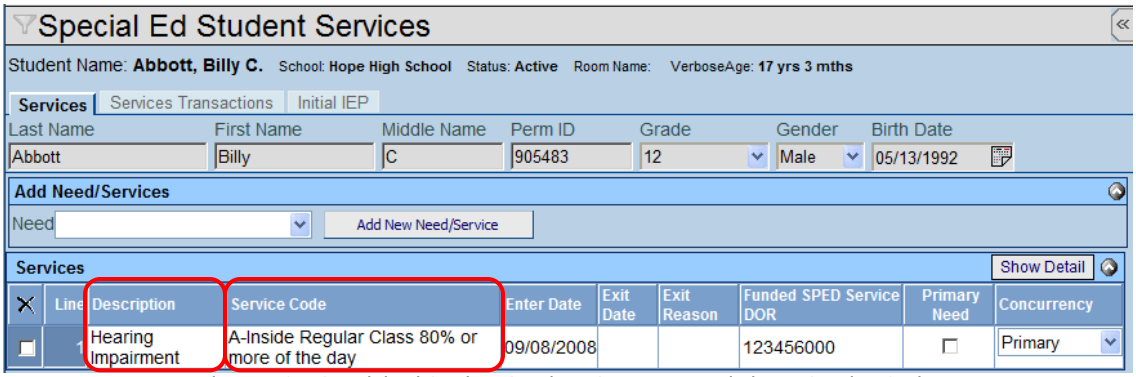

Figure 4.3 – Special Ed Student Services Screen, Description & Service Code

Both of these codes are setup through the **Special Ed Service Definition** screen. To setup the needs and services codes in Synergy SIS:

1. Go to the **Special Ed Service Definition** screen, found under Synergy SIS > Student Programs > Setup.

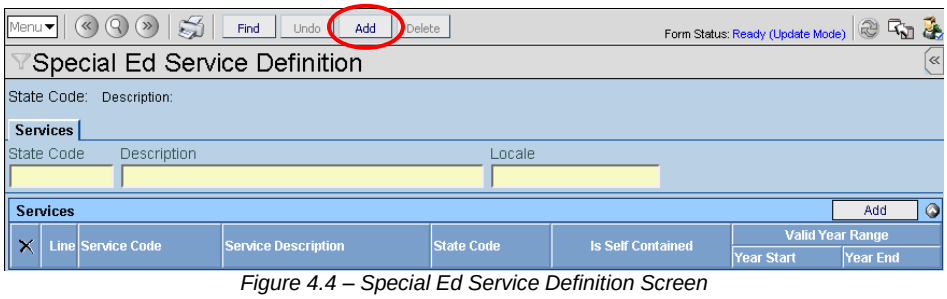

Figure 4.4 – Special Ed Service Definition Screen

2. To add a new need, click on the **Add** button at the top of the screen.

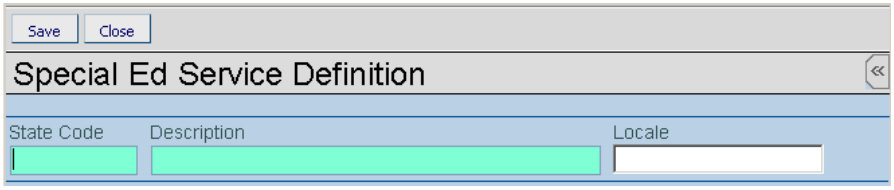

Figure 4.5 – Special Ed Service Definition, Adding a New Need

3. Enter the **State Code** for the need, and the **Description**, in the spaces provided. If needed, enter the specific location where the need is addressed in the **Locale** box.
4. Click the **Save** button to save the new need.

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5. Once the need has been entered, the next step is to add the services that can be used to address this need. To enter the services, click the **Add** button in the Services section.

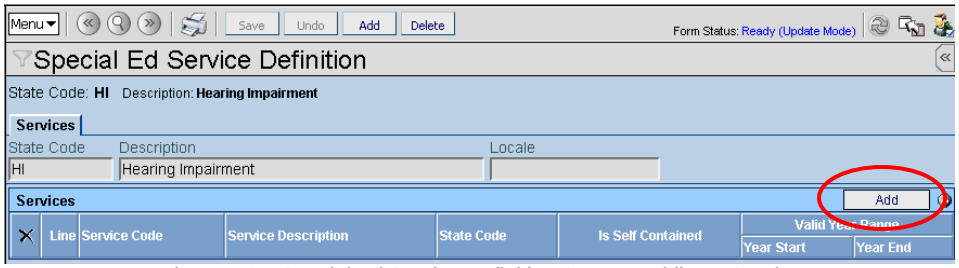

Figure 4.6 – Special Ed Service Definition Screen, Adding a Service

6. A new line appears. Enter the code for the service in the **Service Code** field, and the description in the **Service Description** field. If the service code is different than the state code, enter the **State Code** in the field provided.

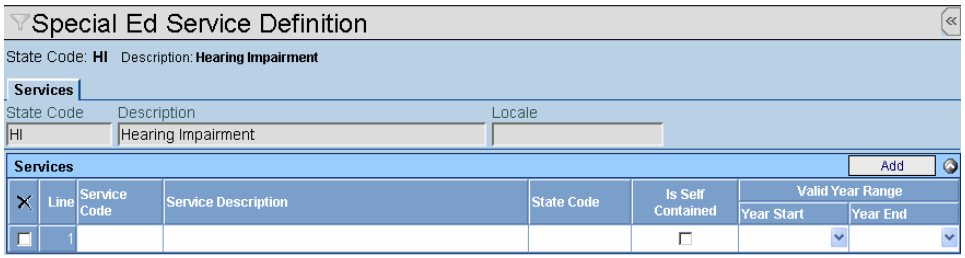

Figure 4.7 – Special Ed Service Definition Screen, Adding a New Service

7. Services are categorized by the state as either self-contained or resource. If the service is self-contained, check the box in the column **Is Self Contained**.

8. As services are added or removed by the state, indicate the valid years for the service by selecting the starting year and ending year for the service in the **Year Start** and **Year End** columns.

9. Click the **Save** button at the top to save the services entered.

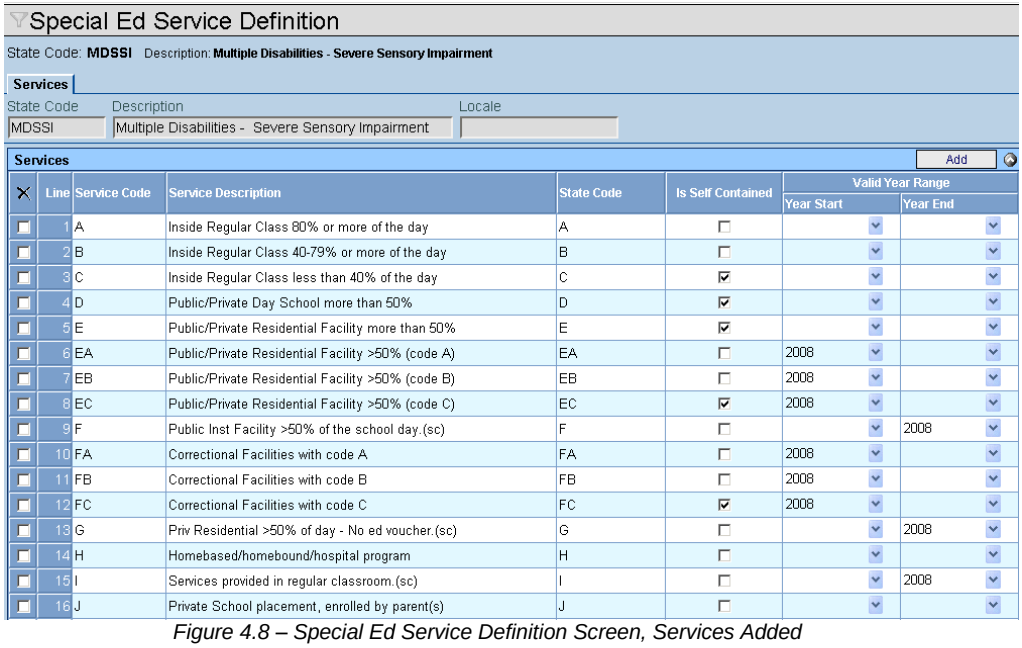

Figure 4.8 – Special Ed Service Definition Screen, Services Added

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To edit an existing need:

1. Find the need to edit using the **Find** button or the **Scroll** buttons
2. Click on the **Menu** button at the top of the screen and choose **Edit Special Ed Need Definition Data**.

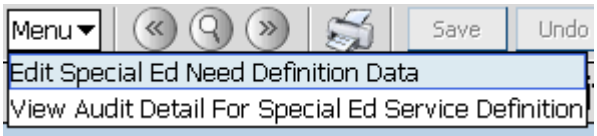

Figure 4.9 – Menu Button, Special Ed Service Definition Screen

3. The fields for the need at the top of the screen turns white, and the text can then be edited.

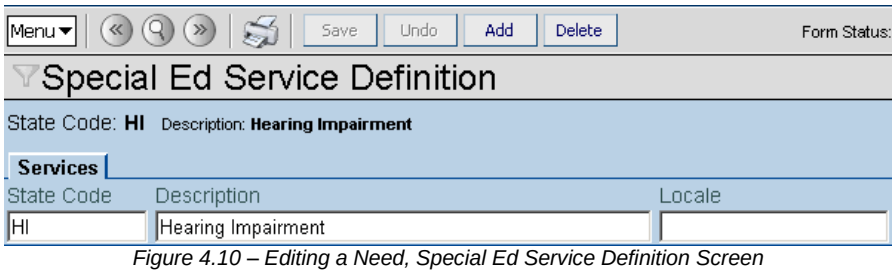

Figure 4.10 – Editing a Need, Special Ed Service Definition Screen

4. Click the **Save** button at the top of the screen to save the changes.

ENGLISH LANGUAGE LEARNER (ELL) REPORTING SETUP

The data uploaded to the state of Arizona to document the ELL services provided to the student is gathered from the data entered into the **English Language Learners screen** within Synergy SIS. To prepare this screen for data collection, several different areas need to be configured with the appropriate state codes. The state of Arizona usually changes these codes every year, so be sure to check with the state to get the latest codes and update the codes on an annual basis.

Since all students need to be tested to determine if they are eligible for ELL services, and the results of these tests need to be reported to the state, the setup is twofold. First, the test used for ELL needs to be defined in the **Test Definition** screen. Then the test needs to be identified as the test used for ELL in the **District ELL Definition** screen.

Note: Starting in FY2009, the results of the ELL tests (AZELLA) for the state of Arizona are now sent directly to the state by the testing company and are no longer uploaded to SAIS through Synergy SIS. However, districts may still want to capture this data in Synergy SIS for tracking purposes.

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Before entering the ELL test in the Test Definition screen, three lookup codes need to be defined. The first set of codes to be entered are the **ELL Assess Codes**. These codes are used to indicate the assessment used to evaluate the student's need for ELL services. The SAIS codes to be entered are the following:

Code in transaction	Short Description	Effective Dates[2]
1	IDEA Proficiency Test (IPT)	FY2001 through FY2005
2	Language Assessment Scales (LAS)	FY2001 through FY2005
3	Woodcock-Munoz Language Survey (WMLS)	FY2001 through FY2005
4	Woodcock Language Proficiency Battery-Revised (WLPB-R)	FY2001 through FY2005
5	Arizona Language Assessment – Oral	FY2005 to present
6	Arizona Language Assessment – Reading	FY2005 to present
7	Arizona Language Assessment – Writing	FY2005 to present
8	Arizona Language Assessment – Overall	FY2006 to present

The ELL Assessment Code table is located under **K12.ProgramInfo,** and the table is named **Ell Assess Code**.

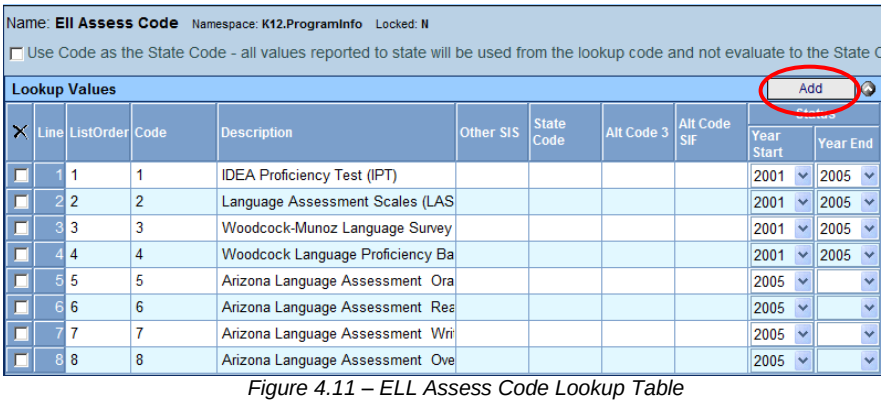

Figure 4.11 – ELL Assess Code Lookup Table

The two other codes needed for the test are part of the general test setup. For more information about setting up tests please see the *Synergy SIS – Test History Administrator Guide.* The first code to be added is the **Test Type code for ELL**. To add the Test Type code:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. Click on the triangle next to **K12.TestInfo** to expand the list of tables.
3. Select the **Test Type** table.

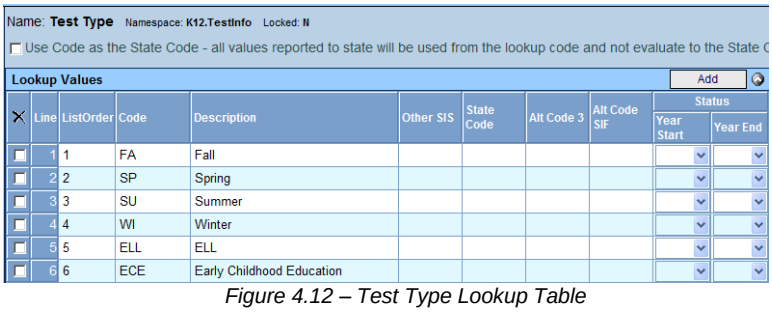

Figure 4.12 – Test Type Lookup Table

4. Click the **Add** button to add the ELL Type code.

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5. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all blank, the Code is used to sort the list and then the Description.
6. Enter the code for the ELL Test Type as **ELL** in the **Code** column.
7. Enter the description for the test type as **ELL** in the **Description** column.
8. The rest of the columns can be left blank. Click the **Save** button at the top to save the changes.

The other code needed is the **Score Type**. This can be configured in the Score Type Setup screen under Synergy SIS > Test History > Setup. The score type needed for the ELL test is the **Raw Score** type, and it should already be setup. If it needs to be added, please refer to the *Synergy SIS – Test History Administrator Guide* for instructions.

Once these codes have been entered into Synergy SIS, the ELL test can be defined. To setup the ELL test definition:

1. Go to the **Test Definition** screen, found under Synergy SIS > Test History Setup.

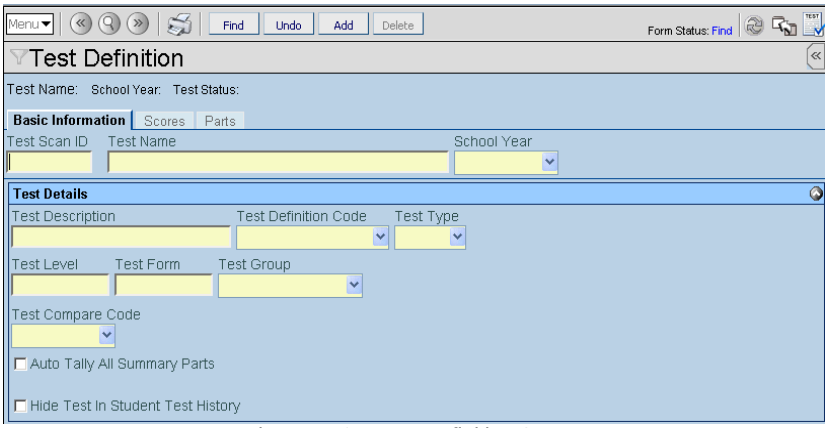

Figure 4.13 – Test Definition Screen

2. Click the **Add** button at the top of the screen.

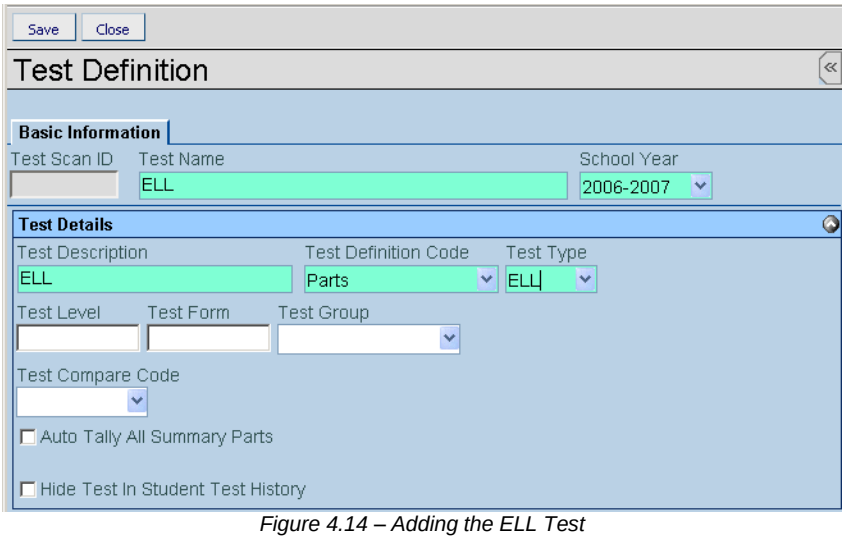

Figure 4.14 – Adding the ELL Test

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3. Enter **ELL** for the **Test Name** and **Test Description**, select **Parts** for the **Test Definition Code**, and select **ELL** for the **Test Type**.
4. Select the earliest **School Year** in which the ELL tests will be recorded. The ELL test will remain valid for subsequent school years.
5. Check the box **Hide Test in Student Test History**, as these assessments will be entered and screened from the English Language Learners screen.
6. Click the **Save** button at the top of the screen.
7. To define the scores used in the ELL test, click the **Scores** tab.

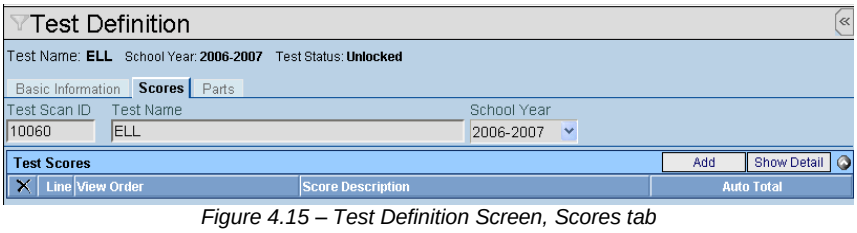

Figure 4.15 – Test Definition Screen, Scores tab

8. Click the **Add** button in the Test Scores section, and a new line appears.

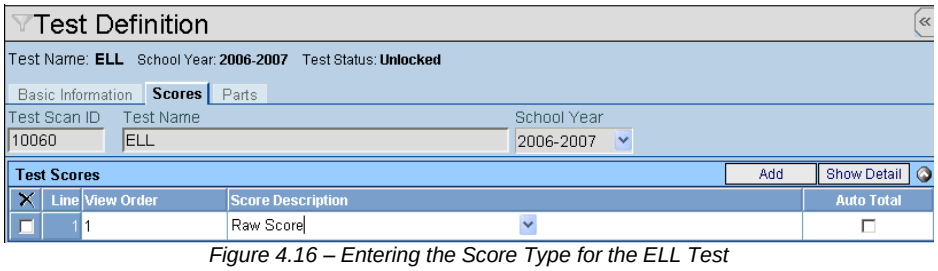

Figure 4.16 – Entering the Score Type for the ELL Test

9. Enter **1** for the **Screen Order**, and select **Raw Score** for the **Score Description**. Do not check the box labeled **Auto Total**.
10. Click the **Save** button at the top of the screen.
11. To enter the different sections of the ELL test, click the **Parts** tab.

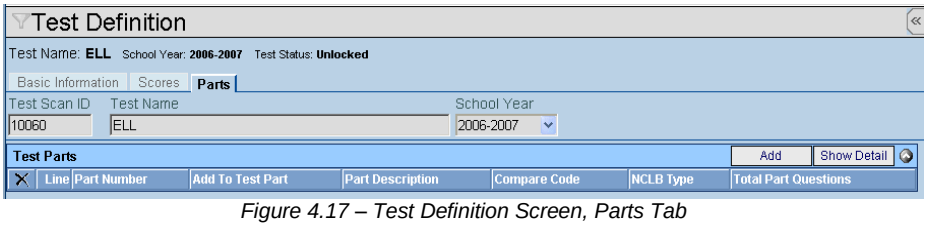

Figure 4.17 – Test Definition Screen, Parts Tab

12. Click the **Add** button in the Test Parts section to add a part, and a new line appears. For the ELL test, add 4 new lines by clicking the Add button 4 times.

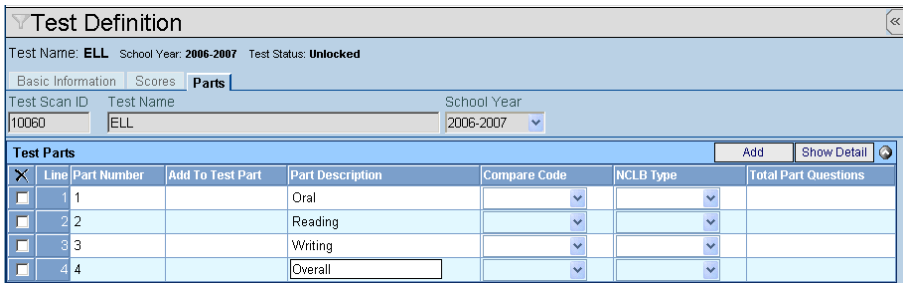

Figure 4.18 – Adding Parts to the Test Definition

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13. Enter **1** as the **Part Number**, and **Oral** for the **Part Description** on the first line. The rest of the lines are **2, Reading**; **3, Writing**; and **4, Overall**. Leave the other fields blank.
14. Click the **Save** button at the top of the screen to save the parts.
15. Click the **Show Detail** button in the Test Parts section.

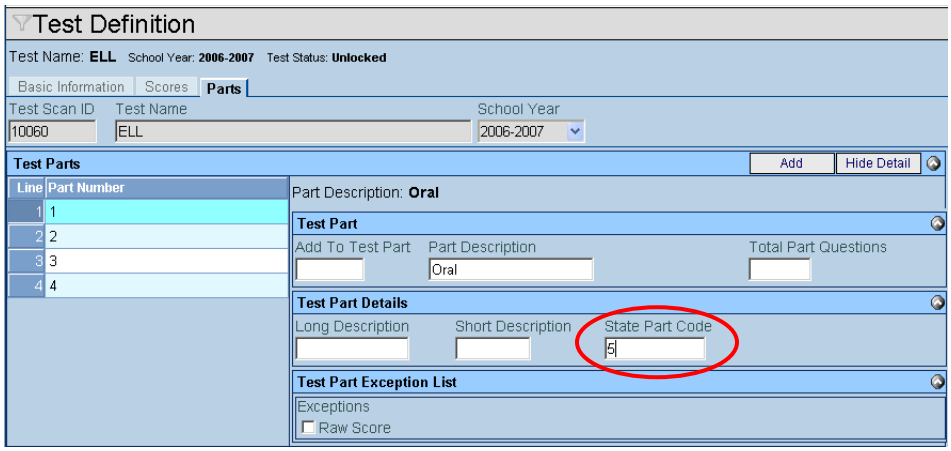

Figure 4.19 – Adding the State Codes to the Parts of the Test Definition

16. Enter the number **5** as the **State Part Code** for the Oral part, and click **Save**. Click on each subsequent part, entering **6 for Reading**, **7 for Writing**, and **8 for Overall**. Be sure to click the **Save** button after each entry.

Once the ELL test definition has been setup, the final step in configuring the test is to set it up in the **District ELL Definition screen**. To setup the district screen:

1. Go to the **District ELL Definition** screen, found under Synergy SIS > Student Programs > Setup.

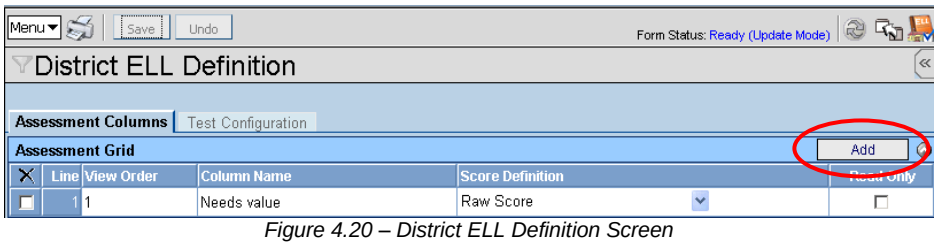

Figure 4.20 – District ELL Definition Screen

2. Click on the **Add** button in the Assessment Grid section three times to add three additional lines to the definition, one for each part of the test.

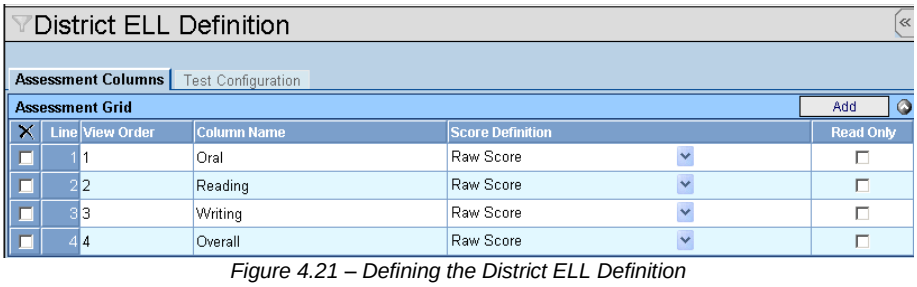

Figure 4.21 – Defining the District ELL Definition

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3. Enter **1** as the **Screen Order**, **Oral** as the **Column Name**, and **Raw Score** as the **Score Definition** for the first line. Then enter the following information in the other lines:

2	Reading	Raw Score
3	Writing	Raw Score
4	Overall	Raw Score

4. Do not check the **Read Only** checkboxes unless the test information will be imported using the Synergy SIS Generic Data Conversion program and it will not be manually entered or edited.
5. Click the **Save** button at the top of the screen.
6. Click on the **Test Description** tab.

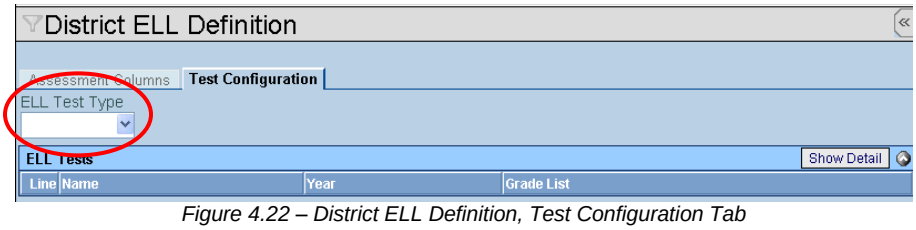

Figure 4.22 – District ELL Definition, Test Configuration Tab

7. Select **ELL** from the **ELL Test Type** drop-down and click the Save button. The ELL test setup earlier in the Test Definition appears in the list of ELL tests.

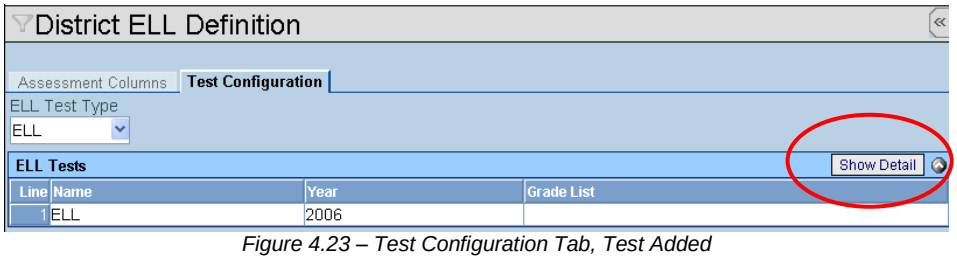

Figure 4.23 – Test Configuration Tab, Test Added

8. Click the **Show Detail** button to further define the test.

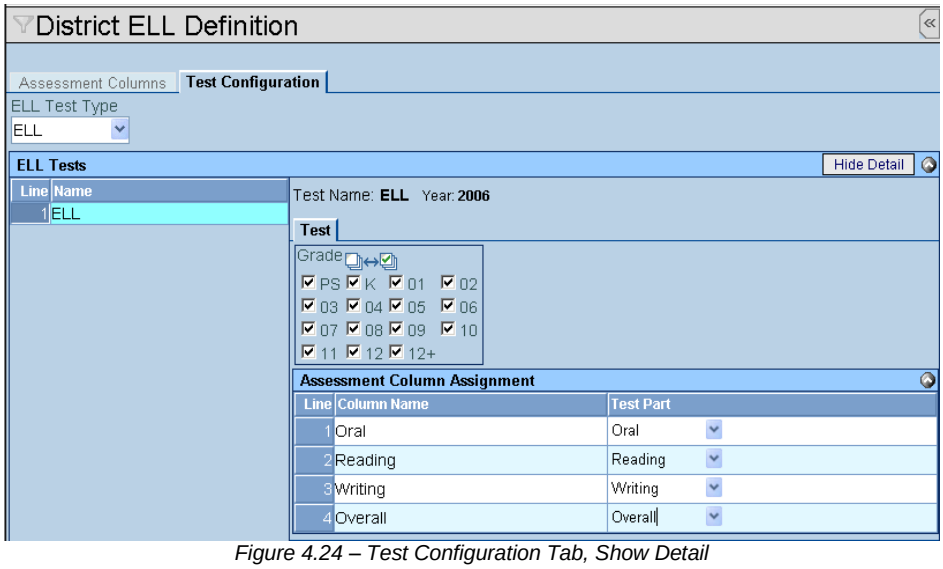

Figure 4.24 – Test Configuration Tab, Show Detail

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9. Click all of the **Grades** that will be taking the test (this will be all grades).
10. For each column name, select the **Test Part** from the drop-down list that corresponds to the column name. For example, select the Oral test part for the Oral column name.
11. Click the **Save** button at the top of the screen, and the definition setup is complete.

In addition to the test information, the **English Language Learners** screen uses several other lookup codes. The first set of codes to be entered are the **ELL Proficiency Level codes**. These codes are used to describe the student's level of proficiency in English, based on the assessment tests. The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Description
PE	Pre-Emergent
E	Emergent
B	Basic
I	Intermediate
P	Proficient

These codes are used in the **Student ELL Test Detail** screen to categorize the student's proficiency level in each of the test parts.

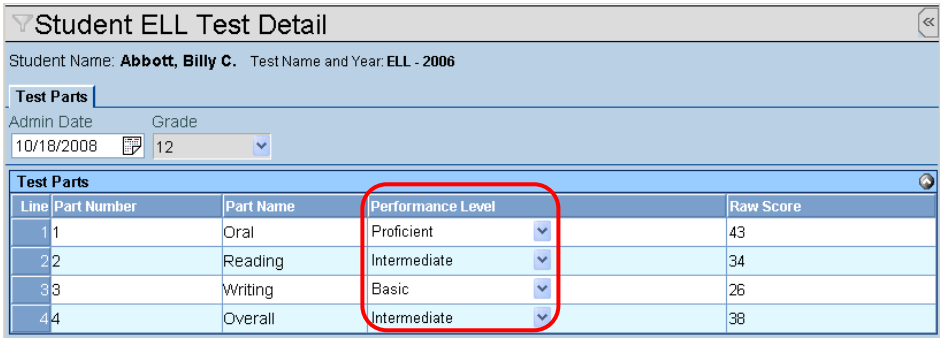

Figure 4.25 – Student ELL Test Detail

The ELL Proficiency Level table is located under **K12.ProgramInfo,** and the table is named **Ell Proficiency Level**.

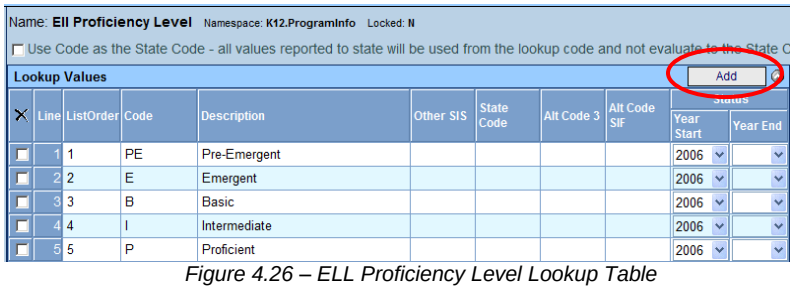

Figure 4.26 – ELL Proficiency Level Lookup Table

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The next set of codes to be entered are the **ELL Exit Reason** codes. These codes are used to indicate the assessment used to evaluate the student's need for ELL services. The SAIS codes to be entered are the following (as of February 2009):

Code in transaction	Description
1	Reclassified as FEP by Reassessment
2	Withdrawn from school
3	Withdrawn by parent request
5	Transferred to a different program
7	Withdrawn due to SPED Criteria
8	Transferred to Different Track

The ELL Exit Reason Codes are entered into the ELL tab of the **English Language Learners screen** in the Exit Reason column.

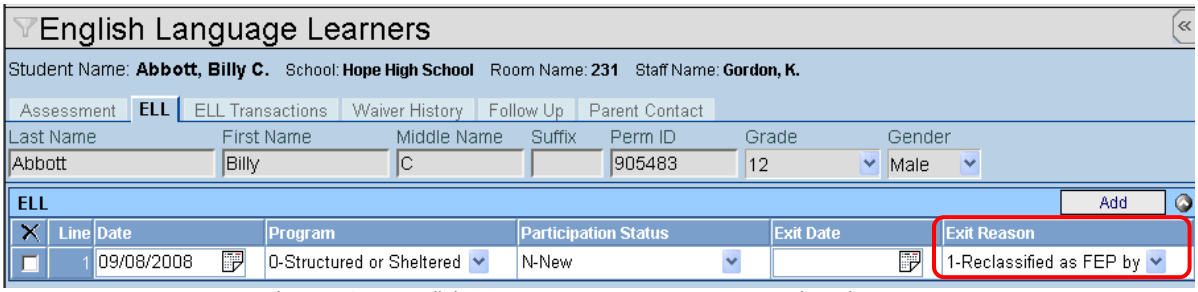

Figure 4.27 – English Language Learners screen, ELL tab, Exit Reason

The ELL Exit Reason table is located under **K12.ProgramInfo,** and the table is named **Ell Exit Reason**.

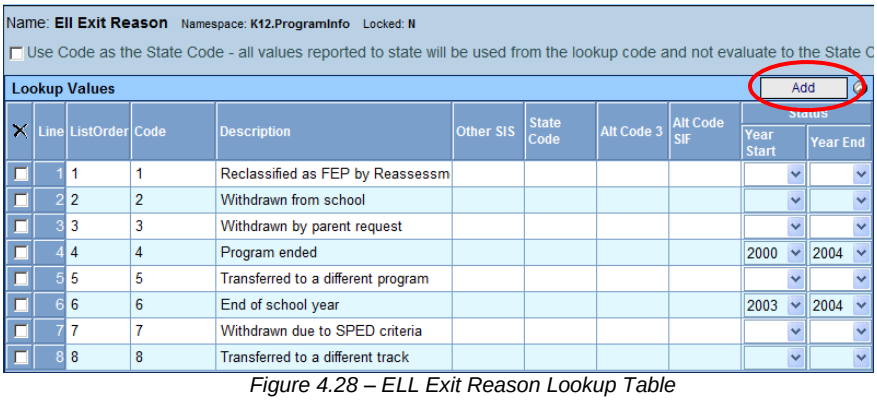

Figure 4.28 – ELL Exit Reason Lookup Table

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The next set of codes to be entered are the **ELL Parent Notification** codes. These codes are used to indicate the type of contact with the parent (generally initial or annual). These codes are for internal use within the district, and are not state mandated.

The ELL Parent Notification Codes are entered into the Parent Contact tab of the **English Language Learners screen** in the Type column.

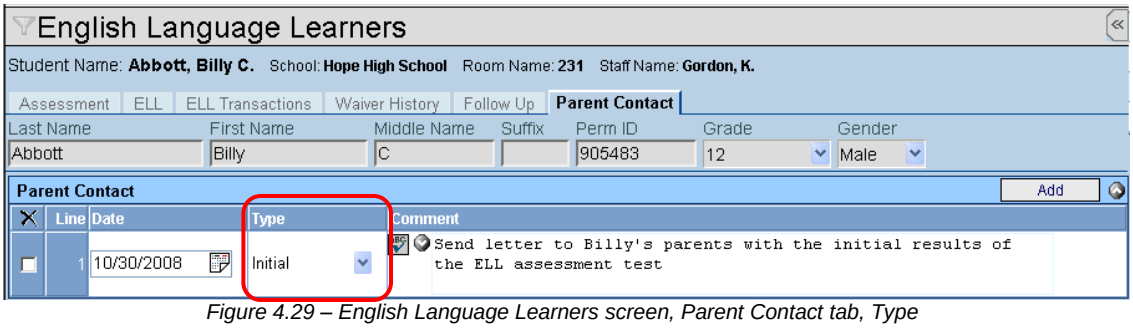

Figure 4.29 – English Language Learners screen, Parent Contact tab, Type

The ELL Parent Notification Code table is located under **K12.ProgramInfo,** and the table is named **ELL Parent Notification**.

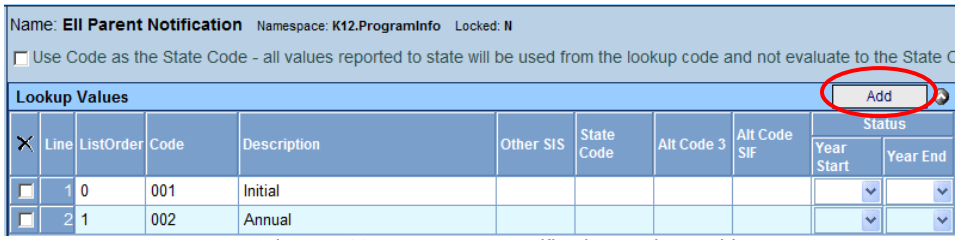

Figure 4.30 – ELL Parent Notification Lookup Table

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The next set of codes to be entered are the **ELL Participation Status** codes. These codes are used to indicate whether the student is new to ELL or continuing in the program. These codes are no longer used by the state of Arizona starting in FY2008, but for previous school year transaction such as those imported from another system these codes are needed. The SAIS codes to be entered are the following:

Code in transaction	Description
C	Continuing - Student is an ELL and was classified as an ELL in Arizona in a prior fiscal year(s).
N	New - Student was assessed and is eligible to be classified as an ELL for the very first time in Arizona. ***Note:*** *A Student should only be classified as a New ELL in Arizona one time.*

The ELL Participation Status codes are entered into the ELL tab of the **English Language Learners screen** in the Participation Status column.

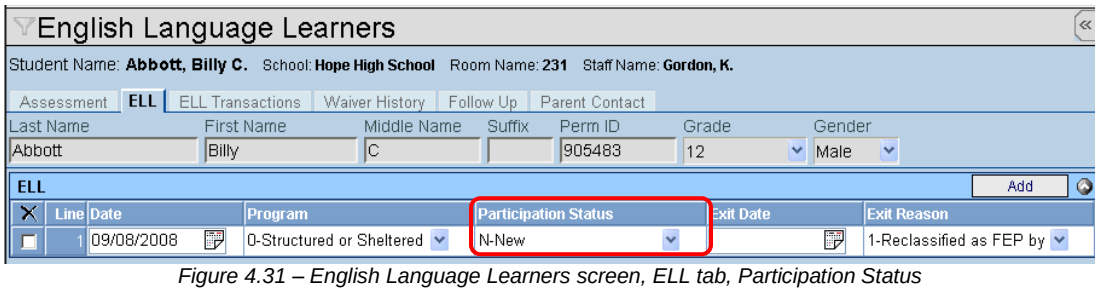

Figure 4.31 – English Language Learners screen, ELL tab, Participation Status

The ELL Participation Status table is located under **K12.ProgramInfo,** and the table is named **ELL Participation Status**.

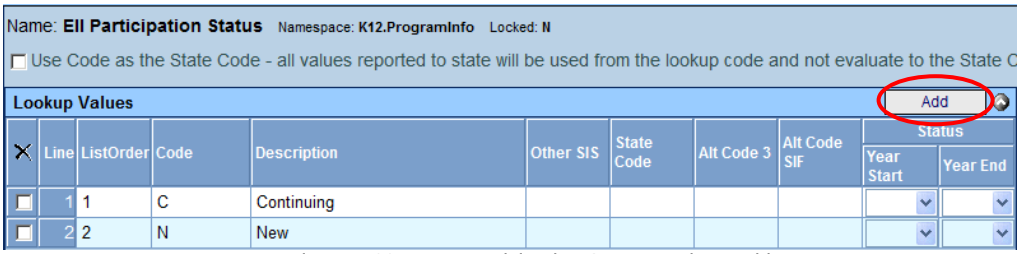

Figure 4.32 – ELL Participation Status Lookup Table

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The next set of codes to be entered are the **ELL Program** codes. These codes are used to assign a type of ELL program for those students classified as needing services. The SAIS codes to be entered are the following (as of August 201):

Code in transaction	Description	Effective Dates[2]
A	*Transitional English Acquisition*	*pre-SAIS to FY2001*
B	*Secondary English Acquisition*	*pre-SAIS to FY2001*
C	*English Acquisition/Bicultural*	*pre-SAIS to FY2001*
D	*English as a Second Language (ESL)*	*pre-SAIS to FY2001*
E	*Individual Education Program (IEP)*	*pre-SAIS to FY2001*
F	*Individual Education Program (IEP), request by parents*	*pre-SAIS to FY2001*
C	*Structured or Sheltered English Immersion (SEI) & Bilingual with Parental Waivers (dual language) for K-12*	*FY2002 only*
A	Structured or Sheltered English Immersion (SEI)	FY2003 to present
B1	Bilingual/Dual Language with Waiver 1	FY2003 to present
B2	Bilingual/Dual Language with Waiver 2	FY2003 to present
B3	Bilingual/Dual Language with Waiver 3	FY2003 to present
M	*Mainstream*	*FY2006 to FY2008*
A	*Bilingual Education with a Waiver*	*Up to FY2002*
B	*Structured English Emersion*	*Up to FY2002*
I	Individual Language Learner Plan (ILLP)	FY2009 to present

The ELL Program codes are entered into the ELL tab of the **English Language Learners screen** in the Program column.

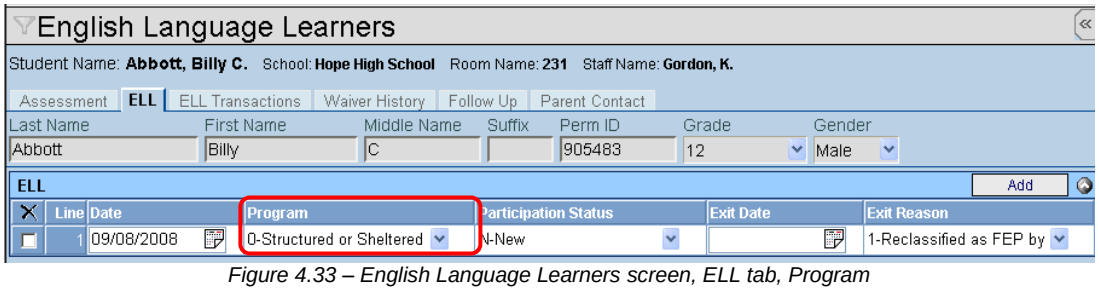

Figure 4.33 – English Language Learners screen, ELL tab, Program

The ELL Program Code table is located under **K12.ProgramInfo,** and the table is named **ELL Program Code**.

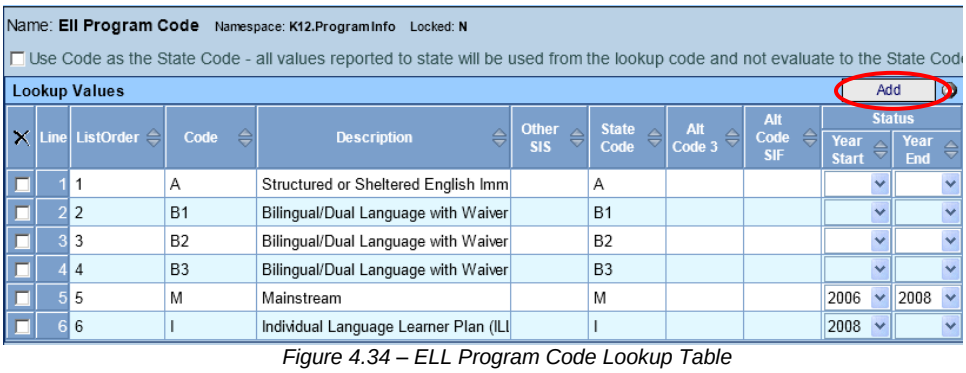

Figure 4.34 – ELL Program Code Lookup Table

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The next set of codes to be entered are the **ELL Result** codes. These codes are used to indicate the resulting classification of the student following the annual assessment. The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Long Description	Effective Dates
1	*New English Language Learner (New ELL)*	*The overall result of this assessment qualifies the student to be eligible to participate in an ELL program for the first time in Arizona.* *Note:* A student should only be classified as a New ELL in Arizona one time.	*Through FY2008*
2	*Continuing English Language Learner (Continuing ELL)*	*The overall result of this assessment qualifies the student to continue to be eligible to participate in an ELL program. This is not the first assessment that shows the student to be eligible to participate in an ELL program and the student has never been Reclassified FEP by an assessment in Arizona.*	*Through FY2008*
3	Reclassified Fluent English Proficient (Reclassified FEP)	The overall result of this assessment shows the ELL student to be proficient. This student previously participated in an ELL program.	
4	Initial Fluent English Proficient (Initial FEP)	The overall result of this assessment shows the student to be proficient. This student has never participated in an ELL program in Arizona.	
5	ELL After Reclassification (ELLAR)	The overall result of this assessment qualifies the student to be eligible to participate in an ELL program again. This student was previously Reclassified FEP in Arizona.	
6	Continuing Fluent English Proficient (Continuing FEP)	This student was previously Reclassified FEP by assessment and is being monitored. Note: Students must be monitored for two years after being Reclassified FEP.	FY2005 to present
7	English Language Learner (ELL)	The overall result of this assessment qualifies the student to be eligible to participate in an ELL program.	FY2008 to present
8	Continuing Fluent English Proficient Year 1 (CFEPY1)	The overall result of this assessment shows the student to be proficient, and this is the first year of assessment following the initial assessment.	FY2010 to present
9	Continuing Fluent English Proficient Year 2 (CFEPY2)	The overall result of this assessment shows the student to be proficient, and this is the second year of assessment following the initial assessment.	FY2010 to present

The ELL Result codes are entered into the Assessment tab of the **English Language Learners screen** in the Result Code column.

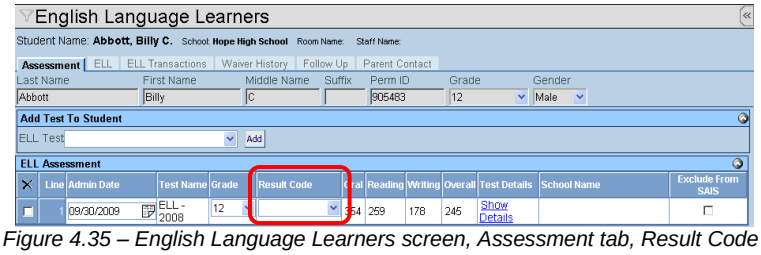

Figure 4.35 – English Language Learners screen, Assessment tab, Result Code

The ELL Result Code table is located under **K12.ProgramInfo,** and the table is named **ELL Result Code**.

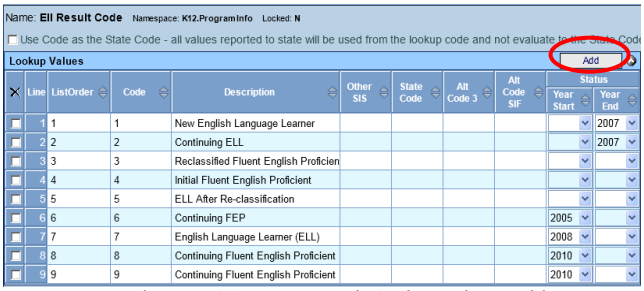

Figure 4.36 – ELL Result Code Lookup Table

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The next set of codes to be entered are the **Waiver Status** codes. These codes are used to indicate if a parent has signed a waiver form requesting their student not participate in the ELL program. These codes are for internal use within the district, and are not state mandated.

The Waiver Status codes are entered into the Waiver History tab of the **English Language Learners screen** in the Waiver Status column.

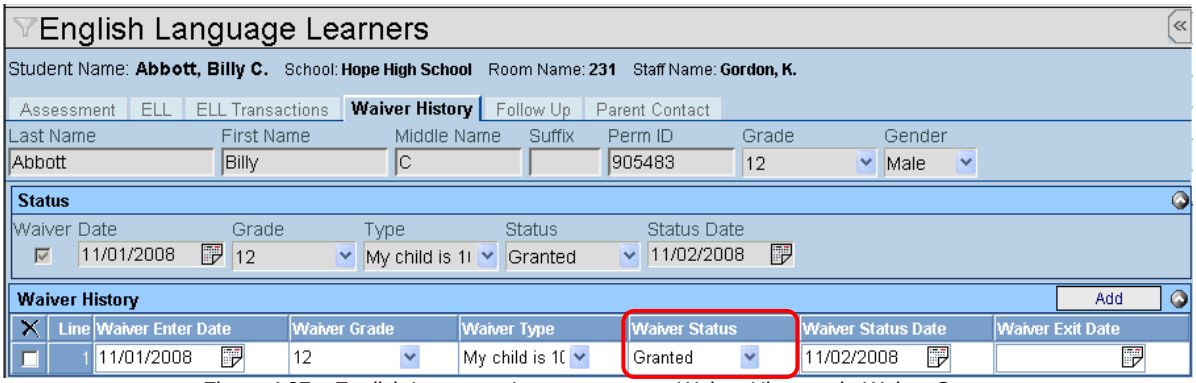

Figure 4.37 – English Language Learners screen, Waiver History tab, Waiver Status

The Waiver Status table is located under **K12.ProgramInfo,** and the table is named **Waiver Status**.

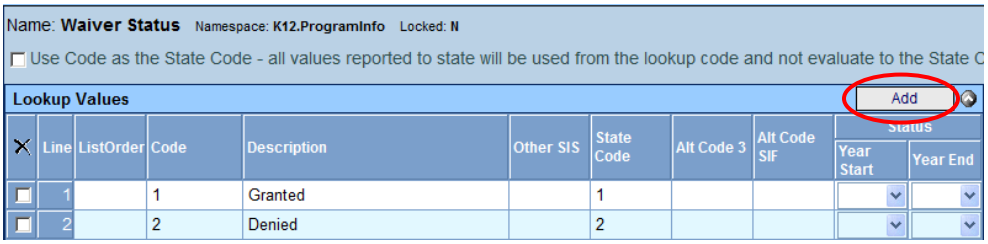

Figure 4.38 – Waiver Status Lookup Table

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The final set of codes to be entered are the **Waiver Type** codes. These codes are used to indicate the reason the parent has requested their student be excluded from participation in the ELL program. These codes are for internal use within the district, and are not state mandated. However, it would probably be most useful to enter the three reasons outlined on the waiver form from the state: My child already knows English, My child has special individual needs, or My child is 10 years or older.

The Waiver Type codes are entered into the Waiver History tab of the **English Language Learners screen** in the Waiver Type column.

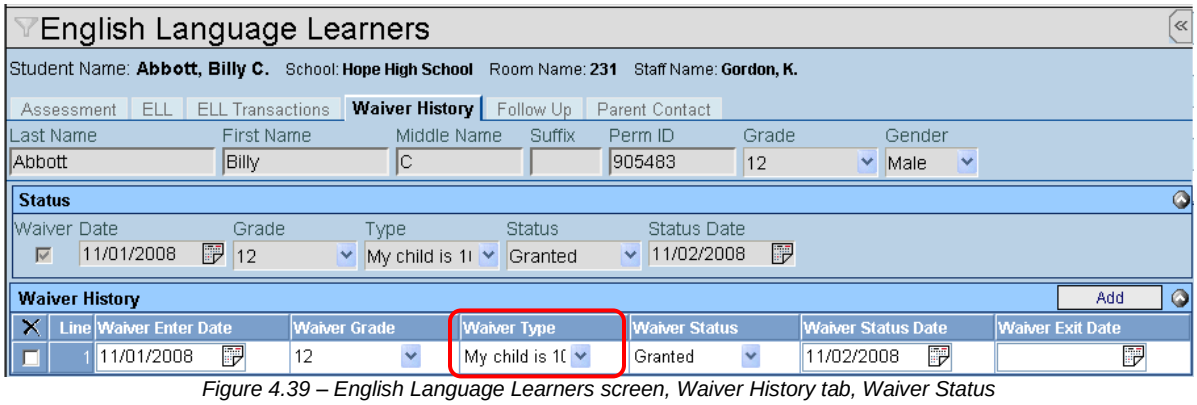

Figure 4.39 – English Language Learners screen, Waiver History tab, Waiver Status

The Waiver Type table is located under **K12.ProgramInfo,** and the table is named **Waiver Type**.

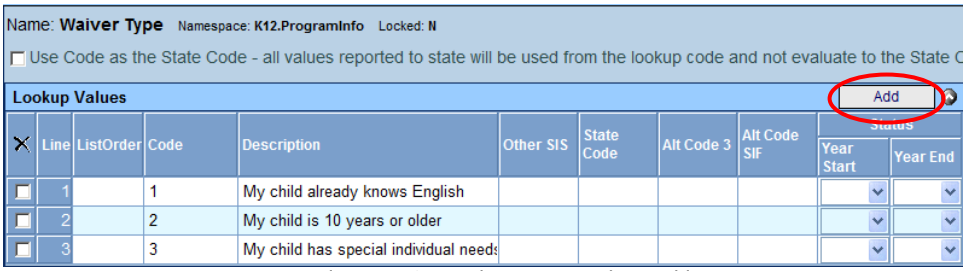

Figure 4.40 – Waiver Type Lookup Table

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UPDATE SEMESTER TOTALS

Before the ELL402 – In District Total Semesters report can be run, the Update Semester Totals process must be run for the district. This counts the number of semesters a student has participated in the ELL program. To run the Update Semester Totals process:

1. Go to the **Update Semester Totals** screen, found under Synergy SIS > Student Programs > Setup.

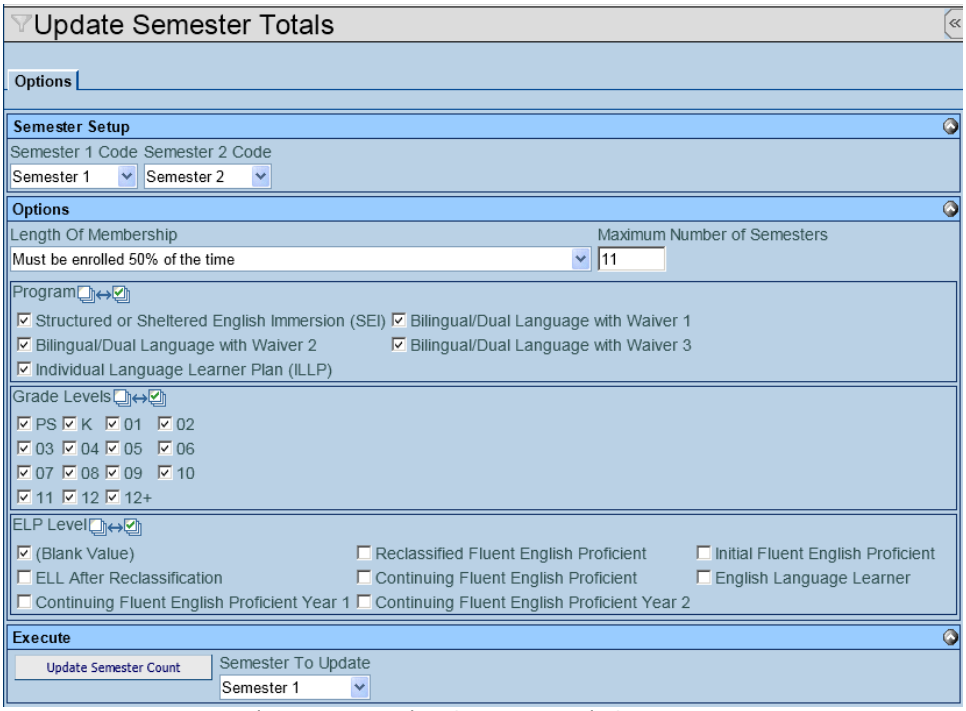

Figure 4.41 – Update Semester Totals Screen

2. Select the term codes used for the **Semester 1 Code** and **Semester 2 Code**.
3. Select how long the student must be participating in the ELL program during the semester for the semester to count from the **Length of Membership** drop-down.
4. Enter the **Maximum Number of Semesters** in which the student can participate in an ELL program.
5. Select the **Program**(s) used for ELL by checking the boxes. To check or uncheck all programs, use the buttons.
6. Select the **Grade Levels** to be tallied by checking the boxes. To check or uncheck all grades, use the buttons.

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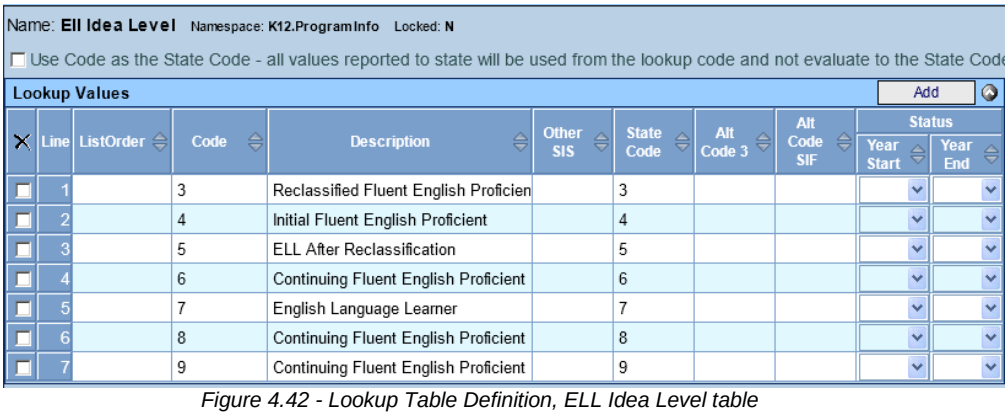
7. The **ELP Level** is primarily used in Virginia, and defaults to that state's English Language Proficiency levels. To modify these values to more closely mirror Arizona's proficiency levels, go to the **Lookup Table Definition** screen and modify the **ELL Idea Level** table, found under **K12.Program Info**. For Arizona, the (Blank Value) is the best option since this value is generally not selected.



Name: **Ell Idea Level** Namespace: **K12.ProgramInfo** Locked: **N**

☐ Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

	Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status	
									Year Start	Year End
☐	1		3	Reclassified Fluent English Proficien		3				
☐	2		4	Initial Fluent English Proficient		4				
☐	3		5	ELL After Reclassification		5				
☐	4		6	Continuing Fluent English Proficient		6				
☐	5		7	English Language Learner		7				
☐	6		8	Continuing Fluent English Proficient		8				
☐	7		9	Continuing Fluent English Proficient		9				

Figure 4.42 - Lookup Table Definition, ELL Idea Level table

8. Select which **Semester To Update** from the drop-down list.
9. Click the **Update Semester Count** button to recalculate the number of semesters in which the students have participated in an ELL program. The totals can be screened by running the **ELL402 – In District Total Semesters** report as outlined in the *Synergy SIS – State of Arizona Data Reporting User Guide*.

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EARLY CHILDHOOD EDUCATION (ECE) REPORTING SETUP

The Early Childhood Education programs, or (ECE), are used by pre-schools reporting assessment results and participation in several state and federal grant programs. Similar to the setup for ELL, the Early Childhood Education program requires three types of configuration. First, the ECE test needs to be configured in the Test Definition screen. This test then needs to be defined as the ECE test in the District Child Assessment screen. Finally, several lookup tables need to populated with the correct codes.

Note: Starting in FY2012, the results of the ECE tests for the state of Arizona are now sent directly to the state by the testing company and are no longer uploaded to SAIS through Synergy SIS. However, districts may still want to capture this data in Synergy SIS for tracking purposes.

Before entering the ECE test in the Test Definition screen, three lookup codes need to be defined. The first set of codes to be entered are the **Preschool Assess Type** codes. These codes are used to indicate the assessment used to evaluate the student's need for ECE services. The SAIS codes to be entered are the following:

Code in trans-action	Short Description	Description	Preschool programs approved to administer this Assessment	Number of Test Areas	Effective Dates[2]
1	Work Sampling	Ongoing progress monitoring instrument published by Pearson Early Learning	All	7	FY 2007 to FY 2011
2	Creative Curriculum	Ongoing progress monitoring instrument published by Teaching Strategies, Inc.	All	10	FY 2007 to FY 2011
3	Child Observation Record (COR)	Ongoing progress monitoring instrument published by High/Scope	All	6	FY 2007 to FY 2011
4	Galileo Plus	Ongoing progress monitoring instrument published by Assessment Technologies, Inc	All	9	FY 2007 to FY 2011
5	Peabody Picture Vocabulary Test-III (PPVT-III)	Norm referenced assessment of receptive language skills published by American Guidance Service, Inc.	Title I Even Start	1	FY 2007 to FY 2011
6	Phonological Awareness Literacy Screening Pre-K (PALS Pre-K)	Norm referenced assessment of phonological awareness and emergent literacy published by the University of Virginia	Title I Even Start	6	FY 2007 to FY 2011
n/a	Teaching Strategies GOLD	Ongoing progress monitoring instrument published by Teaching Strategies, Inc.	All	10	FY2012 to present

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The Preschool Assessment Type table is located under **K12.TestInfo,** and the table is named **Preschool Assess Type**.

Name: **Preschool Assess Type** Namespace: **K12.TestInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	1	Work Sampling						2010
2	2	2	Creative Curriculum						2010
3	3	3	Child Observation Record (COR)						2010
4	4	4	Galileo Plus						2010
5	5	5	PPVT-III						2010
6	6	6	PALS Pre-K						2010
7	7	7	Creative Strategies GOLD						

Figure 4.43 – Preschool Assess Type Lookup Table

The two other codes needed for the test are part of the general test setup. For more information about setting up tests please see the *Synergy SIS – Test History Administrator Guide.* The first code to be added is the **Test Type code for ECE**. To add the Test Type code:

1. Go to the **Lookup Table Definition** screen, found under Synergy SIS > System > Setup.
2. Click on the triangle next to **K12.TestInfo** to expand the list of tables.
3. Select the **Test Type** table.

Name: **Test Type** Namespace: **K12.TestInfo** Locked: **N**

Use Code as the State Code - all values reported to state will be used from the lookup code and not evaluate to the State Code

Lookup Values Add

Line	ListOrder	Code	Description	Other SIS	State Code	Alt Code 3	Alt Code SIF	Status: Year Start	Status: Year End
1	1	FA	Fall						
2	2	SP	Spring						
3	3	SU	Summer						
4	4	WI	Winter						
5	5	ELL	ELL						
6	6	ECE	Early Childhood Education						

Figure 4.44 – Test Type Lookup Table

4. Click the **Add** button to add the ECE Type code.
5. The order in which the values are displayed can be set by entering the order number in the **ListOrder** column. If the numbers in the ListOrder field are the same or are all blank, the Code is used to sort the list and then the Description.
6. Enter the code for the ECE Test Type as **ECE** in the **Code** column.
7. Enter the description for the test type as **Early Childhood Education** in the **Description** column.
8. The rest of the columns can be left blank. Click the **Save** button at the top to save the changes.

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The other code needed is the **Score Type**. This can be configured in the Score Type Setup screen under Synergy SIS > Test History > Setup. The score type needed for the ECE test is the **Raw Score** type, and it should already be setup. If it needs to be added, please refer to the *Synergy SIS – Test History Administrator Guide* for instructions.

Once these codes have been entered into Synergy SIS, the ECE test can be defined. To setup the ECE test definition:

1. Go to the **Test Definition** screen, found under Synergy SIS > Test History Setup.

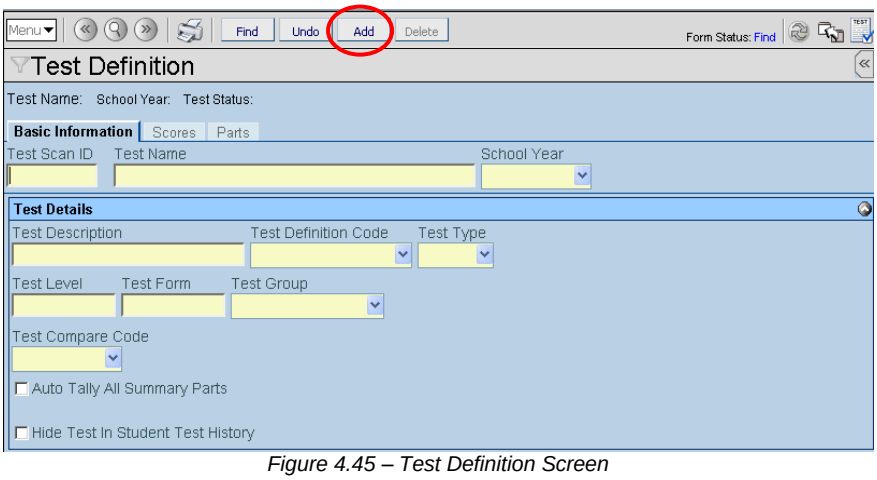

Figure 4.45 – Test Definition Screen

2. Click the **Add** button at the top of the screen.

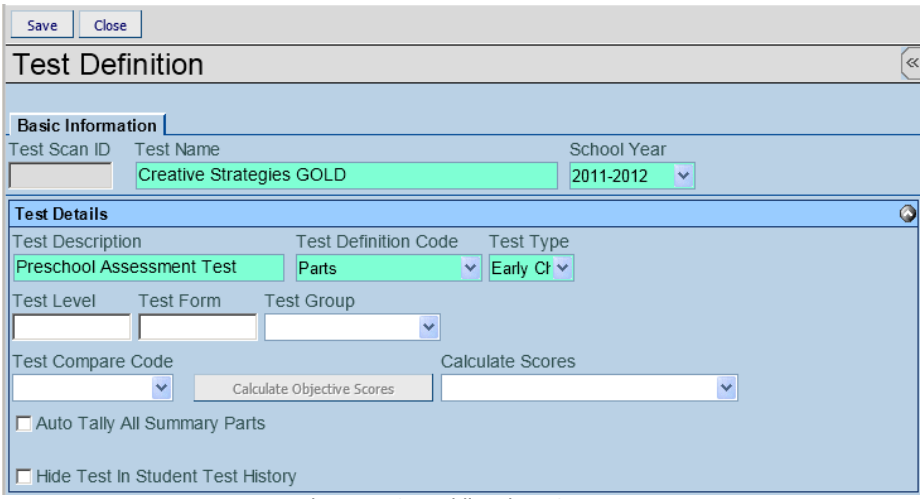

Figure 4.46 – Adding the ECE Test

3. Enter the name of the test in the **Test Name** field, and enter a description of the test in the **Test Description** field.
4. Select **Parts** for the **Test Definition Code**, and select **ECE** for the **Test Type**.
5. Select the earliest **School Year** in which the ECE tests will be recorded. The ECE test will remain valid for subsequent school years.
6. Check the box **Hide Test in Student Test History**, as these assessments will be entered and screened from the Childhood Assessments screen.
7. Click the **Save** button at the top of the screen.

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8. To define the scores used in the ECE test, click the **Scores** tab.

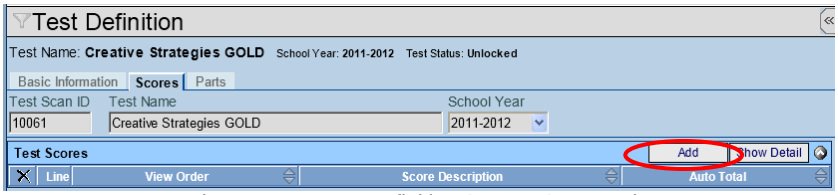

Figure 4.47 – Test Definition Screen, Scores tab

9. Click the **Add** button in the Test Scores section, and a new line appears.

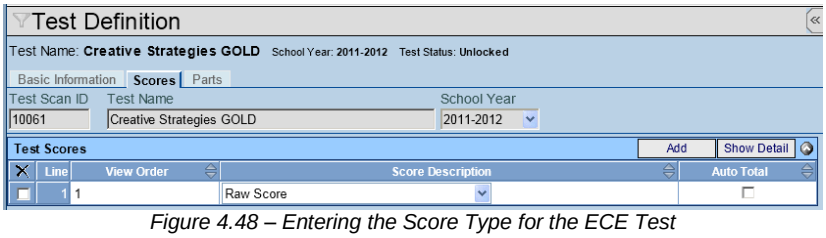

Figure 4.48 – Entering the Score Type for the ECE Test

10. Enter **1** for the **Screen Order**, and select **Raw Score** for the **Score Description**. Do not check the box labeled **Auto Total**.
11. Click the **Save** button at the top of the screen.
12. To enter the different sections of the ECE test, click the **Parts** tab.

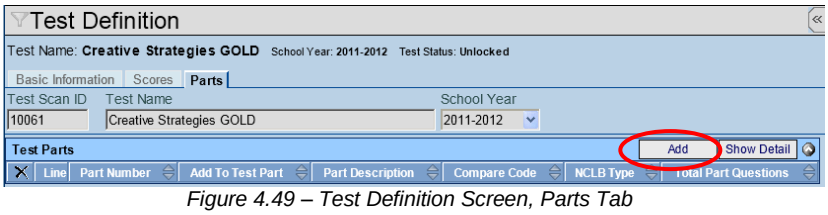

Figure 4.49 – Test Definition Screen, Parts Tab

13. Click the **Add** button in the Test Parts section to add a part, and a new line appears. For the Creative Strategies GOLD test for example, add 10 new lines by clicking the Add button 10 times.

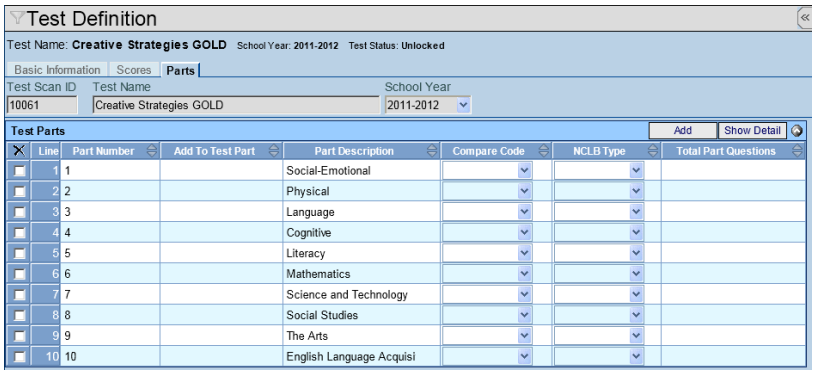

Figure 4.50 – Adding Parts to the Test Definition

14. Enter the **Part Number** and the **Part Description** for each domain in the test used by the district. For example, the part descriptions of the Creative Strategies GOLD test would be Social-Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, Social Studies, the Arts, and English Language Acquisition.
15. Click the **Save** button at the top of the screen to save the parts.

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Once the ECE test definition has been setup, the last step in configuring the test is to set it up in the **District Child Assessment Definition screen**. To setup the district screen:

1. Go to the **District Child Assessment Definition** screen, located under Synergy SIS > Student Programs > Setup.

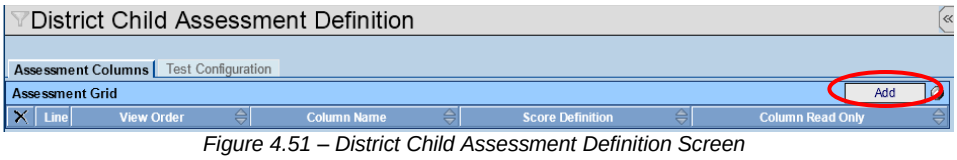

Figure 4.51 – District Child Assessment Definition Screen

2. Click on the **Add** button to add a line for each part of the test that was defined in the Test Definition screen. For example, the Creative Strategies GOLD test has 10 parts so 10 lines are needed.

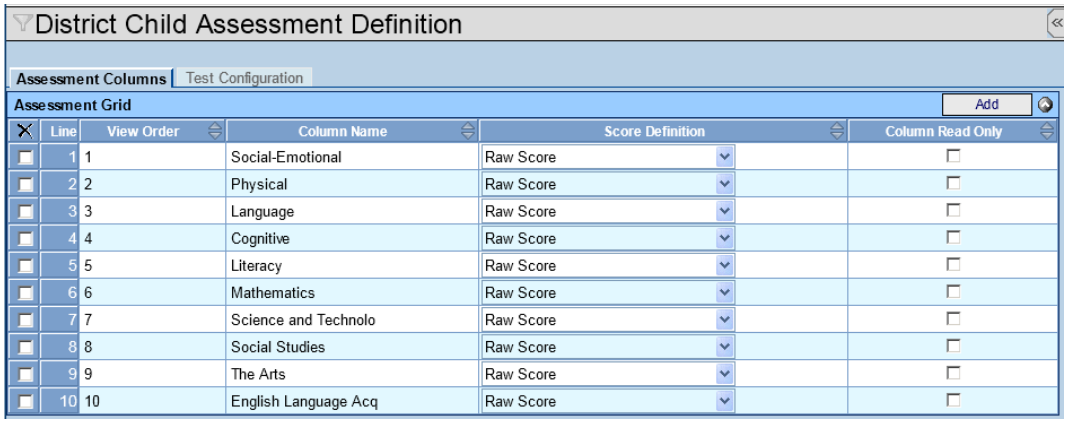

Figure 4.52 – District Child Assessment Definition, Completed

3. Enter the **Screen Order** and **Column Name** for each part of the test. The screen order sets the order in which the parts appear, and the Column Name should correspond to the name of the parts.
4. Select the type of score used from the **Score Definition** drop-down. In most cases this is a Raw Score.
5. Only check the box in the **Column Read Only** if the test scores will be imported, and no one should have the ability to modify or enter test scores.
6. Click the **Save** button at the top of the screen to save the definition.
7. Next, click on the **Test Configuration** tab.

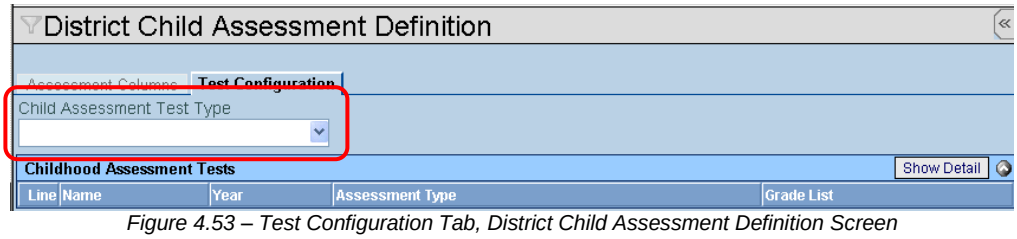

Figure 4.53 – Test Configuration Tab, District Child Assessment Definition Screen

8. Select ECE or **Early Childhood Education** from the **Child Assessment Test Type** drop-down, and click the **Save** button.

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9. The test created in the Test Definition screen appears on line 1. Select the type of test used from the **Assessment Type** drop-down.

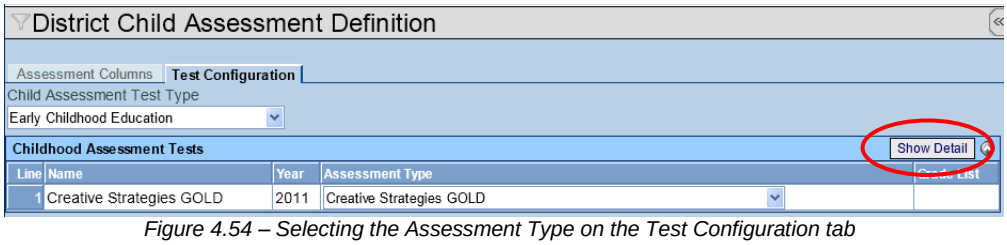

Figure 4.54 – Selecting the Assessment Type on the Test Configuration tab

10. Click the **Save** button.
11. Click the **Show Detail** button.

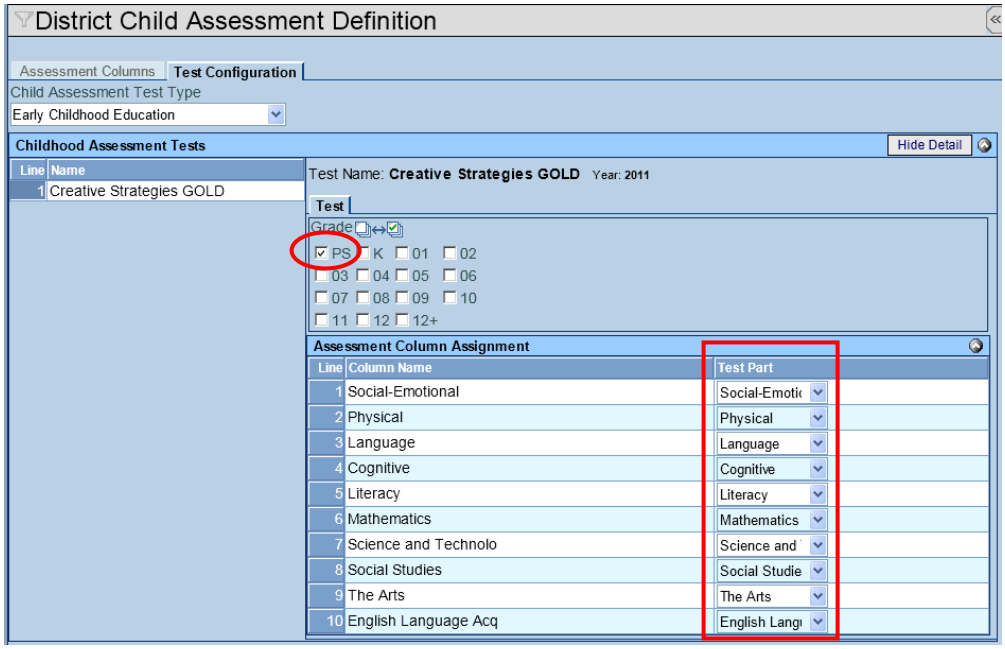

Figure 4.55 – Matching the Test Parts in the Show Detail screen of the Test Configuration Tab

12. Check off **PS** or Pre-School for the **Grade** in the Test Section.
13. In the Assessment Column Assignment, match the column name to each **Test Part** by selecting the matching name from the drop-down.
14. Click the **Save** button at the top of the screen to save the completed definition.

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The third and final part of the setup for the Child Assessments is to define the lookup tables needed for the Childhood Program Participation screen. There are three lookup tables that need to be configured.

The first lookup table to define is the **Childhood Program** lookup. These codes define the lists of possible programs that may be offered to the preschool student. The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description	Effective Dates
1	*Early Childhood Block Grant*	*Child enrolled in Early Childhood Block Grant preschool program and has met eligibility guidelines.*	*FY 2007 to FY 2010*
2	*State Family Literacy*	*State Family Literacy eligible child and family enrolled in a state funded Family Literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education.*	*FY 2007 to FY 2010*
3	Title I Even Start	Even Start eligible child and family enrolled in a federally funded Even Start program. Child receives services in a preschool setting in conjunction with family member(s) receiving adult education.	FY 2007 to present
4	*Migrant Education Even Start*	*Migrant eligible child and family enrolled in a family literacy program. Child receives services in a preschool setting in conjunction with family members receiving adult education.*	*FY 2007 to FY 2008*
5	Title I Preschool	Child enrolled in a Title I targeted program or Title I school. Different from Title I Even Start.	FY2008 to present
6	Tuition-based Preschool or Early Childhood Program	Child enrolled in district administered program. Tuition or fee is paid by parent or family.	FY2008 to present
7	Other Preschool or Early Childhood Program	Child is enrolled in other program that does not meet preschool or early childhood programs previously described.	FY2008 to present
8	First Things First District Based	Child enrolled in First Things First program at a District and has met eligibility guidelines	FY 2011 to present
9	Career and Technical Education	Child enrolled in Preschool or Early Childhood Program located at a Career and Technical Education site	FY 2011 to present
10	Home-Based Migrant Program	Child enrolled in a Home-Based Migrant Preschool or Early Childhood Program and has met eligibility guidelines.	FY 2011 to present
11	Center-Based Migrant Program	Child enrolled in Center-Based Migrant Preschool or Early Childhood Program and has met eligibility guidelines.	FY 2011 to present
12	First Things First Partner Based	Child enrolled in First Things First program based at a Partner site and has met eligibility guidelines.	FY 2011 to present

These codes are entered into the **Childhood Program Participation screen** in the Description column.

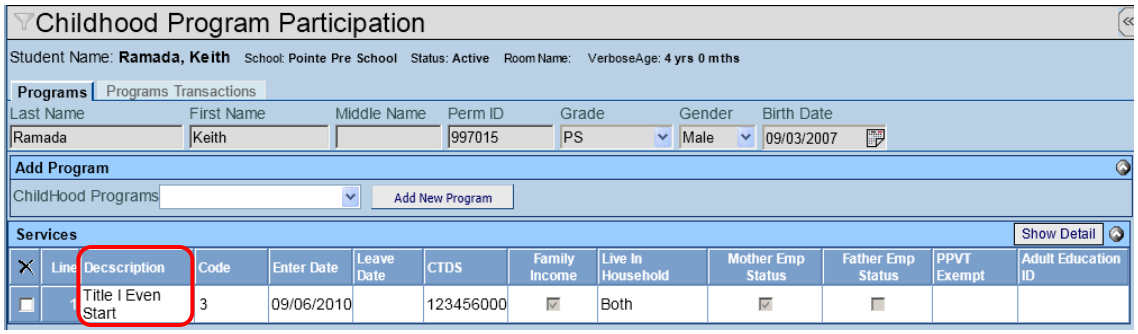

Figure 4.56 – Childhood Program Participation Screen, Description

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The Childhood Programs Code table is located under **K12.ProgramInfo,** and the table is named **Childhood Programs**.

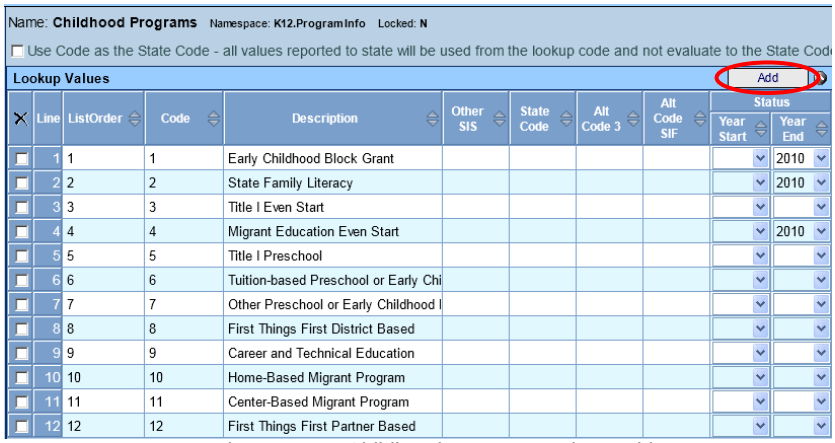

Figure 4.57 – Childhood Program Lookup Table

The second lookup table to configure is the **Live In House Indicator** table. The codes indicate which parents live in the house with the student. The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Description	Description	Effective Dates
1	Mother	student resides with mother	FY 2007 to present
2	Father	student resides with father	FY 2007 to present
3	Both	student resides with both mother and father	FY 2007 to present
4	Neither	student is not residing with either mother or father	FY 2007 to present

The Live In House Indicator is displayed in the **Live In Household** column on the **Childhood Program Participation** screen.

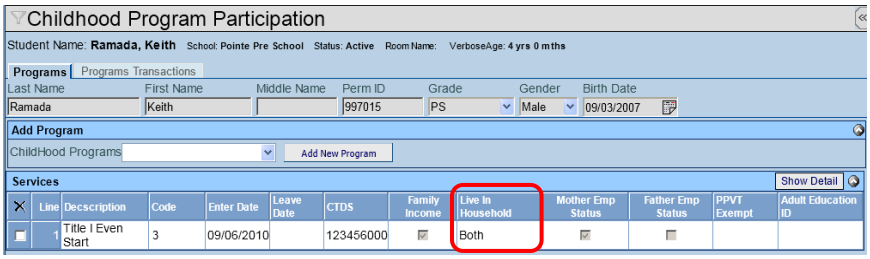

Figure 4.58 – Childhood Program Participation Screen, Live In Household

The Live In Household table is located under **K12.ProgramInfo,** and the table is named **Live in House Indicator**.

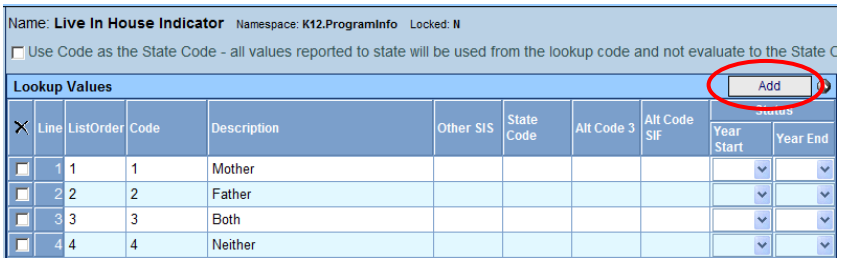

Figure 4.59 –Live In House Indicator Lookup Table

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The third and final lookup table to create is the **PPVT Exempt Progs** table. These codes designate the reason for an exemption from certain assessments. The SAIS codes to be entered are the following (as of August 2011):

Code in trans-action	Short Description	Description
1	Hearing Impairment Exemption	Child participating in Title I Even Start or State Family Literacy early childhood program who is exempt from the PPVT III or PALS-PreK assessments due to hearing impairment.
2	Vision Impairment Exemption	Child participating in Title I Even Start or State Family Literacy early childhood program who is exempt from the PPVT III or PALS-PreK due to vision impairment.
3	Language Barrier Exemption	Child participating in Title I Even Start or State Family Literacy early childhood program who is exempt from the PPVT III or PALS-PreK due to a language barrier.
4	Age Exemption	Child participating in Title I Even Start or State Family Literacy early childhood program who is exempt from the PPVT III or PALS-PreK because they are not 5 years old by September 1st of the following fiscal year.
5	Less than 6 Months of Instruction	Child participating in Title I Even Start or State Family Literacy early childhood program who is exempt from the PPVT III or PALS-PreK because they have not received at least 6 months of service participation

The exemptions are entered on the **Childhood Program Participation screen** in the PPVT Exempt column.

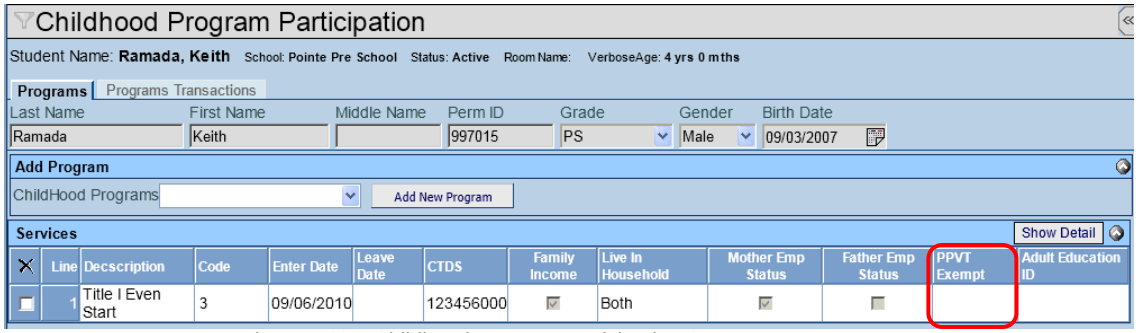

Figure 4.60 – Childhood Program Participation Screen, PPVT Exempt

The PPVT Exempt table is located under **K12.ProgramInfo,** and the table is named **PPVT Exempt Progs**.

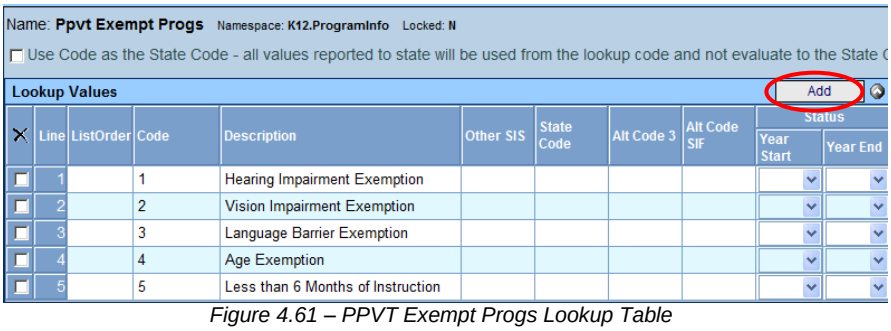

Figure 4.61 – PPVT Exempt Progs Lookup Table

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OTHER NEEDS & PROGRAMS REPORTING SETUP

Several other programs can be indicated for a student. Each of these programs requires configuration as well.

The **Free and Reduced Meals** screen uses two lookup tables, the **FRM Code** and the **Program Code**.

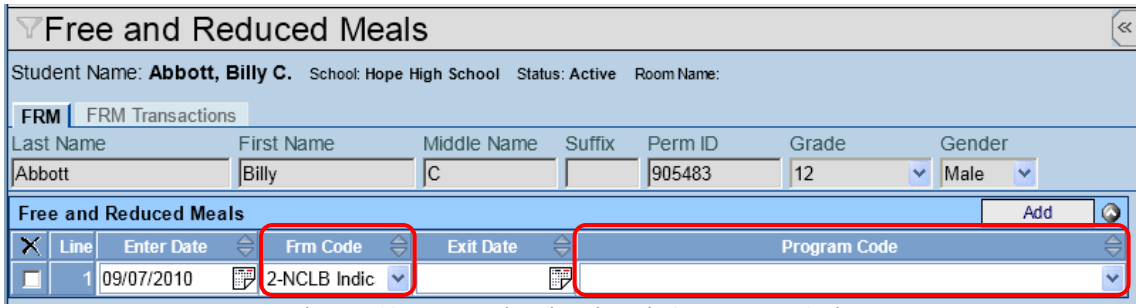

Figure 4.62 – Free and Reduced Meals Screen, FRM Code

The SAIS codes to be entered are the following (as of August 2011):

Code In Transaction	Description	Effective Dates
4	*Eligible for reduced fee lunch*	*FY2002 – FY2005*
5	*Eligible for free lunch*	*FY2002 – FY2005*
4	NCLB Indicator 2	FY2006 to present
5	NCLB Indicator 1	FY2006 to present

If a student is eligible for free or reduced meals, and the school is in federal school improvement, the program **27 – School Improvement Supplemental Education Services** can also be offered.

The FRM Code table is located under **K12.ProgramInfo,** and the table is named **FRM Code**.

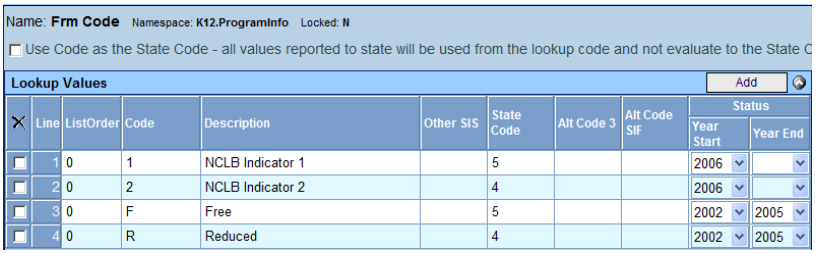

Figure 4.63 – FRM Code Lookup Table

The Program Code table is located under **K12.ProgramInfo,** and the table is named **FRM Prog Code**.

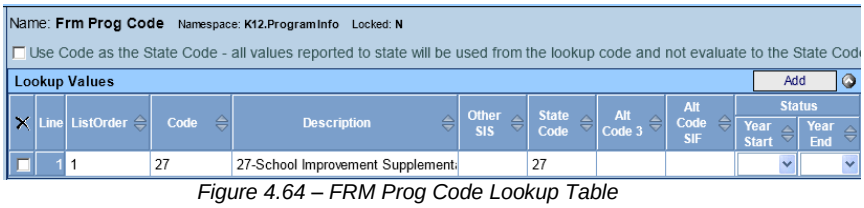

Figure 4.64 – FRM Prog Code Lookup Table

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The other needs and programs are configured through the **Needs/Programs Definition** screen. This is comprised of two sets of codes – one which defines the Needs and the other which specifies the Programs available for those needs. The SAIS codes to be entered are the following (as of August 2011):

Other Needs

Code in trans-action	Description	Need Group	Effective Dates
1	Quantitative (Math) Giftedness	Giftedness	
2	Language Arts (Verbal) Giftedness	Giftedness	
3	Non-Verbal Reasoning Giftedness	Giftedness	FY2004 to present
6	Homeless	Economic Disadvantage	
7	*Migrant Agriculture Employment*	*Economic Disadvantage*	*Removed from SAIS FY2005.*
8	Immigrant	Economic Disadvantage	
9	Neglected	Economic Disadvantage	
10	Delinquent	Behavioral Disadvantage	
11	Homebound – **DO NOT ENTER – indicated on Enrollment tab**	Health	
12	*Chronic Illness/Condition*	*Health*	*removed from SAIS FY2005*
13	Math	Academic Disadvantage	
14	Language Arts (reading and/or writing)	Academic Disadvantage	
15	Science	Academic Disadvantage	
16	Refugee	Economic Disadvantage	FY2004 to present
17	*School Improvement*	*Academic Disadvantage*	*Removed from SAIS FY2005.*
18	Social Studies	Academic Disadvantage	FY2004 to present
19	Other Academic Services	Academic Disadvantage	FY2004 to present
20	Evacuee	Economic Disadvantage	FY 2006 to present
21	Unaccompanied Youth	Economic Disadvantage	FY2009 to present
22	Vocational/Career	Economic Disadvantage	FY2010 to present
23	Health, Dental and Eye Care	Economic Disadvantage	FY2010 to present
24	Supporting Guidance/Advocacy	Economic Disadvantage	FY2010 to present
25	Other Support Services	Economic Disadvantage	FY2010 to present
NOND	This value represents "no need". This acts as a placeholder for some Support Programs that allow a child to participate without having any related Need.	none (in other words, no need)	FY2004 to present

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Other Programs

Code in trans-action	Short Description	Description	Source	Needs to which this applies	Effective Dates
21	21st Century program	The purpose of the 21st Century Community Learning Centers is to provide opportunities for academic enrichment, offer students a broad array of additional services, programs, and activities, and offer families of students served by community learning centers opportunities for literacy and related educational development. Therefore, the centers serve the Economic Disadvantage, Behavioral Disadvantage and Academic Disadvantage Need Groups.	ADE Student Services Dept	• Eligible for reduced or free lunch • Homeless • Immigrant • Migrant Agriculture Employment • Neglected • Refugee • Delinquent • Math • Language Arts • Science • Social Studies • Other Academic Services • No need	FY 2004 to present
22	*Homeless*	*Student receives services based on homeless designation*	*NCLB*	*Homeless*	*FY 2004 to FY 2006*
23	*Migrant Academic Support*	*Student participates in Migrant program for academic services*		*Migrant Agriculture Employment*	*Ended FY2005.*
24	*Migrant Health, Eye and Dental Services*	*Migrant student receives Health, Eye or Dental Services*	*NCLB*	*Migrant Agriculture Employment*	*Ended FY2005.*
25	*Migrant Support Services – Non-academic*	*Migrant student receives non-academic services*	*NCLB*	*Migrant Agriculture Employment*	*Ended FY2005.*
26	Neglected or Delinquent Program Services	Student receives Neglected or Delinquent Program Services	NCLB	• Neglected • Delinquent	FY 2004 to present
27	School Improvement Supplemental Education Services	Parent chooses supplemental services as a result of school improvement requirements *Effective FY 2006, this support program is only valid when correlating entity is "In School Improvement"*	NCLB	Eligible for free or reduced lunch AND the school must be designated as "in {federal} school improvement"	FY 2004 to present
28	Title I Mathematics	Student participates in Title I services for Mathematics	NCLB	Mathematics	FY 2004 to present
29	Title I Other Instructional Services	Student participates in Title I services for Other Academic services	NCLB	Other Academic Services	FY 2004 to present
30	Title I Reading/Language Arts	Student participates in Title I services for Reading	NCLB	Reading/ Language Arts	FY 2004 to present
31	Title I Science	Student participates in Title I services for Science	NCLB	Science	FY 2004 to present
32	Title I Social Studies	Student participates in Title I services for Social Studies	NCLB	Social Studies	FY 2004 to present
33	*Transportation/ Migrant*	*Migrant student receives Transportation services*	*NCLB*	*Migrant Agriculture Employment*	*Ended FY2005.*
34	Transportation/ School Choice	Transportation provided for parent choosing another school as a result of school improvement requirements *Effective FY 2006, this support program is only valid when sending entity is "In School Improvement"*	NCLB	No Need is necessary for the student, but the school must be designated as "in {federal} school improvement"	FY2004, FY2006 to present.
35	Gifted Program	Student participates in gifted education services	ARS 15-770	• Quantitative (Math) Giftedness • Language Arts (Verbal) Giftedness • Non-Verbal Reasoning Giftedness • No need	FY 2005 to present
36	Johnson-O'Malley Indian Education	Student participates in JOM Indian Education programs	CFR 25, 273.12	No Need is necessary for the student	FY 2005 to present

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37	Failing Schools Tutoring Program	Student participates in an underperforming or failing school tutoring program.	ARS15-241(Q)	• Math • Language Arts	FY2006 to present
38	Title I Vocational/Career	Student participates in Title I services for Vocational/Career	NCLB	• Vocational/Career	FY2010 to present
39	Title I Health, Dental and Eye Care	Student participates in Title I services for Health, Dental and Eye Care	NCLB	• Health, Dental and Eye Care	FY2010 to present
40	Title I Supporting Guidance/Advocacy	Student participates in Title I services for Supporting Guidance/Advocacy	NCLB	• Supporting Guidance/Advocacy	FY2010 to present
41	Title I Other Support Services	Student participates in Title I services for Other Support Services	NCLB	• Other Support Services	FY2010 to present

Note: For needs that have no programs associated with them, a program code of **99 – No Program** can be entered as well.

The needs and programs are entered into the student's records using the **Student Needs screen**. The need is listed under the **Need Description** column, and the program is shown under the **Program Code** column

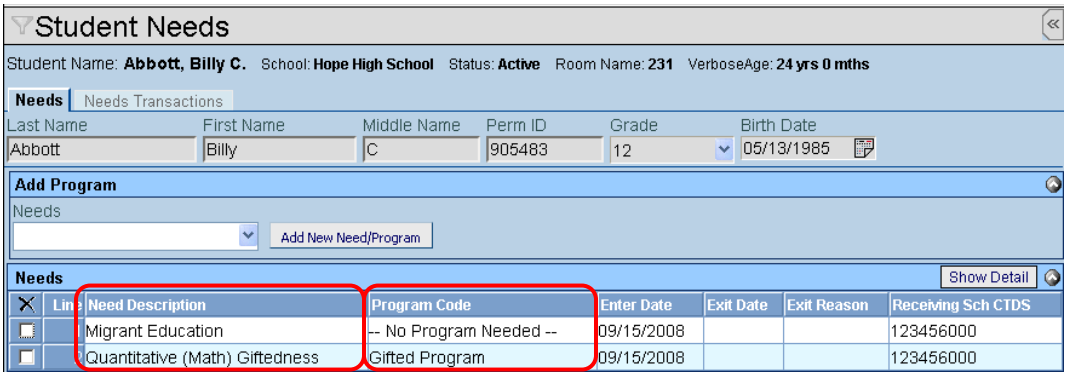

Figure 4.65 – Student Needs Screen

To enter a new need:

1. Go to the **Needs/Programs Definition** screen, found under Synergy SIS > Student Programs > Setup.

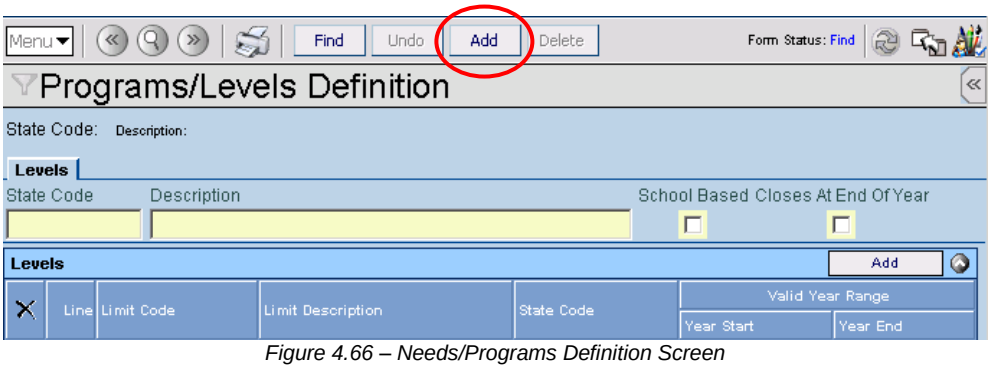

Figure 4.66 – Needs/Programs Definition Screen

2. Click the **Add** button at the top of the screen.

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3. A new Programs/Levels Definition screen pops-up in a new window. Enter the **State Code** and the **Description** for the need.

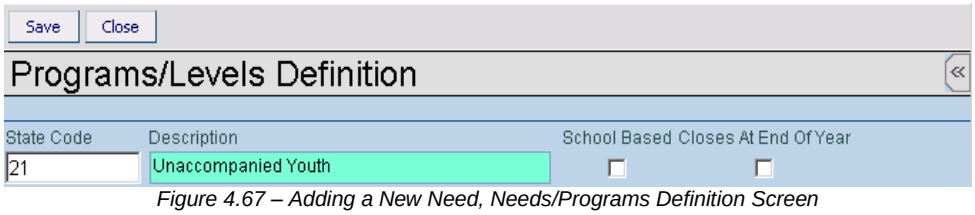

Figure 4.67 – Adding a New Need, Needs/Programs Definition Screen

4. If all the students at a school are eligible for this need, check the **School Based** checkbox to submit a need and program for the entire school. For more information about setting up a need and program for an entire school, such as a Title I program, please see the following section in this chapter.
5. If students must be withdrawn from the program at the end of the school year, check the **Closes At End of Year** box.
6. Click the **Save** button to save the new need.

To enter a new program that is associated with a need:

1. Go to the **Needs/Programs Definition** screen, found under Synergy SIS > Student Programs > Setup.
2. Find a need for which the program can be used by using the **Scroll** buttons or the **Find** button.

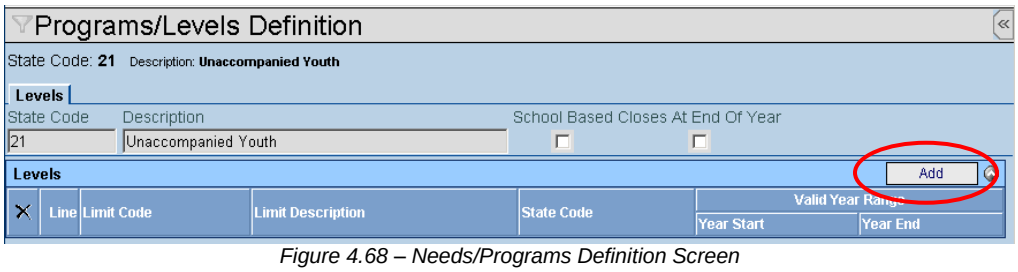

Figure 4.68 – Needs/Programs Definition Screen

3. Click the **Add** button in the levels section.
4. In the blank line that is added, enter the program code in the **Limit Code** column and the **State Code** column. Enter the description of the program in the **Limit Description** column.

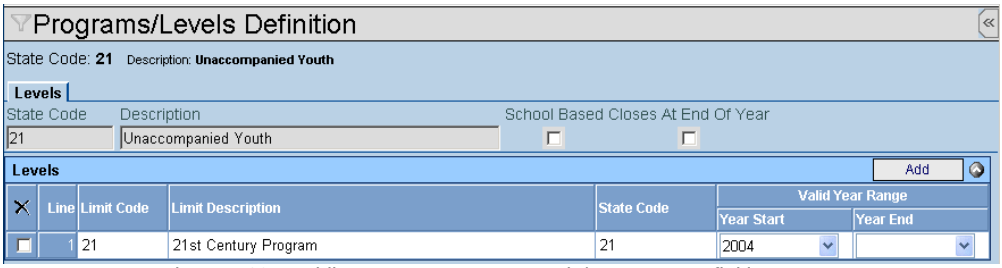

Figure 4.69 – Adding a new program, Needs/Programs Definition screen

5. If appropriate, enter **Year Start** and **Year End** to indicate the years for which the program is valid.
6. Click the **Save** button to save the program.

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To edit an existing need:

1. Find the need to edit using the **Find** button or the **Scroll** buttons
2. Click on the **Menu** button, and choose **Edit Need Definition Data**.

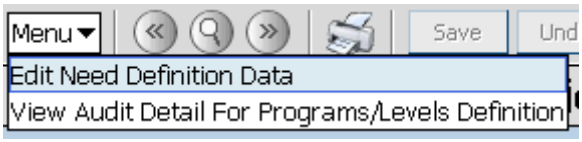

Figure 4.70 – Menu Button, Needs/Programs Definition Screen

3. The fields for the need turn white, and the text can then be edited.

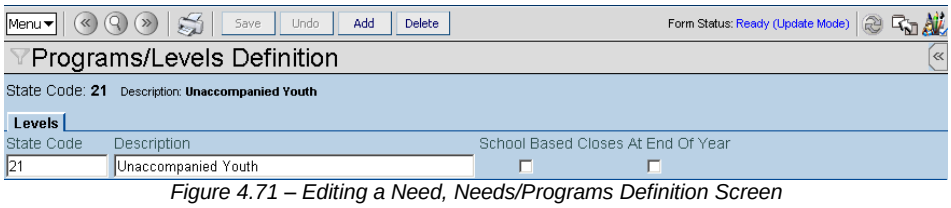

Figure 4.71 – Editing a Need, Needs/Programs Definition Screen

4. Click the **Save** button at the top of the screen to save the changes.

The final setup needed for the Student Needs screen is to populate the **Msc Exit Reason** lookup table. This code is used to indicate the reason the student left the program. This code is not mandated by the state, so these values may be determined by the district.

The **Msc Exit Reason** is entered in the **Student Needs** screen, in the Exit Reason column.

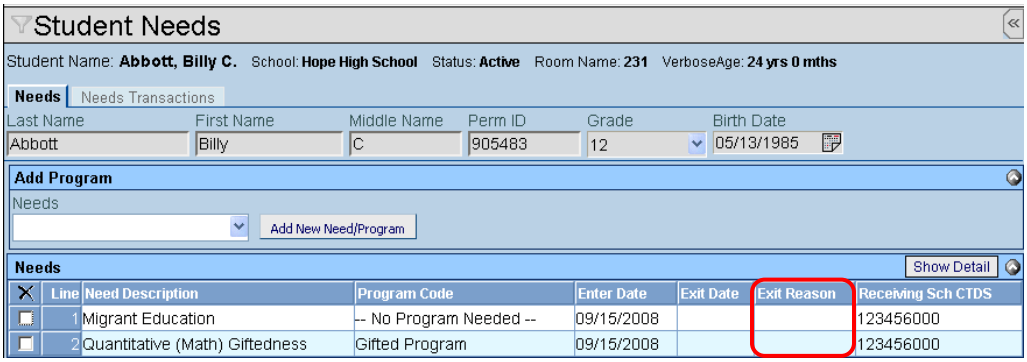

Figure 4.72 – Student Needs Screen, Exit Reason

The Exit Reason table is located under **K12.ProgramInfo,** and the table is named **Msc Exit Reason**.

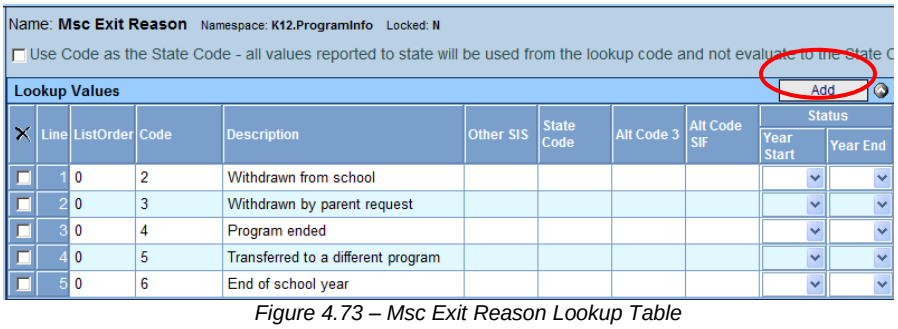

Figure 4.73 – Msc Exit Reason Lookup Table

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To correctly configure the **Homeless** need so that the **Nighttime Residence** information may be gathered, two screens need to be setup. First, the Homeless need must be added to the Programs/Levels Definition with a State Code of 6. **The state code must be 6 exactly, and cannot be entered as 06.**

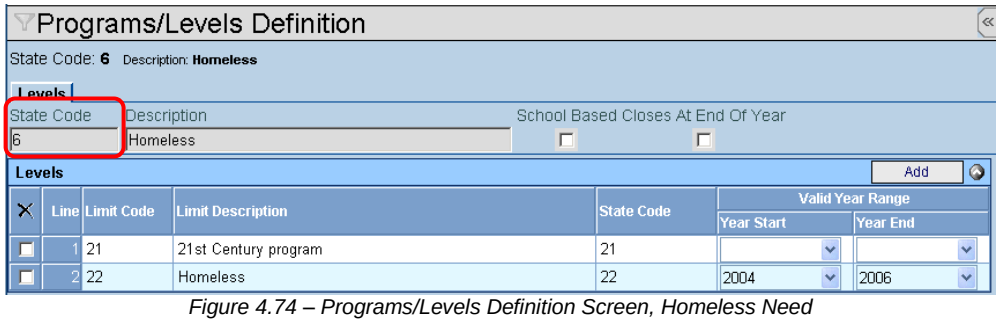

Figure 4.74 – Programs/Levels Definition Screen, Homeless Need

The **Homeless** need also requires an additional lookup table to be configured. The SAIS codes to be entered are the following (as of August 2011):

Code in transaction	Short Description	Long Description
1	Sheltered	Student living in temporary shelters, such as homeless shelters, domestic violence shelters, or transitional housing programs, or temporary foster care placements
2	Doubled Up	Student temporarily sharing the housing of other persons (friends or relatives) due to loss of housing, economic hardship, or a similar reason.
3	Unsheltered	Student living in abandoned buildings, campgrounds and vehicles, inadequate trailer parks, bus and train stations, substandard housing or abandoned in the hospital.
4	Hotel/Motel	Student temporarily living in a hotel or motel due to lack of alternate adequate accommodations
5	*Unknown*	** This category should only be used as a last resort. Since type of residence is the basis for identifying homelessness, the type of residence should be reported at the time of identification of homelessness. The local liaison should have only the most unusual circumstance to use this classification.* **Per ADE, this code should not be used or submitted to the state.**

The nighttime residence for homeless students is entered in the detailed screen of the Student Needs screen when Homeless is selected as the need. It only appears for the Homeless need.

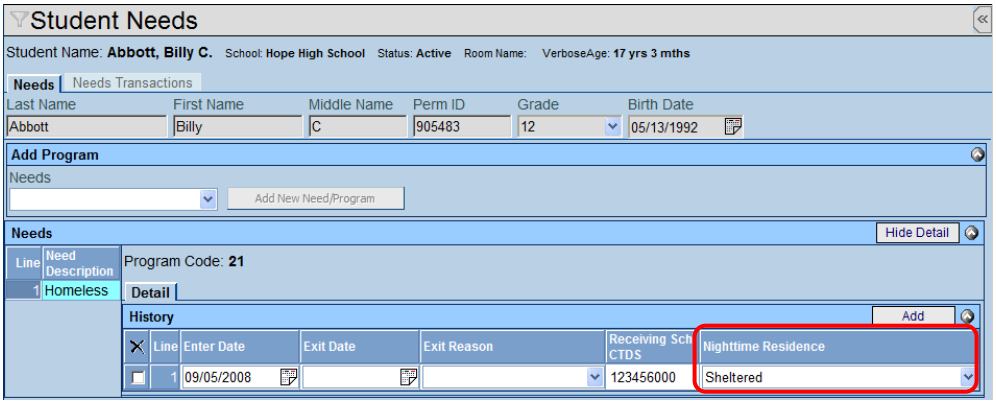

Figure 4.75 – Student Needs Screen, Detailed Screen, Homeless

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The Nighttime Residence table is located under **K12.ProgramInfo,** and the table is named **Nighttime Residence**.

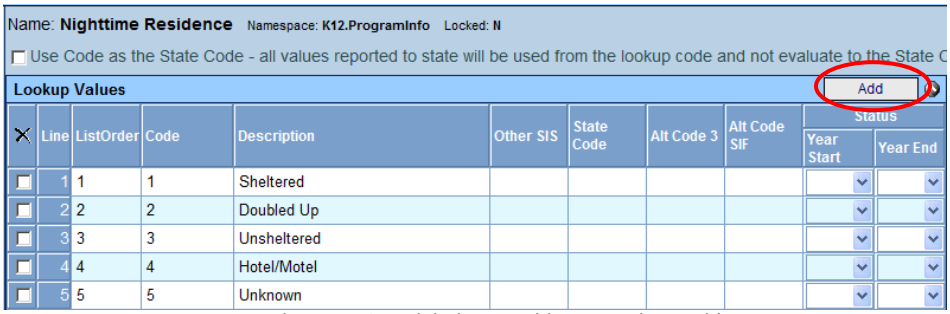

Figure 4.76 – Nighttime Residence Lookup Table

SCHOOL-WIDE NEEDS & PROGRAMS

If a need and program are used for all students at a school, such as Title I, or if all students qualify for free or reduced meals, these needs/programs can be set at the school level rather that individually entered for each student.

To report all students at a school as eligible for free or reduced meals:

1. Go to the **School Setup** screen, found under Synergy SIS > System Setup.

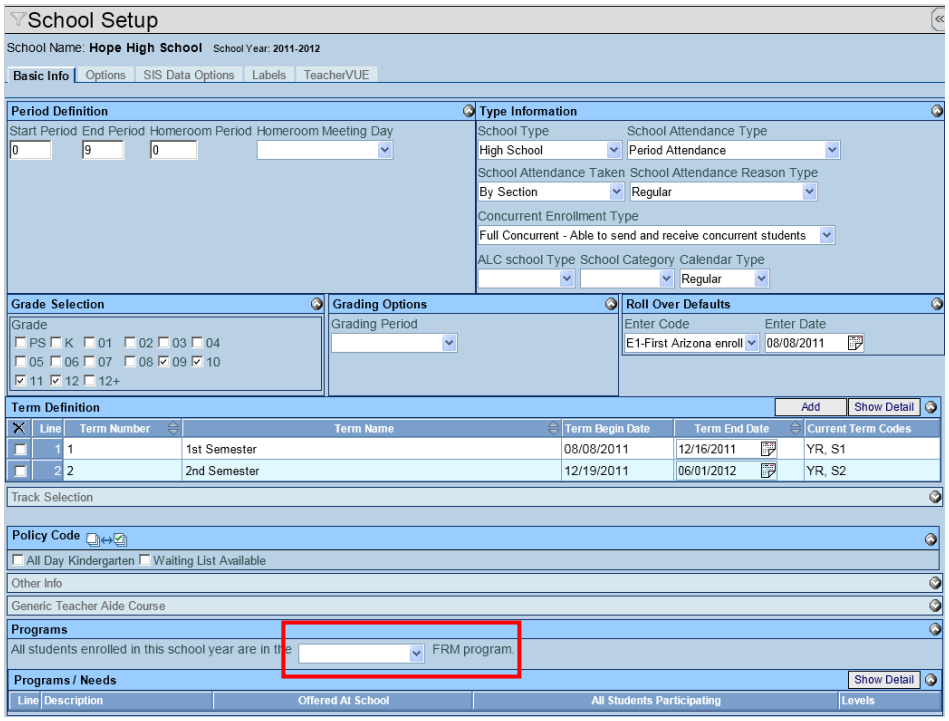

Figure 4.77 – School Setup Screen, FRM

2. Select either **NCLB Indicator 1 or 2** from the **FRM** drop-down.
3. Click the **Save** button at the top of the screen.

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To report a need and program for all students at a school:

1. Go to the **Needs/Programs Definition** screen, found under Synergy SIS > Student Programs > Setup.
2. Find the need by using the **Scroll** buttons or the **Find** button.
3. Click on the **Menu** button, and choose **Edit Need Definition Data**.

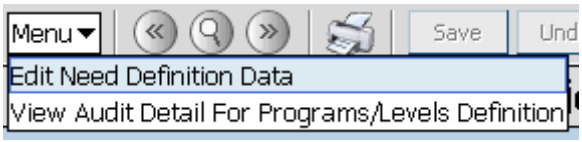

Figure 4.78 – Menu Button, Needs/Programs Definition Screen

4. Check the **School Based** box.

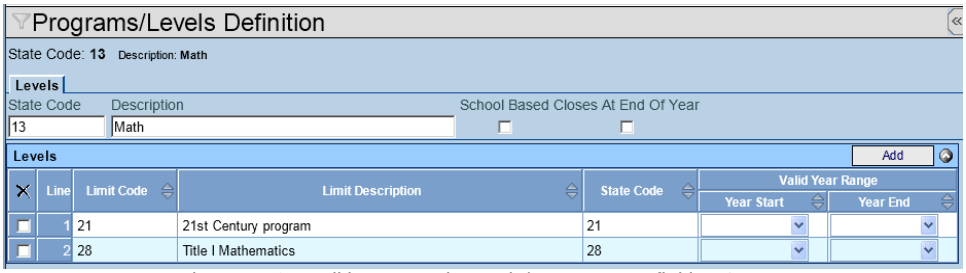

Figure 4.79 – Editing a Need, Needs/Programs Definition Screen

4. Click the **Save** button at the top of the screen to save the changes.
5. Go to the **School Setup** screen, found under Synergy SIS > System Setup.

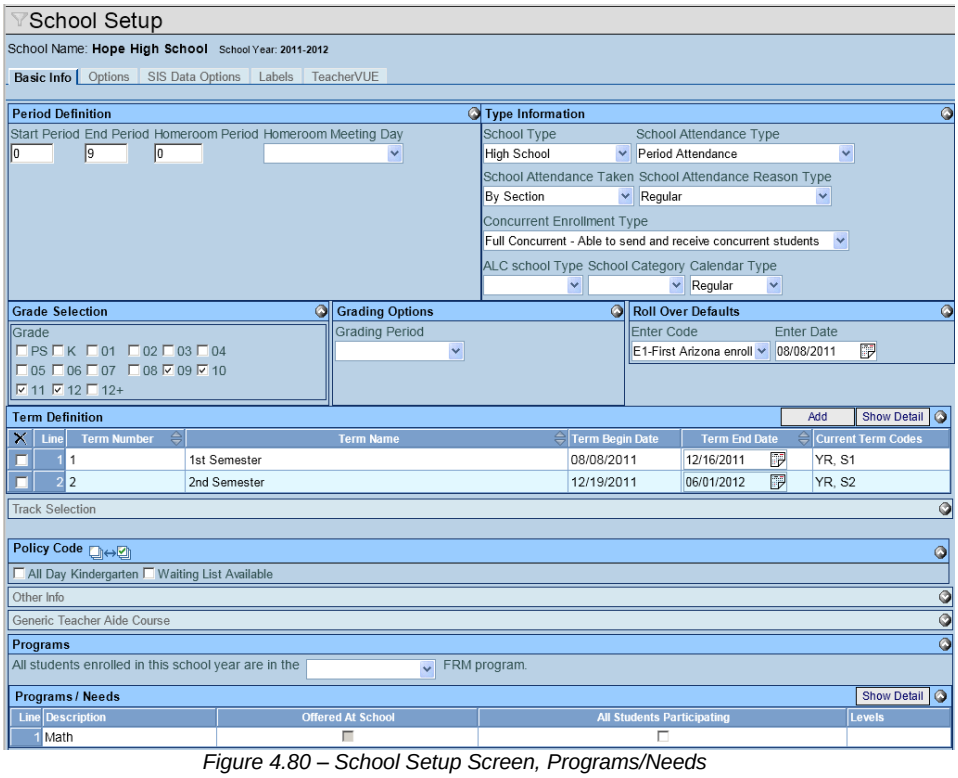

Figure 4.80 – School Setup Screen, Programs/Needs

6. The need marked school based now appears in the Programs/Needs section. Click the **Show Detail** button to select the program to be reported.

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6. In the detailed screen, check the **Program** to be reported, and the **Grade** levels to be reported.

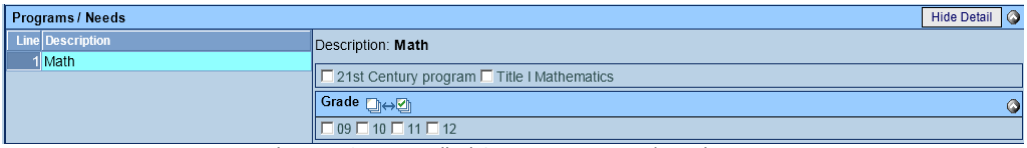

Figure 4.81 – Detailed Screen, Programs/Needs

7. Click the **Save** button at the top of the screen.
8. This need and program will then be uploaded to the state for the students in the grades selected. The transactions will show on the **Needs Transactions tab** of the Student Needs screen, but a student needs record will **not** be inserted into the student's records on the Needs tab.

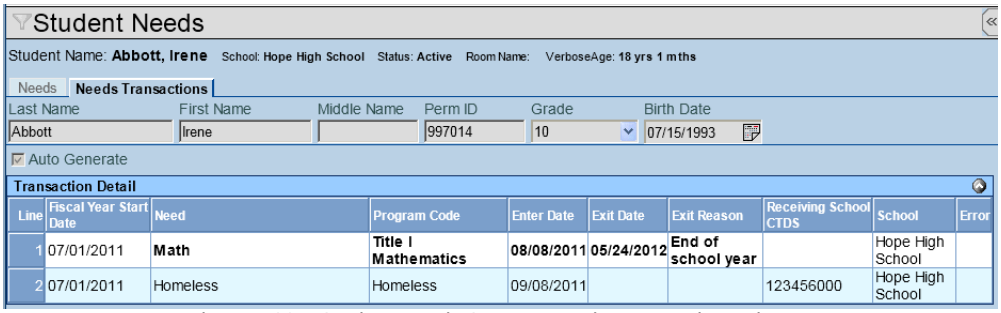

Figure 4.82 – Student Needs Screen, Needs Transaction Tab

STUDENT GATE

The Student GATE screen is used to document the application and acceptance process for students applying to a Gifted & Talented Education (GATE) program such as a magnet school. Before using the screen, several lookup tables need to be setup. Since this information is not reported to the state, the values in the lookup tables can be whatever the district needs.

There are 5 lookup tables to create for the Student GATE program: GATE Category, GATE Code, GATE Exit Reason, GATE Program, and GATE Test.

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The **GATE Category** is used to indicate the category of the program or school. It is used in the Student GATE screen to create checkboxes for the category, as shown below:

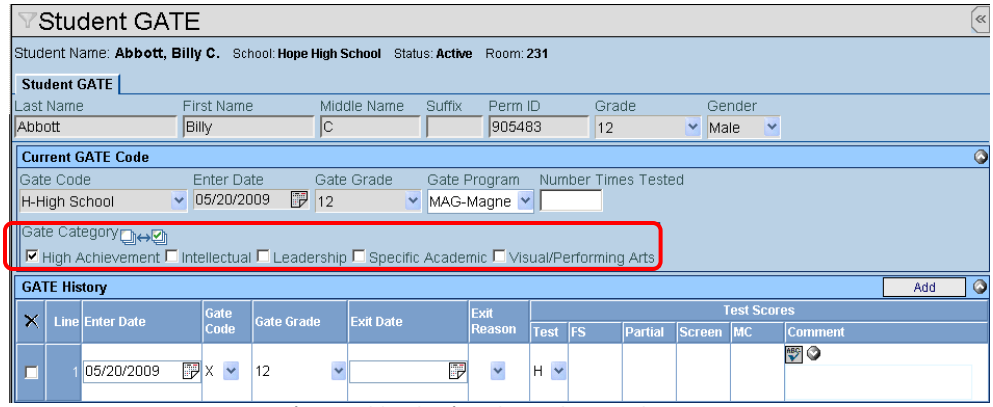

Figure 4.83 – Student GATE Screen, Category

The Gate Category table is located under **K12.ProgramInfo,** and the table is named **GATE Category**.

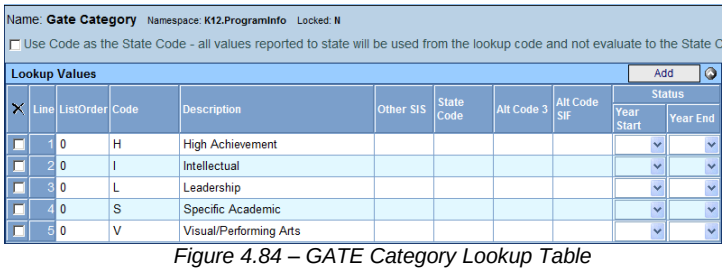

Figure 4.84 – GATE Category Lookup Table

The **GATE Codes** are used to indicate the student's status in the program for each record.

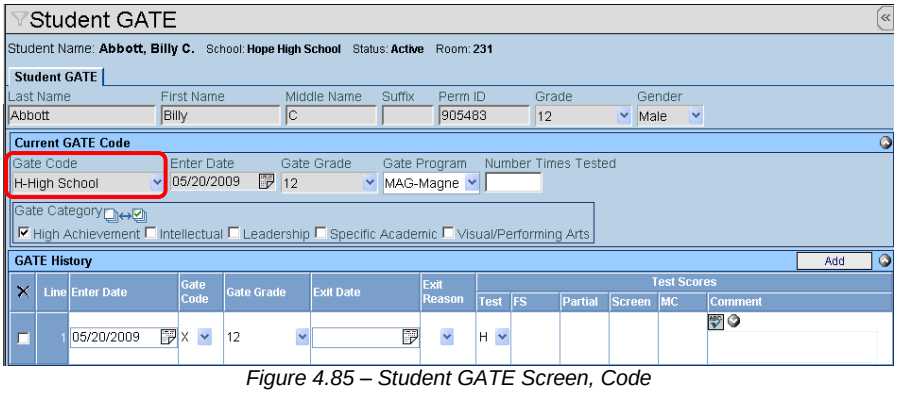

Figure 4.85 – Student GATE Screen, Code

The GATE Code table is located under **K12.ProgramInfo,** and the table is named **GATE Code**.

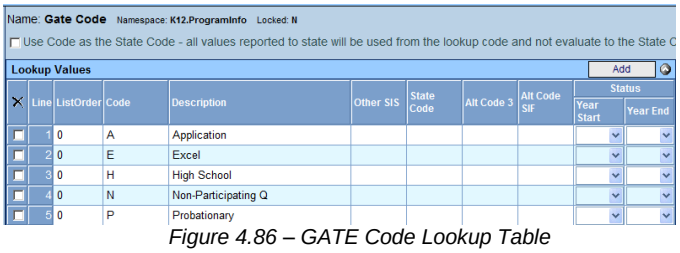

Figure 4.86 – GATE Code Lookup Table

The **GATE Exit Reason** table lists the reasons why a student may have left the GATE program.

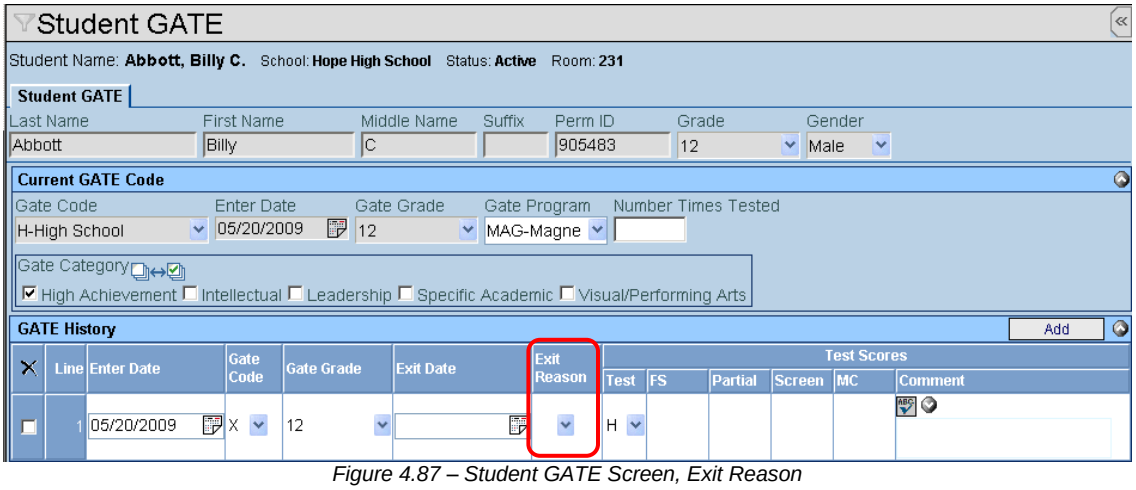

Figure 4.87 – Student GATE Screen, Exit Reason

The GATE Exit Reason table is located under **K12.ProgramInfo,** and the table is named **GATE Exit Reason**.

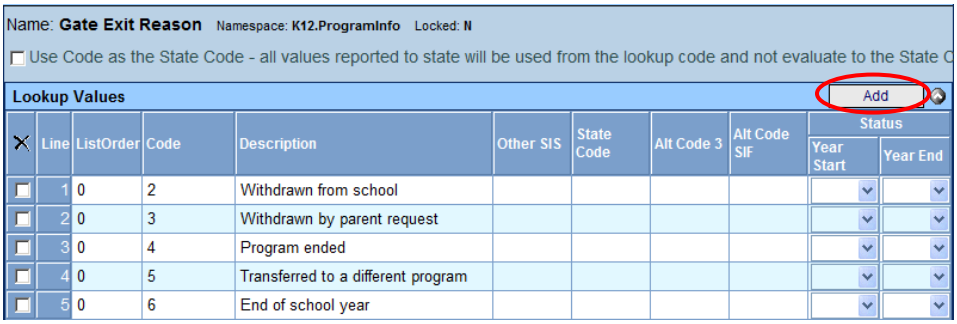

Figure 4.88 – GATE Exit Reason Lookup Table

The **GATE Program** table is used to indicate the name of the program.

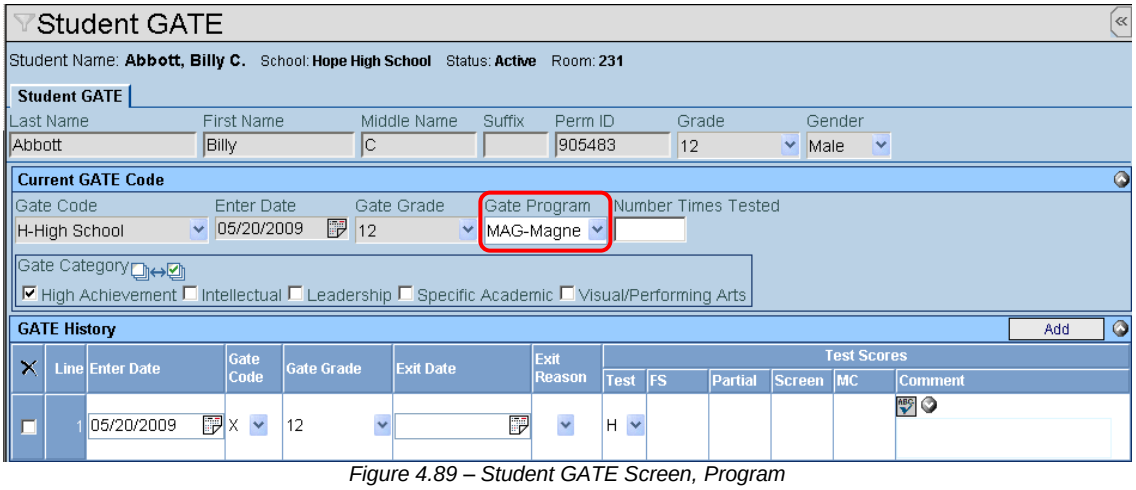

Figure 4.89 – Student GATE Screen, Program

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The GATE Program table is located under **K12.ProgramInfo,** and the table is named **GATE Program**.

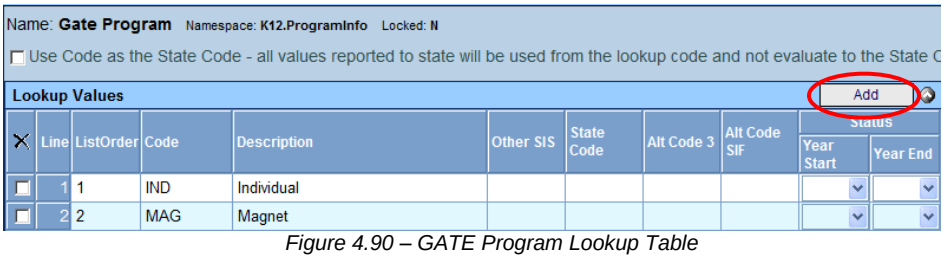

Figure 4.90 – GATE Program Lookup Table

The **GATE Test** lists the type of tests administered as part of the admission process or ongoing progress monitoring of the program.

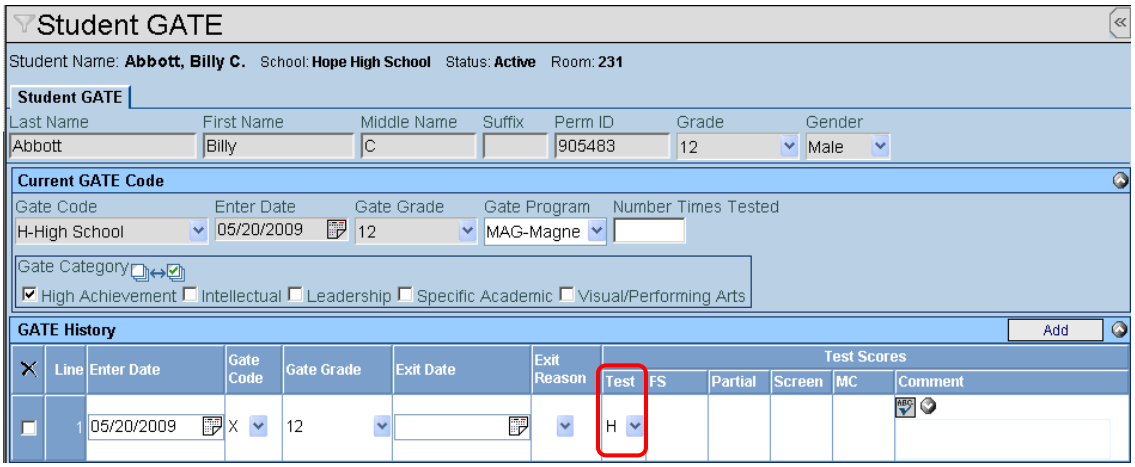

Figure 4.91 – Student GATE Screen, Test

The GATE Test table is located under **K12.ProgramInfo,** and the table is named **GATE Test**.

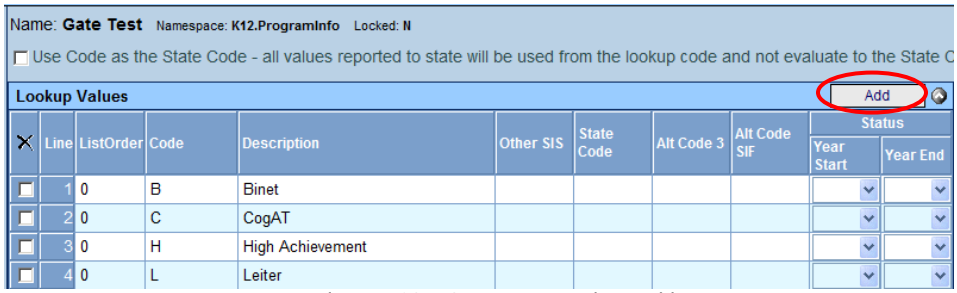

Figure 4.92 – GATE Test Lookup Table

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OVERALL STUDENT PROGRAMS TRANSACTIONS SETUP

The final setup needed to report student program participation to the state is to specify the default settings on the District Setup. To configure these settings:

1. Go to the **District Setup** screen, found under Synergy SIS > System > Setup

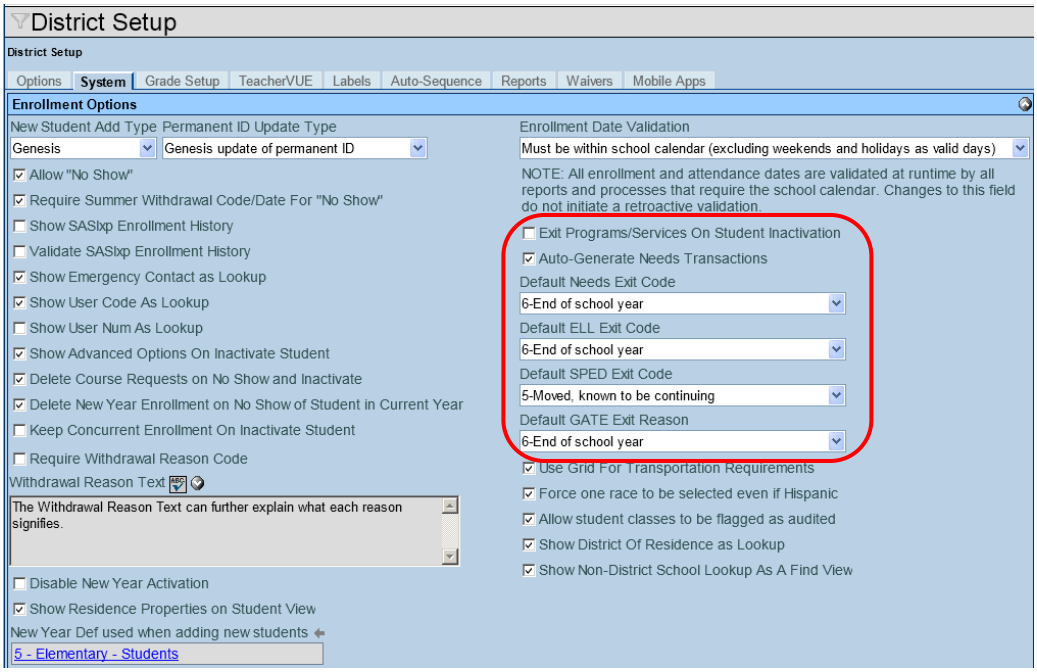

Figure 4.93 – District Setup Screen

2. To automatically enter an exit date and code for all student programs when the student is inactivated on the Student screen, check the box labeled **Exit Programs/Services On Student Inactivation**.
3. To have Synergy SIS automatically create the records needed to submit the data for all student programs, click the **Auto-Generate Needs Transactions**.
4. If the district is setup to auto-generate transactions or automatically exit students from programs, be sure to select the **Default Exit Code or Reason for the Needs, ELL, SPED, and GATE** programs.
5. Click the **Save** button at the top of the screen to save the changes.

Note: Generally, it is not recommended to turn on both the Exit Programs/Services on Student Inactivation and Auto-Generate Needs Transactions, as once the student is withdrawn an auto-generated transaction will not occur until the student is re-entered in the program. However, an auto-generated transaction will automatically put an exit date for the program when the student is withdrawn.

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AZ SAFE REPORTING

Starting in FY2009, the state of Arizona implemented the AZ Safe program to track student disciplinary incidents. The data needed for upload to the AZ Safe program is entered through the Discipline Incident screens, and the setup for these screens is outlined in the *Synergy SIS – Discipline and Conference Administrator Guide*. Once the data has been captured, it is uploaded by extracting a file from Synergy SIS and uploading the file through the AZ Safe web interface.

The key parts of the Discipline Incident setup for AZ Safe are:

1. On the **System tab** of the **District Setup** screen, select **Incident** from the **Discipline Type** drop-down list.

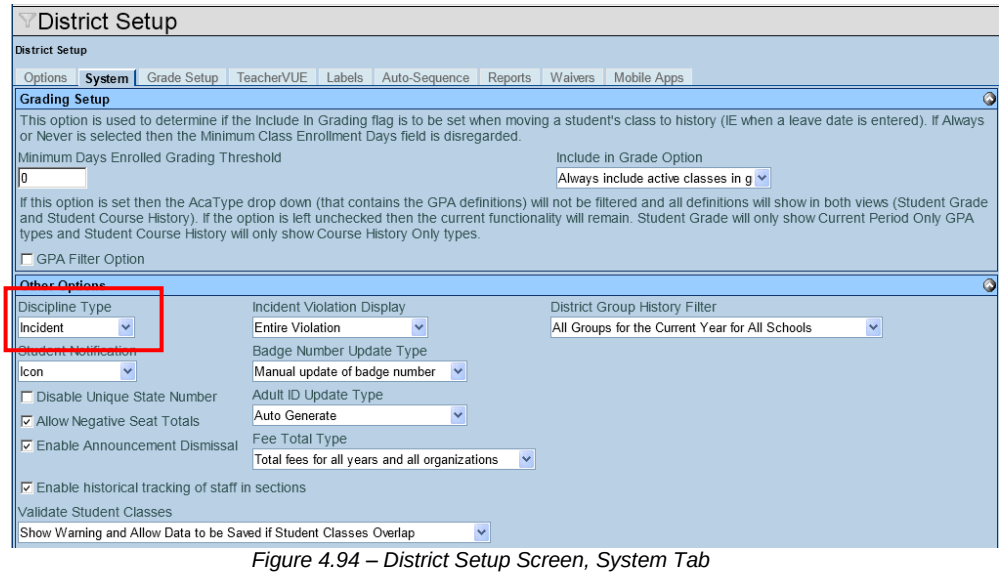

Figure 4.94 – District Setup Screen, System Tab

2. Be sure that the **District Discipline Codes** match the state requirements, and update the codes every year with any modifications mandated by the state.
3. Be sure that the **District Disposition Codes** match the state requirements, and update the codes every year with any modifications mandated by the state.
4. If the district discipline codes are not mandatory for all schools at the district, check the **School Discipline Codes** to ensure that schools have opted-in to the state-mandated codes.
5. If the district disposition codes are not mandatory for all schools at the district, check the **School Disposition Codes** to ensure that schools have opted-in to the state-mandated codes

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6. In the School Disposition Code screen, it is strongly recommended that **Calculate Disposition Days** be checked. Most staff assume the days will auto-calculate and do not enter this information, which is required for the state upload.

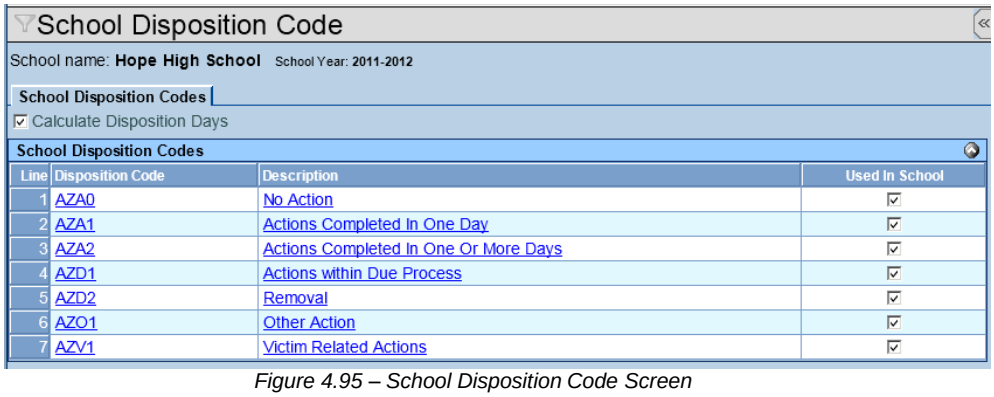

Figure 4.95 – School Disposition Code Screen

5. The **Race/Ethnicity** lookup table must be updated so that the codes are listed in the order shown below, and the state codes are entered correctly.

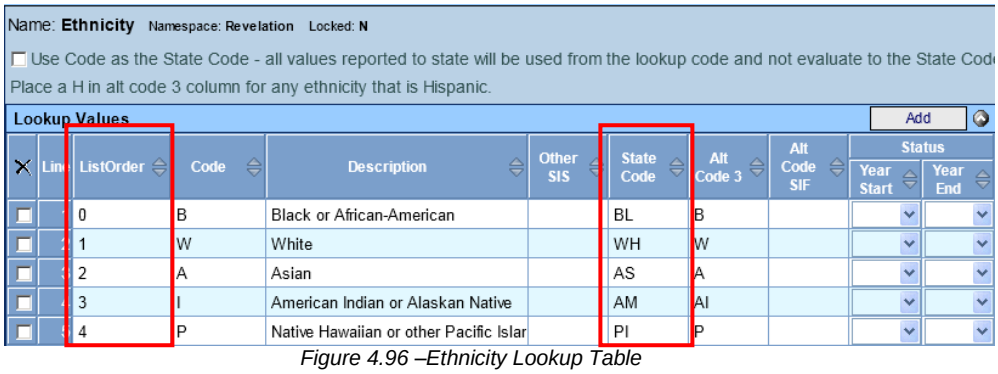

Figure 4.96 –Ethnicity Lookup Table

Once the incidents have been recorded in Synergy SIS, the AZ Safe Extract can be run and the resulting file uploaded to the state. For instructions on creating the extract and correcting common errors, please see the *Synergy SIS – State of Arizona Data Reporting User Guide*.

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Chapter Five: SECURITY

In this chapter, the following topics are covered:

- Where security for SAIS-related screens may be defined
- Where security for Student Programs related screens may be defined

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Security for each of the screens discussed throughout this manual is defined by two options: the PAD Security screen and the Security Definition screen. Both of these screens are found under Synergy SIS > System > Security. How each of these screens work and how security is defined is covered in detail in the ***Synergy SIS - Security Administrator Guide***. This chapter outlines where the security for each part of each State Data Reporting-related screen may be defined in the Security Definition screen.

SAIS SCHOOL SETUP SECURITY

All of the drop down fields, text boxes and the user attendance checkbox on the **SAIS School Setup** screen, found under Synergy SIS > AZ > SAIS, can be secured using this security node:

K12.AZ.SchoolSetup

The Grades checkboxes are not affected.

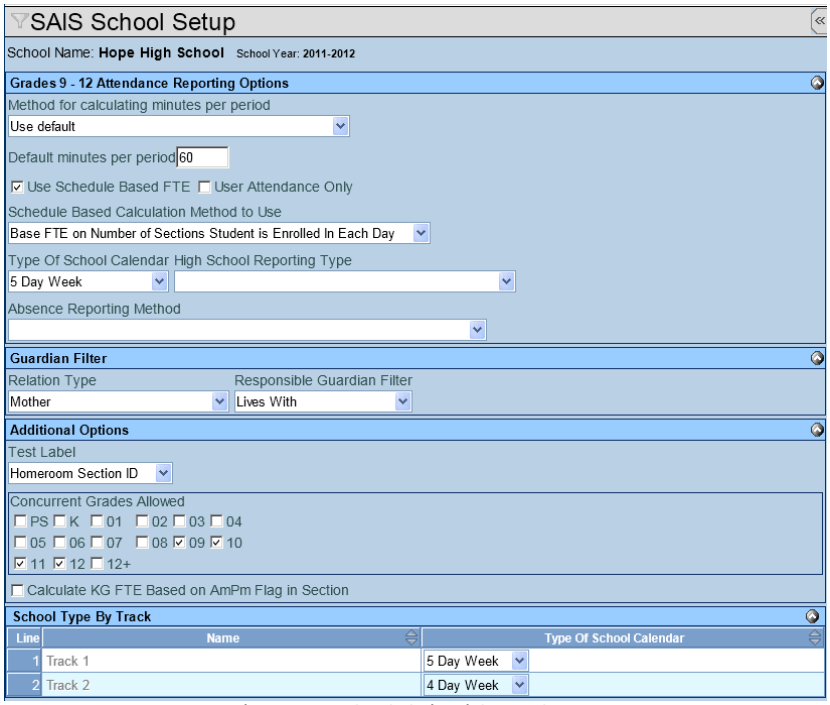

Figure 5.1 – SAIS School Setup Screen

The following security node does not provide a visible change in security on the screens:

- K12.AZ.SchoolSetupAZUI

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SAIS SUBMISSION SETUP SECURITY

The entire **Schools tab** of the SAIS Submission Setup screen, found under Synergy SIS > AZ > SAIS > Setup, can be secured using the security node:

K12.AZ.SAIS.SchoolsSelected

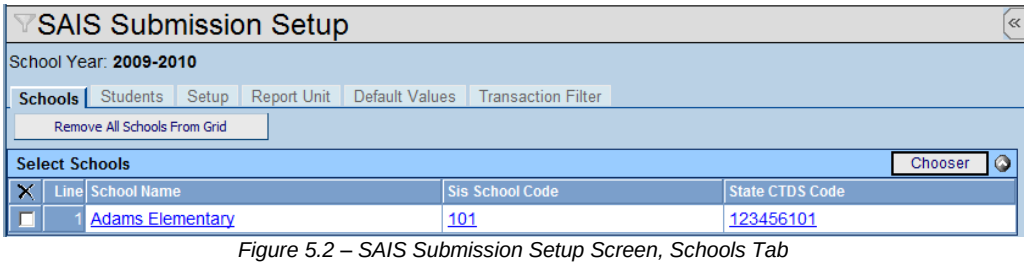

Figure 5.2 – SAIS Submission Setup Screen, Schools Tab

The **Select Students to Include section** of the Schools tab of the SAIS Submission Setup screen, found under Synergy SIS > AZ > SAIS > Setup, can be secured using the security node:

K12.AZ.SAIS.StudentsSelected

The **Select Students to Exclude** section is controlled using the security node:

K12.AZ.SAIS.StudentsExcluded

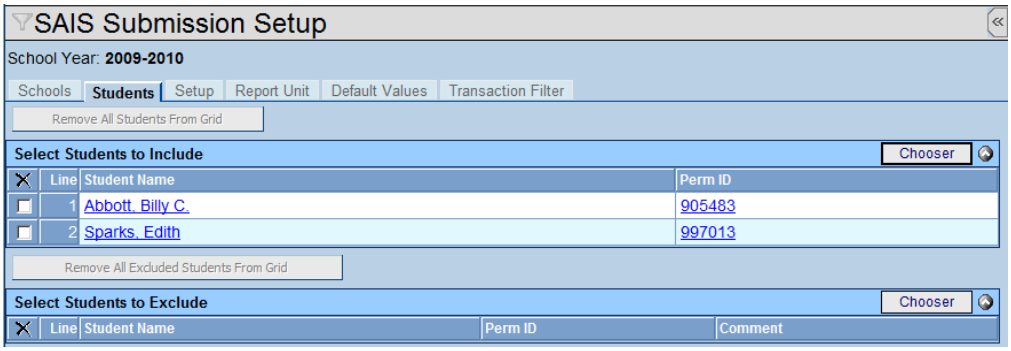

Figure 5.3 – SAIS Submission Setup Screen, Students Tab

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The entire **Setup tab** of the SAIS Submission Setup screen is controlled by the security node:

K12.AZ.SAIS.Setup

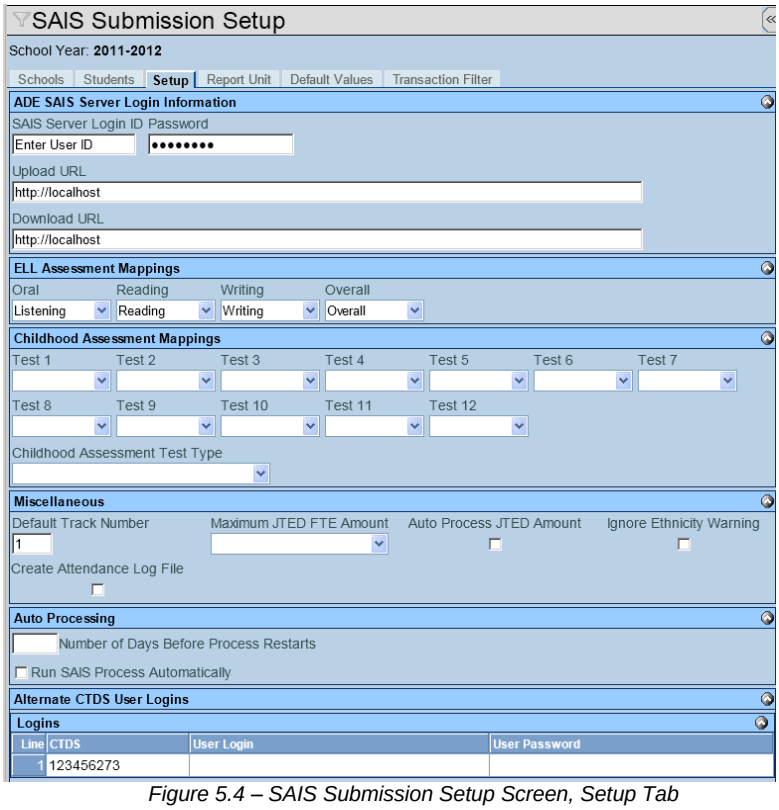

Figure 5.4 – SAIS Submission Setup Screen, Setup Tab

The entire **Report Unit tab** of the SAIS Submission Setup screen is controlled by the security node:

K12.AZ.SAIS.ReportingUnit

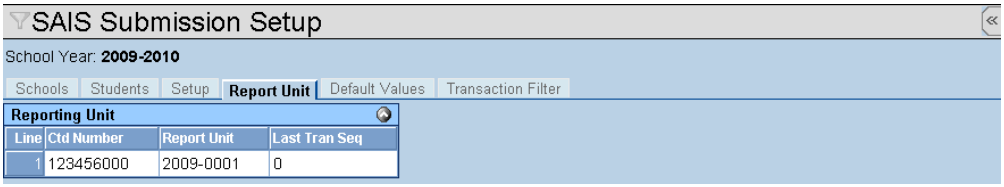

Figure 5.5 – SAIS Submission Setup Screen, Report Unit Tab

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The entire **Default Values tab** of the SAIS Submission Setup screen is controlled by the security node:

K12.AZ.SAIS.TransactionDefaultValues

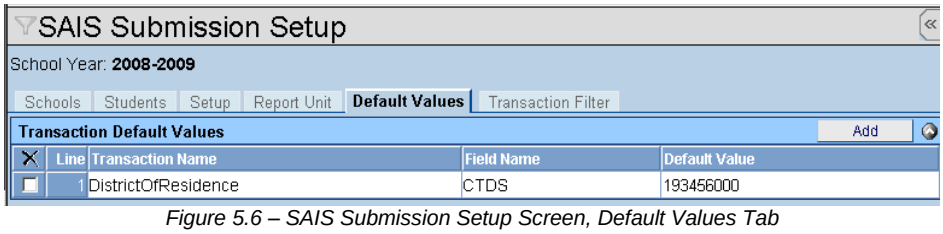

Figure 5.6 – SAIS Submission Setup Screen, Default Values Tab

The entire **Transaction Filter tab** of the SAIS Submission Setup screen is controlled by the security node:

K12.AZ.SAIS.SAISTransactionFilter

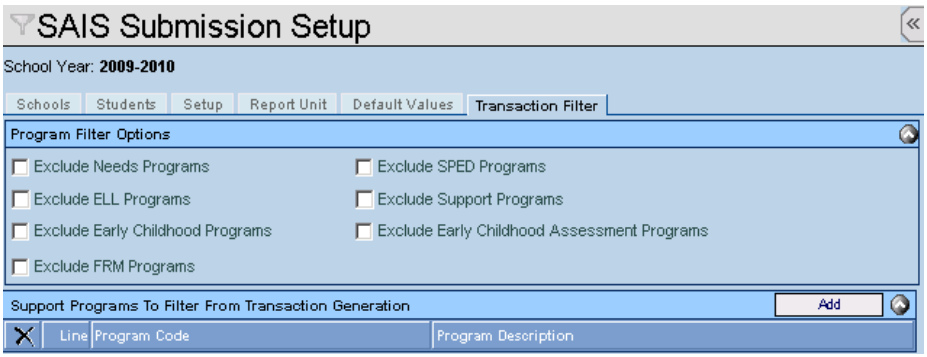

Figure 5.7 – SAIS Submission Setup, Transaction Filter Tab

The following security nodes do not provide a visible change in security on the screens:

- K12.AZ.SAIS.ResetStudentGrid
- K12.AZ.SAIS.ResetStudents
- K12.AZ.SAIS.RevYearSAIS
- K12.AZ.SAIS.SAISUserLoginGrid
- K12.AZ.SAIS.SAISUserLogins

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COMMUNITY COLLEGE SECURITY

The entire **Community College** screen, found under Synergy SIS > AZ > SAIS, can be secured using this security node:

K12.AZ.CommunityCollege

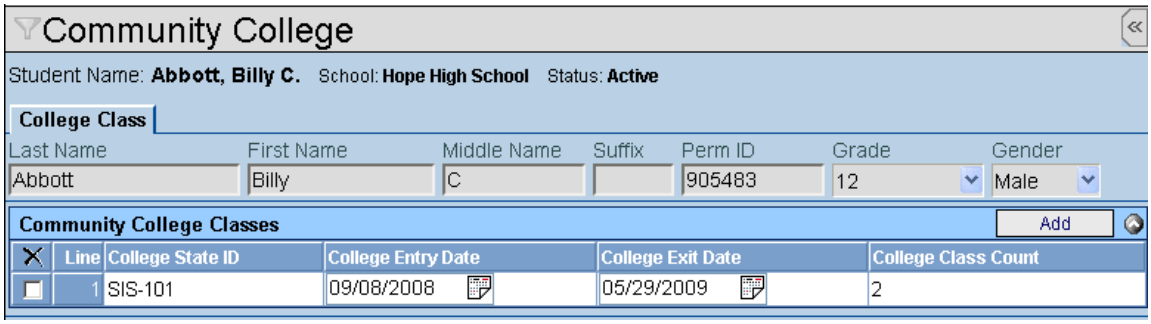

Figure 5.8 – Community College Screen

SAIS COMPARISON SECURITY

The entire **SAIS Comparison** screen, found under Synergy SIS > AZ > SAIS, can be secured using this security node:

K12.AZ.SAIS.AZStateDocumentGrid

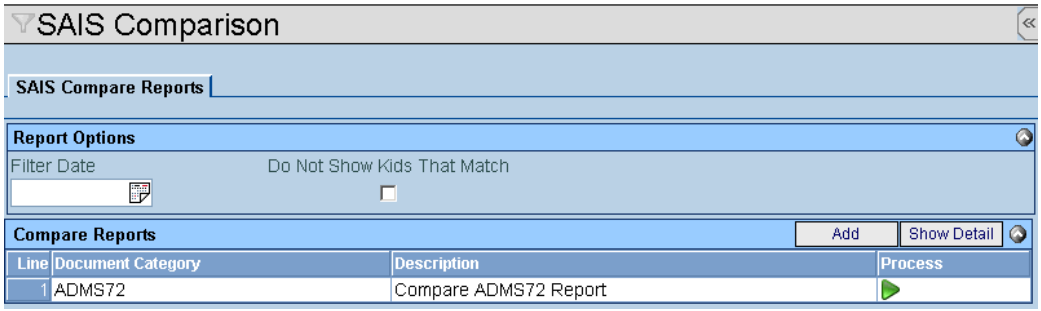

Figure 5.9 – SAIS Comparison Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.AZ.SAIS.AZDocumentData
- K12.AZ.SAIS.AZStateDocument
- K12.AZ.SAIS.SAISComparisonUI
- K12.AZ.SAIS.FileCompareGrid
- K12.AZ.SAIS.SaisComparisonRI

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SAIS SUBMISSION SECURITY

Almost everything on the **SAIS Submission screen**, found under Synergy SIS > AZ > SAIS, is read-only already, so the best security option for this screen is to use the PAD Tree.

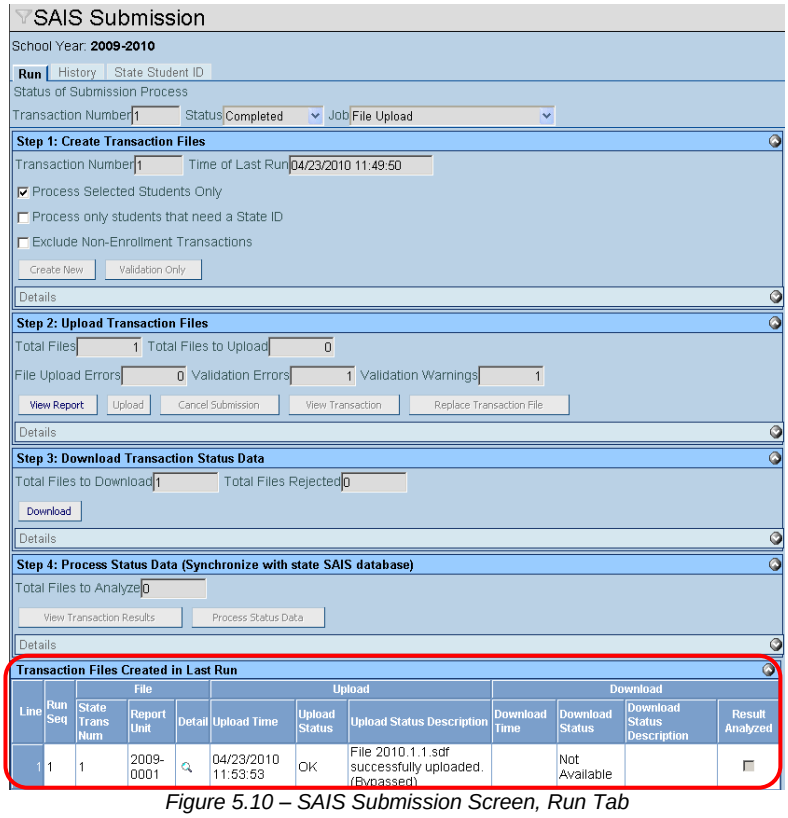

Figure 5.10 – SAIS Submission Screen, Run Tab

The security node **K12.AZ.SAIS.StuDetailFile** does lock down the Transaction Files section.

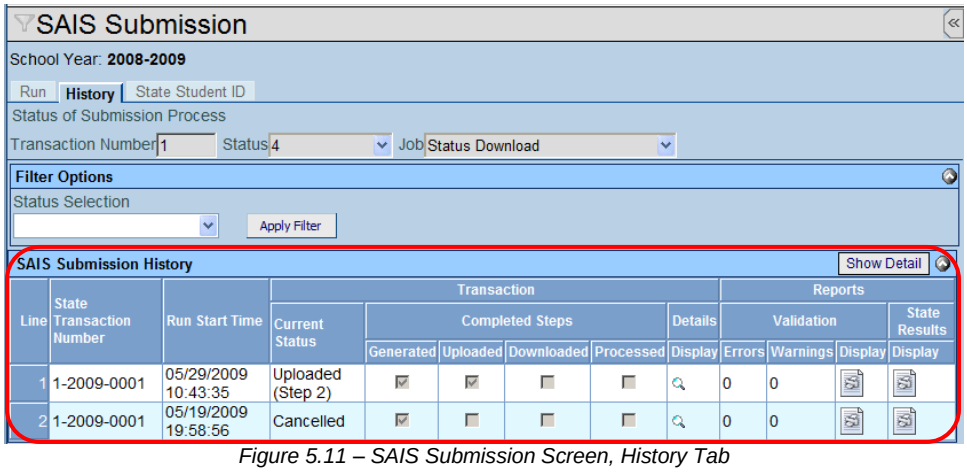

Figure 5.11 – SAIS Submission Screen, History Tab

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And the security node **K12.AZ.SAIS.SAISHistoryGrid** locks down the SAIS Submission History Section.
However, the following security nodes do not provide a visible change in security on the screens:

- K12.AZ.SAIS.SubmissionUI
- K12.AZ.SAIS.TransactionRunUI
- K12.AZ.SAIS.AZADMHelper
- K12.AZ.SAIS.EmptyStateStudentID
- K12.AZ.SAIS.PendingStateStudentID
- K12.AZ.SAIS.StuSchYear
- K12.AZ.SAIS.SchDataError
- K12.AZ.SAIS.SchoolTransactionRun
- K12.AZ.SAIS.SchoolTransactionStatus
- K12.AZ.SAIS.SchStuErrorStatus
- K12.AZ.SAIS.SchStuTransactionRun
- K12.AZ.SAIS.StateStuID
- K12.AZ.SAIS.StuDataError
- K12.AZ.SAIS.StudentSaisSystemError
- K12.AZ.SAIS.StudentTransactionFailureFB
- K12.AZ.SAIS.StudentTransactionFB
- K12.AZ.SAIS.StudentTransactionRI
- K12.AZ.SAIS.StuTransErrorStatus
- K12.AZ.SAIS.SubmissionRunStatus
- K12.AZ.SAIS.TransactionRun
- K12.AZ.SAIS.TransactionCreationRI
- K12.AZ.SAIS.TransactionStatusRI
- K12.AZ.SAIS.TransactionType

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SAIS TRANSACTION MAINTENANCE SECURITY

The entire **SAIS Student Maintenance tab** of the SAIS Transaction Maintenance screen, found under Synergy SIS > AZ > SAIS > Setup, is controlled by the security node:

K12.AZ.SAIS.SAISMaintenanceGrid

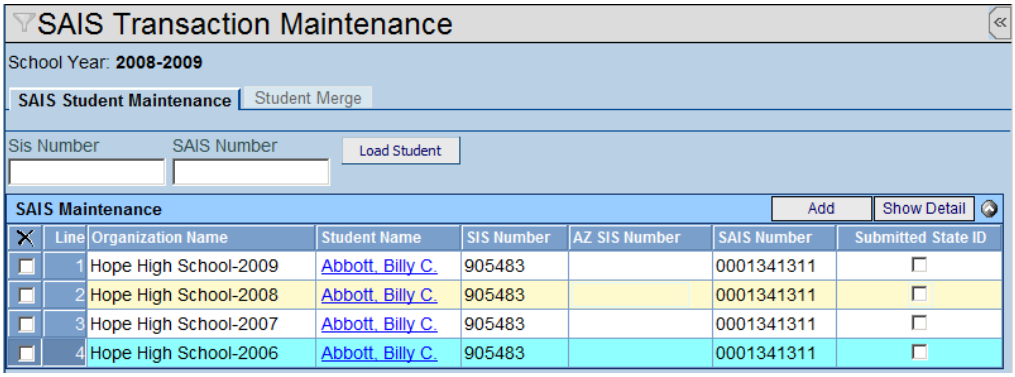

Figure 5.12 – SAIS Transaction Maintenance Security

However, the following security nodes do not provide a visible change in security on the screens:

- K12.AZ.SAIS.TransactionMaintenanceUI
- K12.AZ.SAIS.SAISMaintCommon
- K12.AZ.SAIS.SAISMaintDetSPED
- K12.AZ.SAIS.SAISMaintDetSPEDGrid
- K12.AZ.SAIS.SchoolSnapshot

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DISTRICT CHILD ASSESSMENT DEFINITION

The entire **Assessment Columns tab** of the District Child Assessment Definition screen is controlled by the following security node:

K12.ProgramInfo.Setup.ChildAssessColumnDefinition

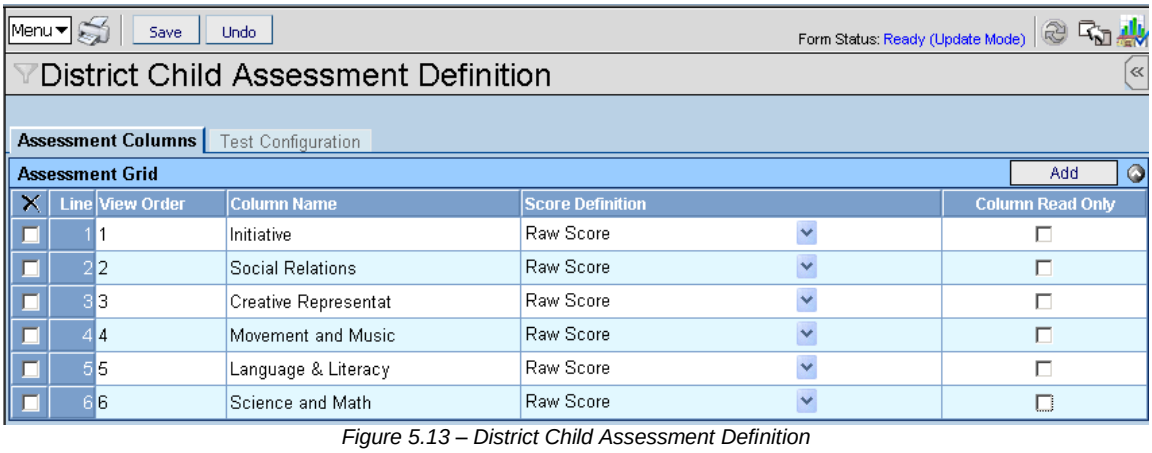

Figure 5.13 – District Child Assessment Definition

For the **Test Configuration tab** of the District Child Assessment Definition screen, no one security node controls all of the functions. On the primary screen, the security node **K12.ProgramInfo. Setup.ChildAssessTestGrid** grays out the line describing the test, but it does not prevent any changes from being made in the detailed screen.

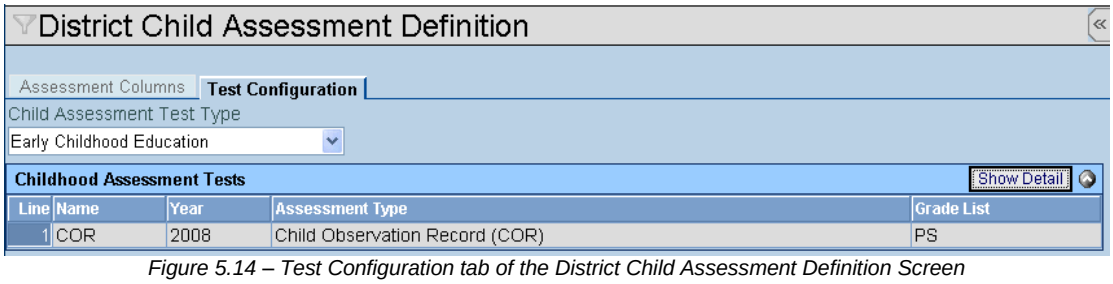

Figure 5.14 – Test Configuration tab of the District Child Assessment Definition Screen

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In the detailed screen of the tab, the Test section is controlled by the **K12.ProgramInfo. Setup.ChildAssessTestGradeList** security node while the Assessment Column Assignment section is controlled by the **K12.ProgramInfo.Setup.ChildAssessTestColumnGrid** security node. The security node **K12.ProgramInfo.Setup.ChildAssessTestColumn** prevents any changes to the Test Part column but does not gray out the column.

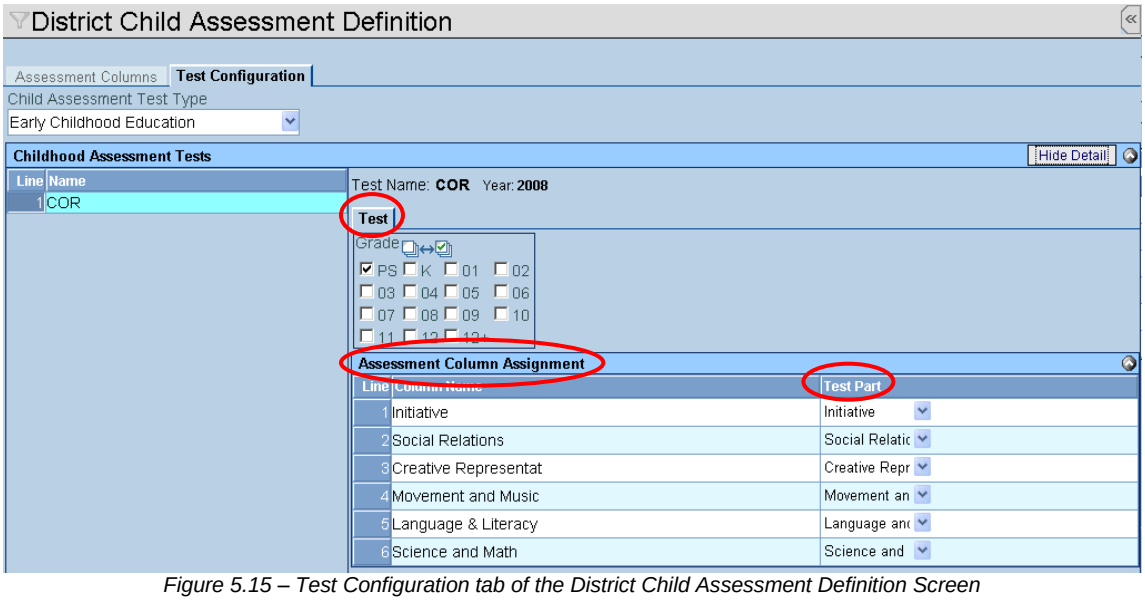

Figure 5.15 – Test Configuration tab of the District Child Assessment Definition Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.Setup.DistrictChildAssessSetupUI
- K12.ProgramInfo.Setup.ChildAssessType

DISTRICT ELL DEFINITION

The entire **Assessment Columns tab** of the District Ell Definition screen is controlled by the following security node:

K12.ProgramInfo.Setup.ELLColumnDefinition

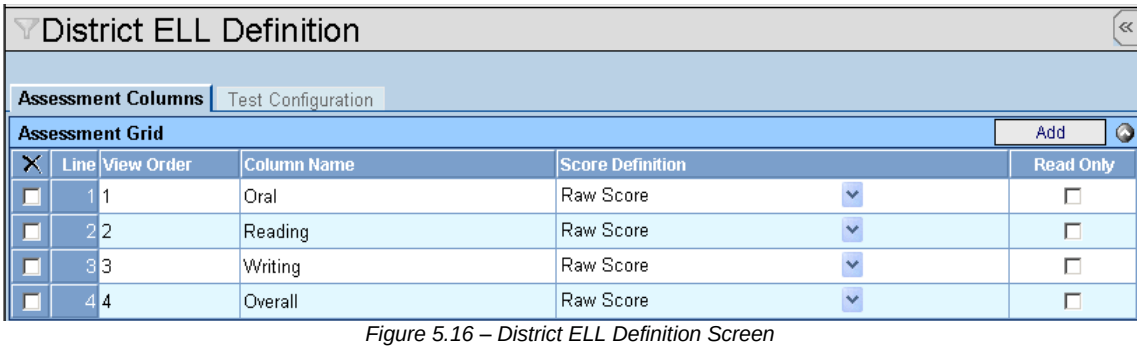

Figure 5.16 – District ELL Definition Screen

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For the **Test Configuration tab** of the District ELL Definition Screen, no one security node controls the entire tab. On the primary screen of the tab, the security node **K12.ProgramInfo.Setup. ELLTestGrid** grays out the line but does not prevent any changes from being made in the detailed screen of the tab.

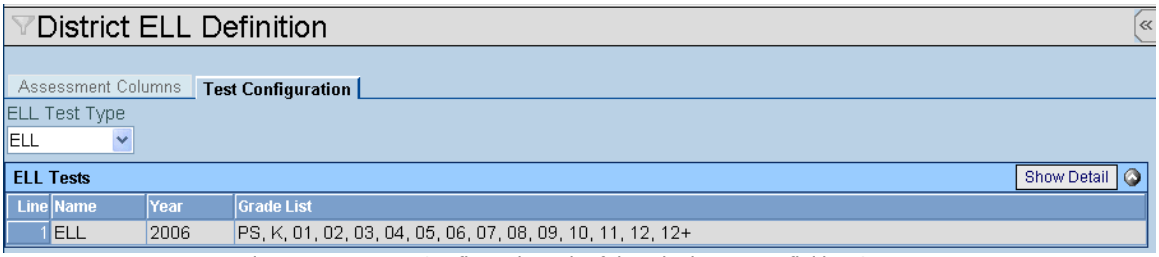

Figure 5.17 – Test Configuration tab of the District ELL Definition Screen

On the detailed screen of the tab, the node **K12.ProgramInfo.Setup.ELLTestGradeList** controls the Test section. The node **K12.ProgramInfo.Setup ELLTestColumnGrid** controls the Assessment Column Assignment section. The node **K12.ProgramInfo.Setup ELLTestColumn** prevents any changes to the Test Part column, but does not gray out the column.

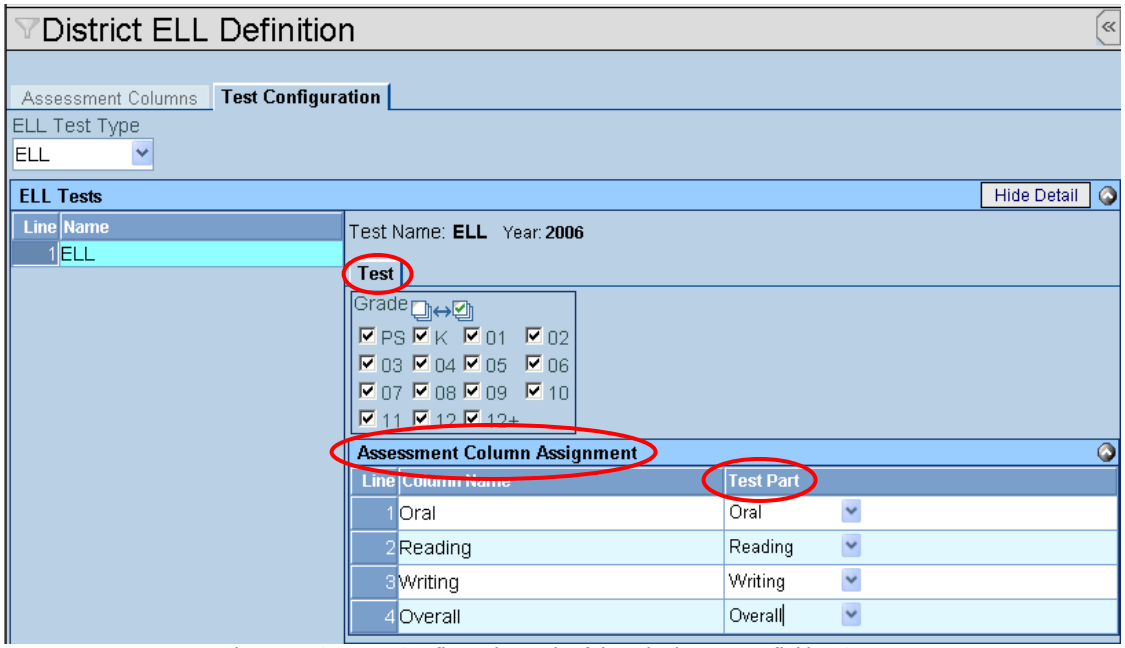

Figure 5.18 - Test Configuration Tab of the District ELL Definition Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.Setup DistrictELLSetupUI
- K12.ProgramInfo.Setup ELLColumnDefinitionGrid

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NEEDS/PROGRAMS DEFINITION

Security for the Needs/Programs Definition is separated into two areas. The first area, the **Needs** area listed at the top of the screen, is controlled by the following security node:

K12.ProgramInfo.Setup.NeedDefinition

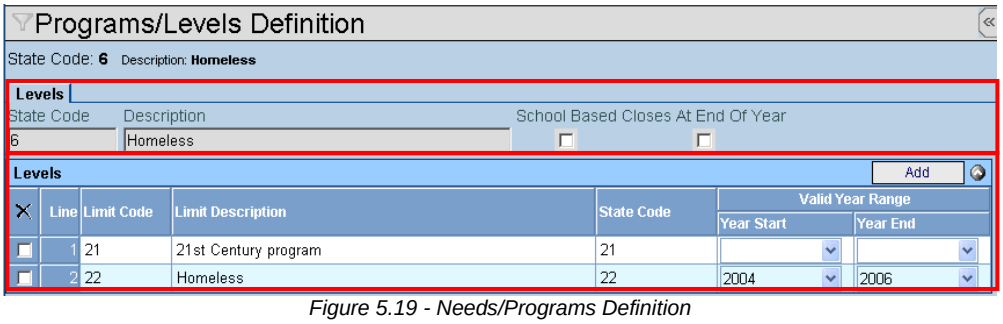


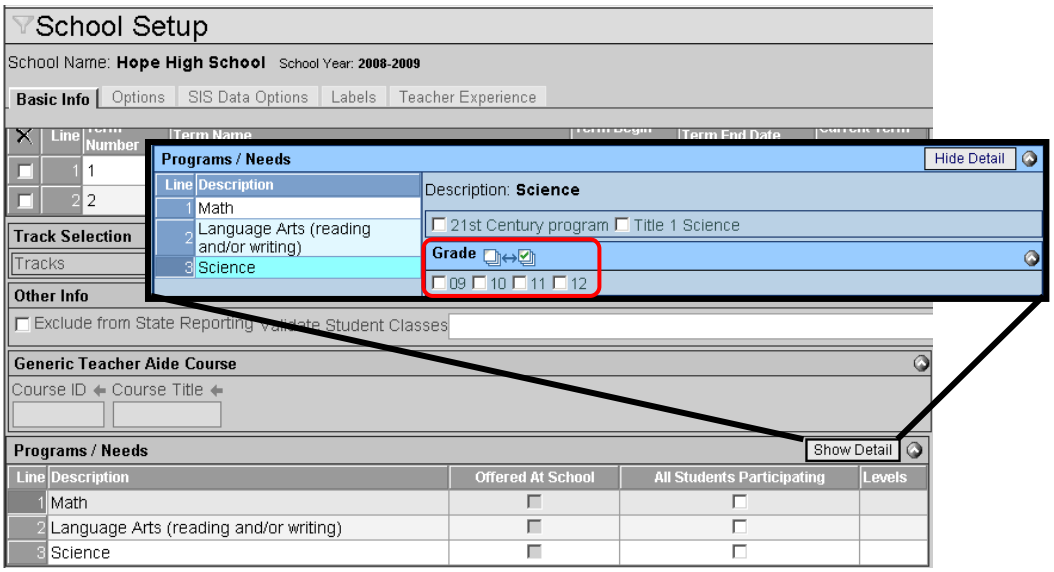
Figure 5.19 - Needs/Programs Definition

The second area is the **Programs** grid at the bottom of the screen. This is controlled by the security node:

K12.ProgramInfo.Setup.NeedProgramDefinition

If a need has been defined as School Based, the Programs/Needs section can then be configured on the **School Setup** screen. In the **detailed screen** of each program, the following security node controls the access to the **Grades** section:

K12.ProgramInfo.Setup.SchoolYearNeedProgramGrade



The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.Setup SchoolYearNeedDefinitionOptions
- K12.ProgramInfo.Setup SchoolYearNeedProgramDefOptIn

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SPECIAL ED SERVICE DEFINITION

Security for the Special Ed Services Definition screen is separated into two areas. The first area, the **Needs** area listed at the top of the screen, is controlled by the following security node:

K12.ProgramInfo.Setup.SpecialEdNeedDefinition

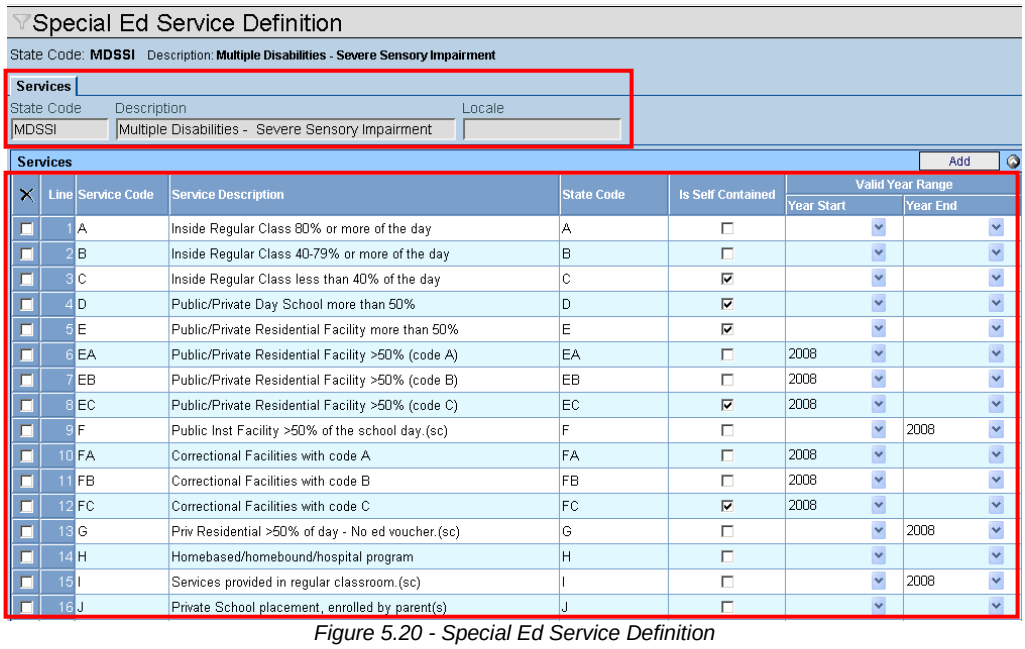

Figure 5.20 - Special Ed Service Definition

The second area is the **Services** grid at the bottom of the screen. This is controlled by the security node:

K12.ProgramInfo.Setup.SpecEdNeedSeviceDefinition

CHILDHOOD ASSESSMENTS

For the Childhood Assessment screen, there are two security nodes. The first security node, **K12.ProgramInfo.ChildAssessmentGrid**, controls the Child Assessment section.

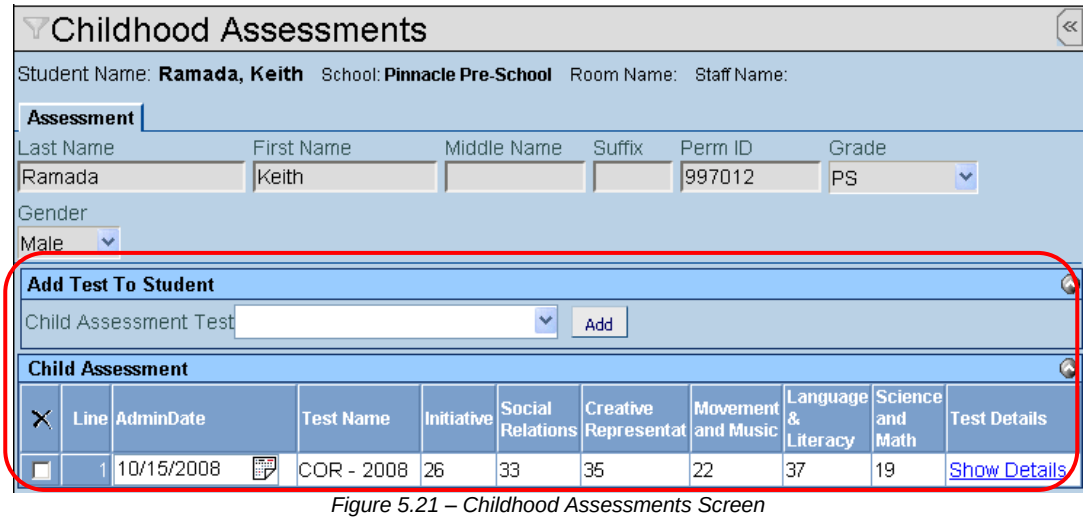

Figure 5.21 – Childhood Assessments Screen

The second security node, **K12.ProgramInfo.ChildAssessStudentTestPartGrid,** controls the detailed screen of each test.

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.ChildhoodUI
- K12.ProgramInfo.ChildAssessStudentTestUI

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CHILDHOOD PROGRAM PARTICIPATION

The **Services section** of the Programs tab is controlled by the following security node:

K12.ProgramInfo.ChildhoodProgParticipationGrid

However, this only prevents deletion of the programs. New programs can still be added using the Add New Program button, and the details of each program can still be modified in the detailed screen.

The following security node also prevents deletion of programs, but doesn't gray out the bottom grid:

K12.ProgramInfo.ChildProgParticipation

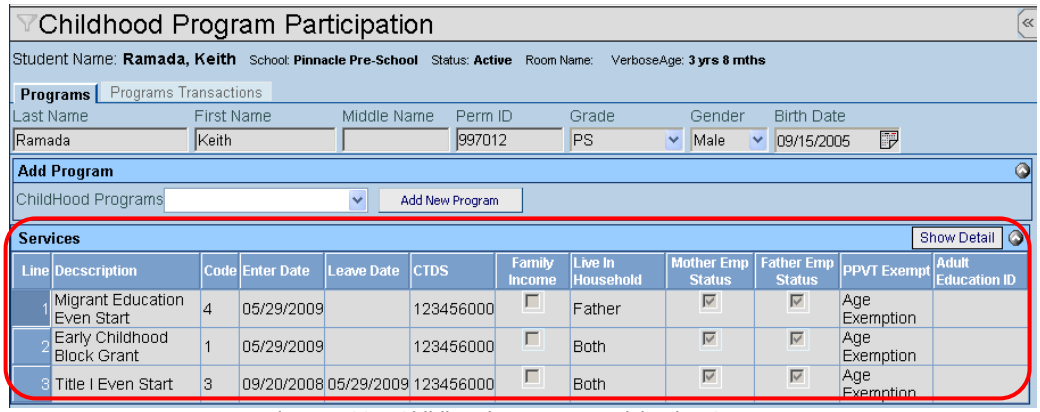

Figure 5.22 – Childhood Program Participation Screen

The **detailed screen** of the Programs tab of the Childhood Program Participation screen is controlled by the following security node:

K12.ProgramInfo.ChildhoodProgParticipationDetailGrid

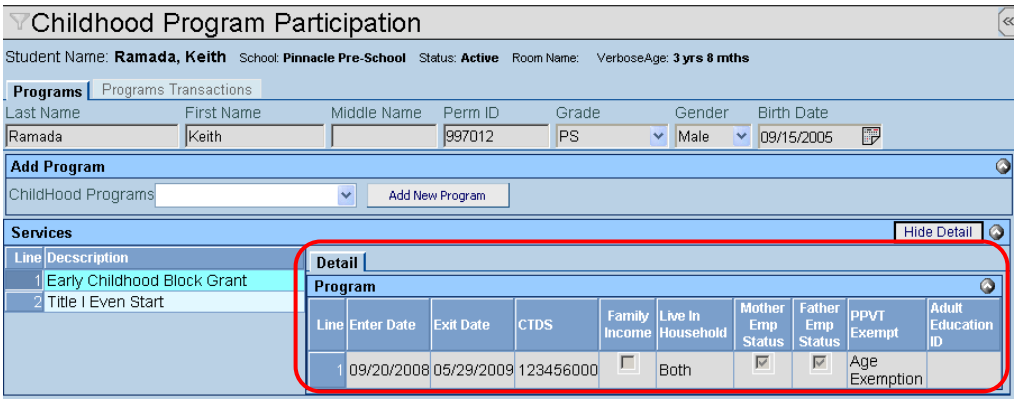

Figure 5.23 – Childhood Program Participation Screen, Show Detail

The entire **Programs Transactions tab** of the Childhood Program Participation Screen is controlled by the following security node:

K12.ProgramInfo.ChildhoodProgParticipationHistGrid

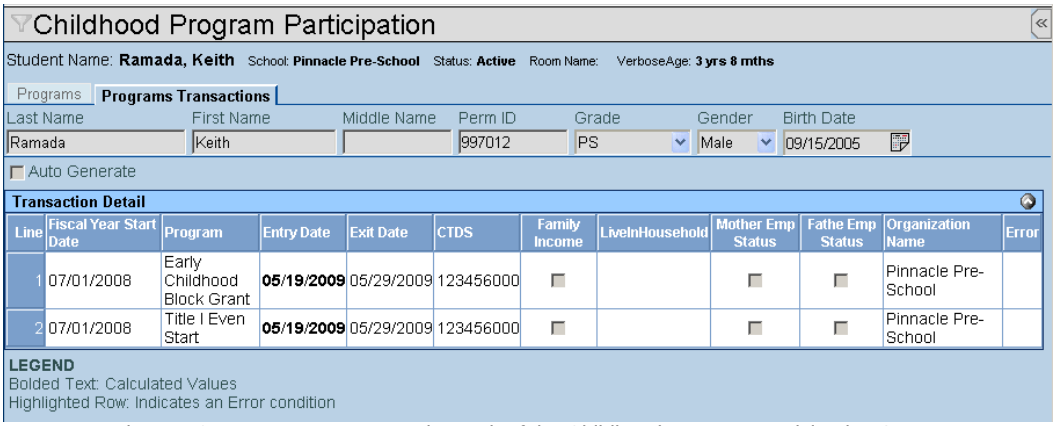

Figure 5.24 – Programs Transactions tab of the Childhood Program Participation Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.ChildhoodProgParticipationUI
- K12.ProgramInfo.ChildhoodProgParticipationAddUI
- K12.ProgramInfo.ChildhoodProgParticipationDetailUI

ENGLISH LANGUAGE LEARNERS

The node **K12.ProgramInfo.ELLStudentAssessmentGrid** controls the **ELL Assessment** section and grays out the list of tests. This prevents deletion of existing tests, but new tests can be added and the details can be modified using the Show Details screen.

The node **K12.ProgramInfo.ELLStudentTestPartGrid** controls the **Show Details** screen of the ELL Assessments. However, the scores can still be modified in the main screen.

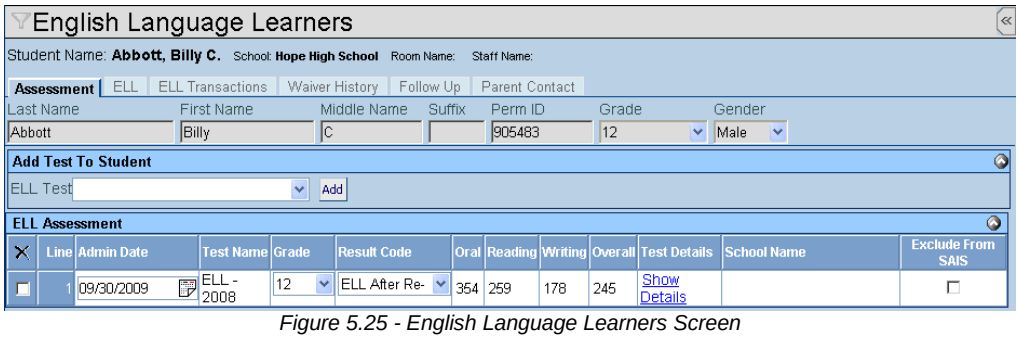

Figure 5.25 - English Language Learners Screen

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The entire **ELL tab** of the English Language Learners screen is controlled by the security node:

K12.ProgramInfo.ELLHistory

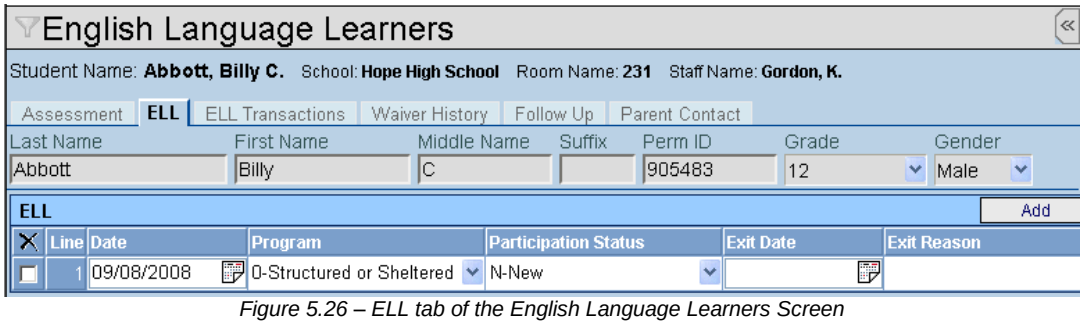

Figure 5.26 – ELL tab of the English Language Learners Screen

The entire **ELL Transactions tab** of the English Language Learners screen is controlled by the security node:

K12.ProgramInfo.ELLHistoryGrid

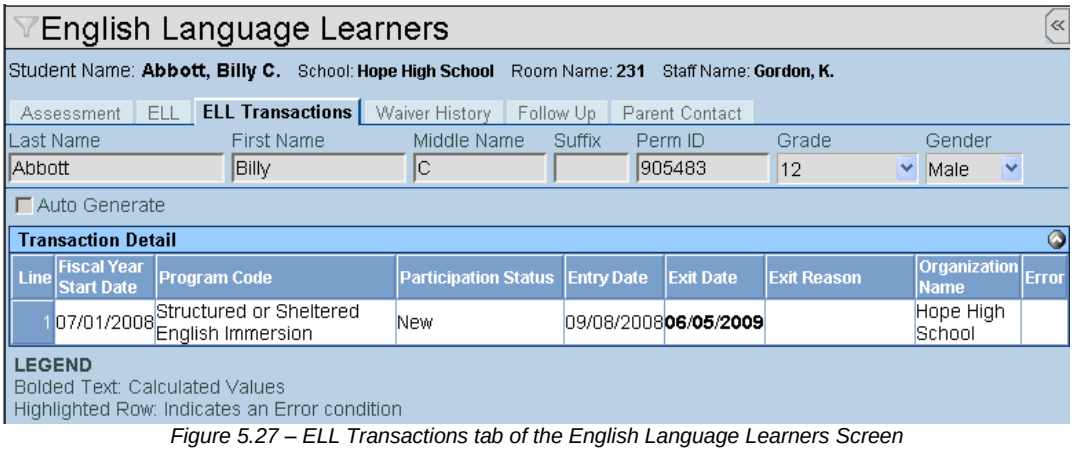

Figure 5.27 – ELL Transactions tab of the English Language Learners Screen

The entire **Waiver History tab** of the English Language Learners screen is controlled by the following security node:

K12.ProgramInfo.ELLWaiver

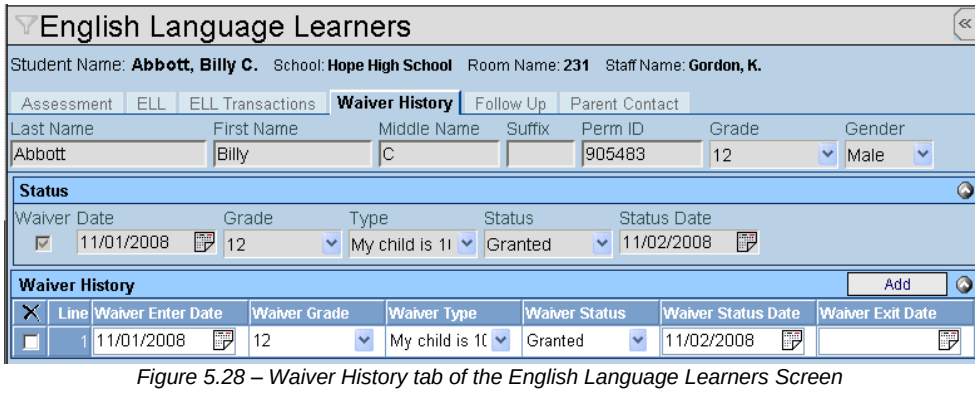

Figure 5.28 – Waiver History tab of the English Language Learners Screen

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The entire **Follow-Up tab** of the English Language Learners screen is controlled by the following security node:

K12.ProgramInfo.ELLComment

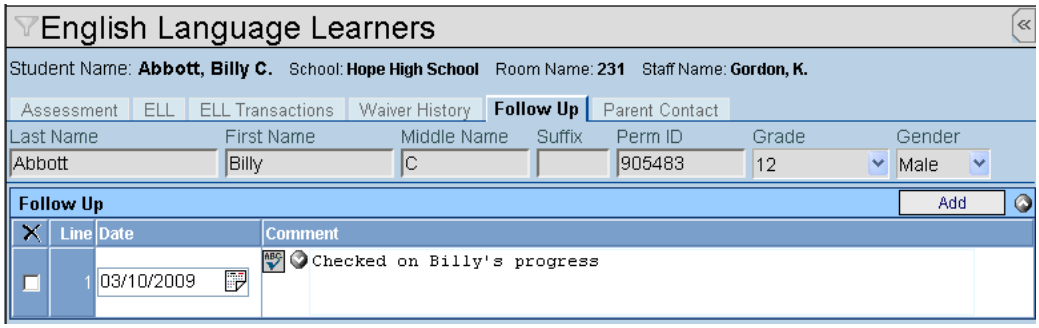

Figure 5.29 – Follow Up tab of the English Language Learners Screen

The entire **Parent Contact tab** of the English Language Learners screen is controlled by the following security node:

K12.ProgramInfo.ELLParentHistory

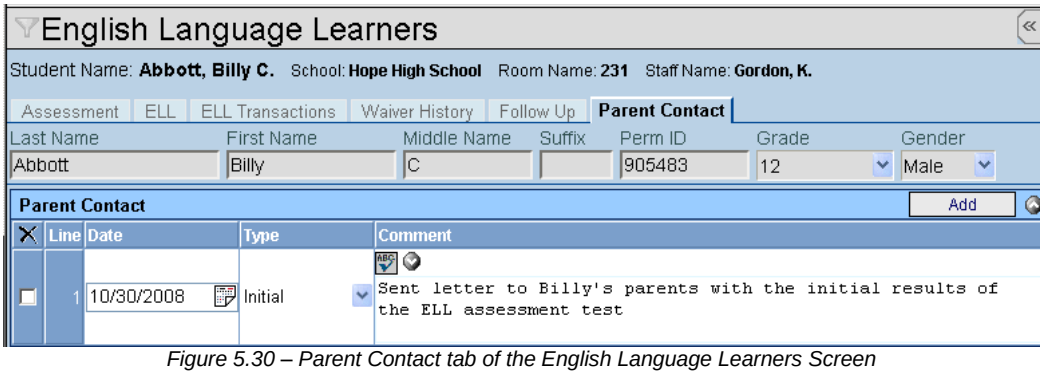

Figure 5.30 – Parent Contact tab of the English Language Learners Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.ELLStudentTestUI
- K12.ProgramInfo.ELLUI
- K12.ProgramInfo.ELL
- K12.ProgramInfo.ELLAssessment
- K12.ProgramInfo.ELLAssessmentTest

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FREE AND REDUCED MEALS

The entire FRM tab of the Free and Reduced Meals screen is controlled by the node:

K12.ProgramInfo.StudentFRMHistory

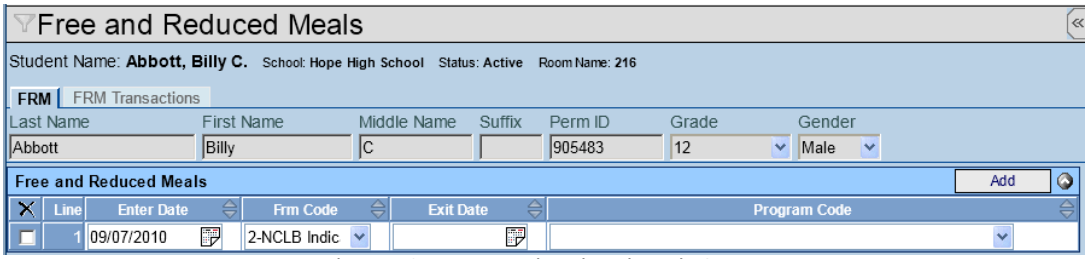

Figure 5.31 – Free and Reduced Meals Screen

The entire FRM Transactions tab of the Free and Reduced Meals screen is controlled by the following security node:

K12.ProgramInfo.StudentFRMTransactionHistory

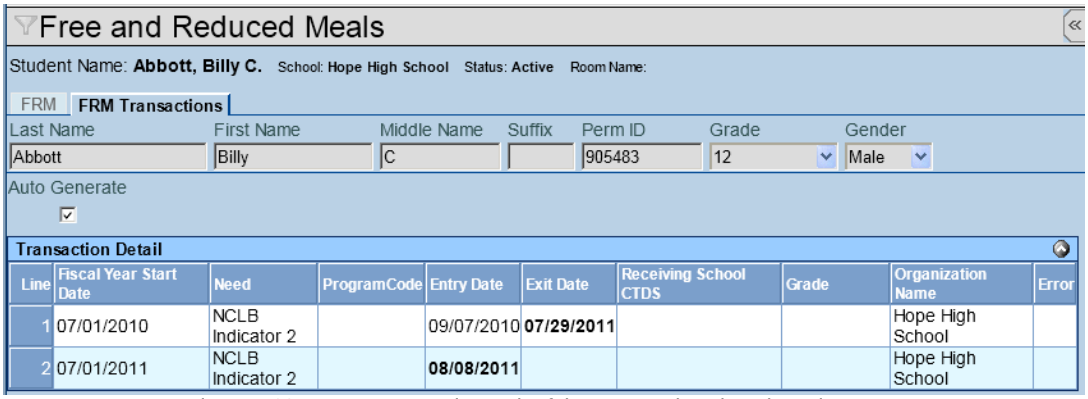

Figure 5.32 – FRM Transactions tab of the Free and Reduced Meals screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.StudentFRM

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MASS UPDATE STUDENT PROGRAMS

There is not a security node to control the Mass Update Student Programs screen, since the fields are controlled by the respective screens.

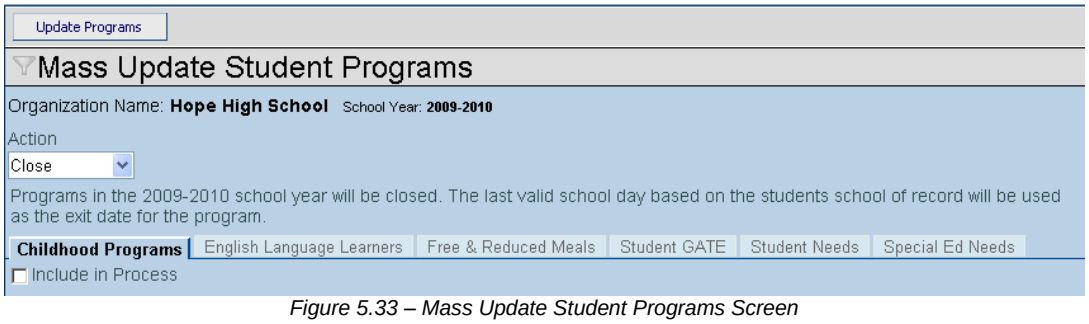

Figure 5.33 – Mass Update Student Programs Screen

The following security node does not provide a visible change in security on the screens:

- K12.ProgramInfo.MassUpdateStudentPrograms

SPECIAL ED STUDENT SERVICES

The security node **K12.ProgramInfo.SpecEdServicesGrid** controls the **Services** section and grays out the list of services. This prevents deletion of existing services, but new services can be added and the details can be modified using the Show Details screen.

The security node **K12.ProgramInfo.SpecEdStudentServicesDetailGrid** controls the **Show Details** screen of the Services. However, the data can still be modified in the main screen.

The security node **K12.ProgramInfo.SpecEdStudentServicesAdd** controls the ability to add a new need/service.

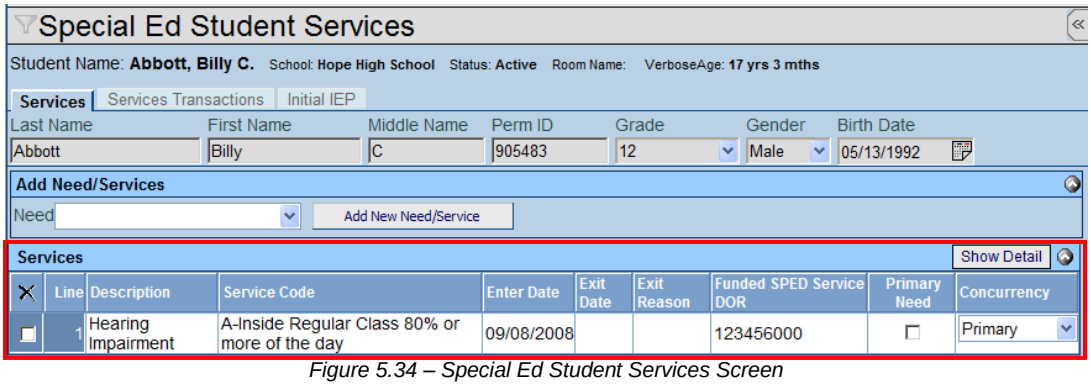

Figure 5.34 – Special Ed Student Services Screen

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The entire **Services Transactions tab** of the Special Ed Student Services screen is controlled by the security node:

K12.ProgramInfo.SpecEdServicesTransactionsGrid

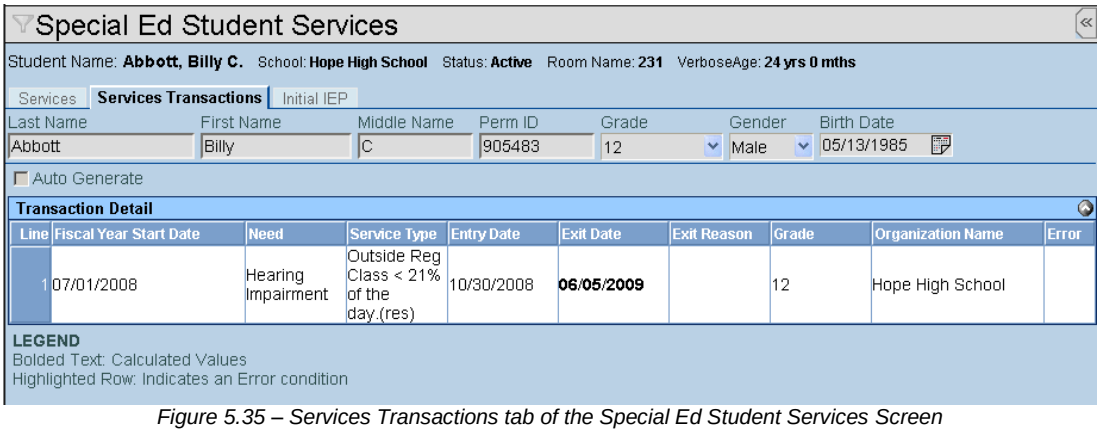

Figure 5.35 – Services Transactions tab of the Special Ed Student Services Screen

The entire **Initial IEP tab** of the Special Ed Student Services screen is controlled by the security node:

K12.AZ.PreschoolEP

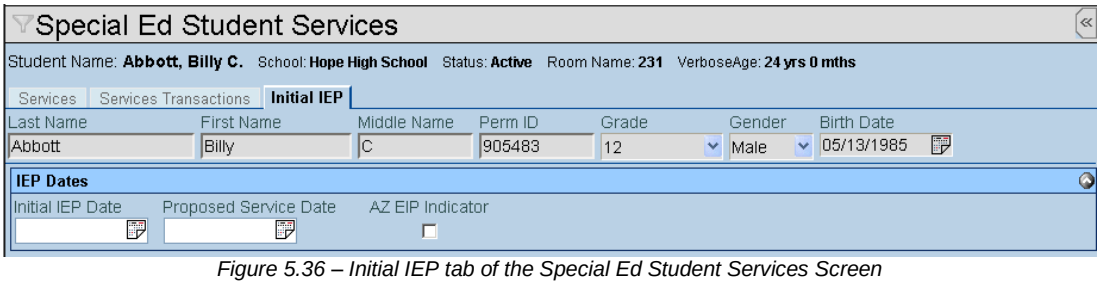

Figure 5.36 – Initial IEP tab of the Special Ed Student Services Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.SpecEdStudentServicesDetailUI
- K12.ProgramInfo.SpecialEdStudentNeeds

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STUDENT GATE

The security node **K12.ProgramInfo.StudentGATECategoryLst** controls the Gate Category section of the Student GATE screen.

The security node **K12.ProgramInfo.StudentGATEHistory** controls the GATE History section of the Student GATE screen.

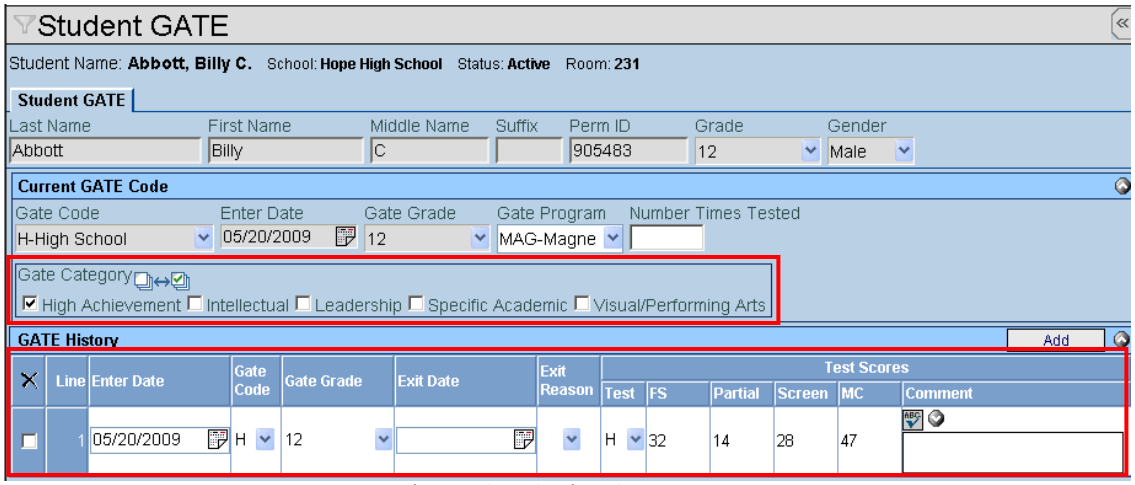

Figure 5.37 – Student GATE screen

The following security node does not provide a visible change in security on the screens:

- K12.ProgramInfo.StudentGATE

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STUDENT NEEDS

The security node **K12.ProgramInfo.StudentProgramGrid** controls the **Needs** section and grays out the list of needs. This prevents deletion of existing needs, but new needs can be added and the details can be modified using the Show Details screen.

The security node **K12.ProgramInfo.StudentProgramGridDetail** controls the **Show Details** screen of the Needs section. However, the data can still be modified in the main screen.

The security node **K12.ProgramInfo.StudentProgramAdd** controls the ability to add a new need.

The security node **K12.ProgramInfo.StudentNeedsPrograms** prevents deletion of a need.

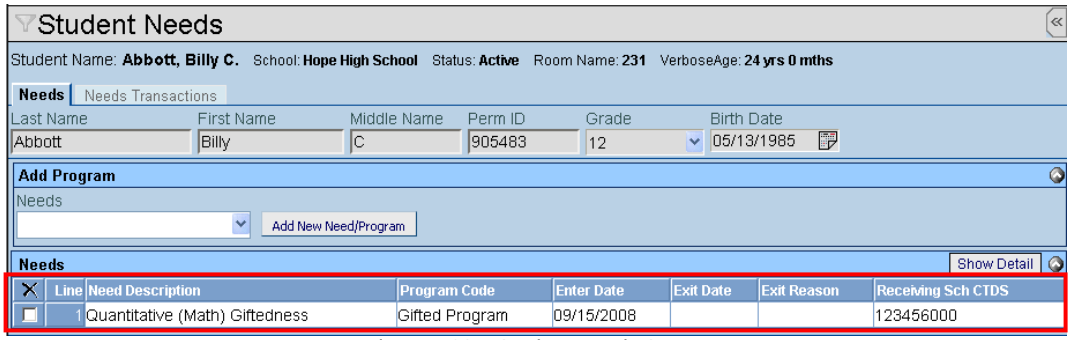

Figure 5.38 – Student Needs Screen

The entire **Needs Transactions tab** of the Student Needs screen is controlled by the following security node:

K12.ProgramInfo.StudentProgramTransactionGrid

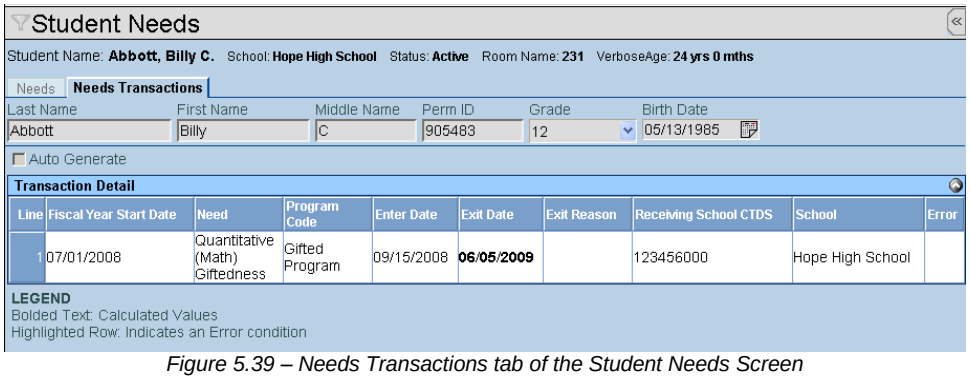

Figure 5.39 – Needs Transactions tab of the Student Needs Screen

The following security nodes do not provide a visible change in security on the screens:

- K12.ProgramInfo.NeedsUI
- K12.ProgramInfo.NeedsHelper
- K12.ProgramInfo.StudentProgramUI

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- K12.ProgramInfo.StudentProgramDetailUI
- K12.ProgramInfo.StudentNeedsProgramsHome

STUDENT PROGRAMS SUMMARY

The security for the Student Program Summary is controlled by the transactions security nodes for each student program screen:

Childhood Program Participation Transaction Detail
K12.ProgramInfo.ChildhoodProgParticipationHistGrid

English Language Learners Transaction Detail
K12.ProgramInfo.ELLHistoryGrid

Free and Reduced Meals Transaction Detail
K12.ProgramInfo.StudentFRMTransactionHistory

Special Ed Student Transaction Detail
K12.ProgramInfo.SpecEdServicesTransactionsGrid

Student Needs Transaction Detail
K12.ProgramInfo.StudentProgramTransactionGrid

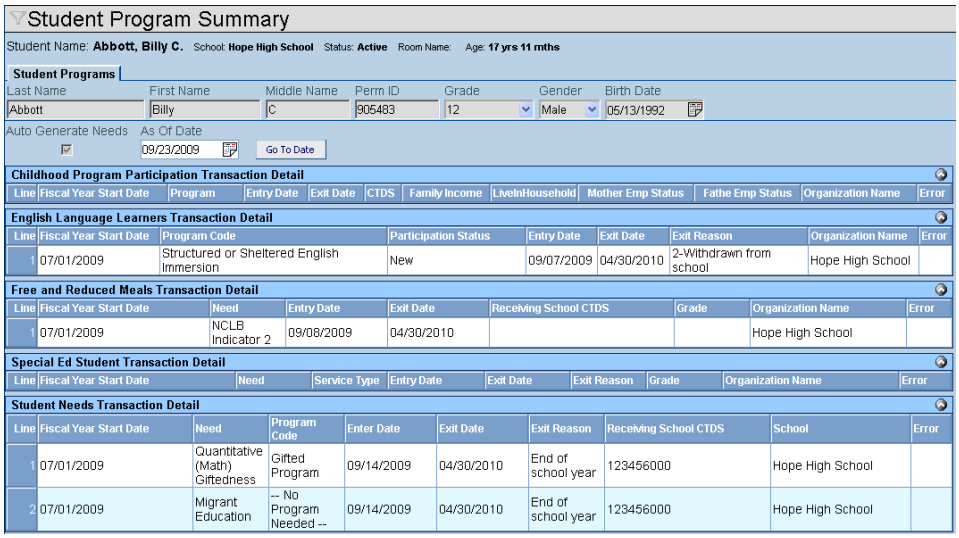

Figure 5.40 – Student Program Summary Screen

REPORTS SECURITY

While report options are available under the Security Definition screen, it is recommended to only use the PAD tree security to control access to reports.

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Chapter Six: SAIS INFORMATION LOCATION

In this chapter, the following topics are covered:

- Where the information uploaded to SAIS is located in Synergy SIS

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SAIS INFORMATION LOCATION IN Synergy SIS

The table below shows where the information uploaded to the state of Arizona is stored in Synergy SIS. Information is uploaded via a transaction, or one record. Each part of the transaction is referred to as the SAIS Element Name. If the information is not stored in a field but is calculated based on the values in other fields, the word Calculated is listed in the Calculated column. The elements are listed by the transaction ID & name, and in the order in which they appear in the transaction.

ADE	Synergy SIS		
SAIS Element Name	**Business Object**	**Property Name**	**Calculated**
Transaction ID 1- Student Enrollment			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Day of Membership	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
Membership Type			Calculated
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Name Extension on Legal Document	K12.Student	Suffix	
Nickname Student Goes By	K12.Student	NickName	
Last Name Student Goes By	K12.Student	LastNameGoesBy	
Gender Code	K12.Student	Gender	
Ethnicity Code	K12.Student	EthnicCode	
Birth Date	K12.Student	BirthDate	
Country of Birth Code	K12.Student	BirthCountry	
State of Birth Code	K12.Student	BirthState	
Normal Graduation Year	K12.Student	ExpectedGraduationYear	Calculated
Funded District of Residence	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	
Home Language Code	K12.Student	HomeLanguage	
Responsible Party's First Name on Legal Document			Calculated
Responsible Party's Last Name on Legal Document			Calculated
Tribal Name	K12.DemographicInfo.NativeAmerican	TribalCommunity	
Enrollment Activity Code	K12.EnrollmentInfo.StudentEnrollment	EnterCode	
Student Membership FTE	K12.EnrollmentInfo.StudentEnrollmentActivity	FTE	
Special Enrollment Code	K12.EnrollmentInfo.StudentEnrollmentActivity	SpecialEnrollmentCode	

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Tuition Payer Code	K12.EnrollmentInfo.StudentEnrollmentActivity	TutionPayerCode	
Grade Level Code	K12.EnrollmentInfo.StudentSchoolYear	Grade	
Concurrent School Entity ID	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	Calculated
Concurrent School Student ID	K12.Student	StateStudentNumber	Calculated
Previous School Entity ID	K12.Student	PrevSchoolID	
Previous School Student ID	K12.Student	PrevSchoolStateID	
Previous State Code	K12.Student	PrevStateCode	
Register ID	K12.EnrollmentInfo.StudentEnrollmentActivity	ProgramCode	
Transaction ID 2- Student Readmission			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Readmission Date	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
Membership Type			Calculated
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Funded District of Residence	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	
Readmission Activity Code	K12.EnrollmentInfo.StudentEnrollment	EnterCode	
Student Membership FTE	K12.EnrollmentInfo.StudentEnrollmentActivity	FTE	
Special Enrollment Code	K12.EnrollmentInfo.StudentEnrollmentActivity	SpecialEnrollmentCode	
Tuition Payer Code	K12.EnrollmentInfo.StudentEnrollmentActivity	TutionPayerCode	
Grade Level Code	K12.EnrollmentInfo.StudentSchoolYear	Grade	
Register ID	K12.EnrollmentInfo.StudentEnrollmentActivity	ProgramCode	
Transaction ID 3 - Student Withdrawal			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Day of Membership	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Withdrawal Activity Code	K12.EnrollmentInfo.StudentEnrollment	LeaveCode	
Withdrawal Date	K12.EnrollmentInfo.StudentEnrollment	LeaveDate	
Withdrawal Reason Code	K12.EnrollmentInfo.StudentEnrollment	WithdrawalReasonCode	

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Transaction ID 4 - Student Absence			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Absence Date	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Absence Amount			Calculated
Absence Reason Code			Calculated
Transaction ID 5 - Personal Information			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Capture Date	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Old First Name on Legal Document	K12.Student	FirstName	
Old Middle Name on Legal Document	K12.Student	MiddleName	
Old Last Name on Legal Document	K12.Student	LastName	
New First Name on Legal Document	K12.Student	FirstName	
New Middle Name on Legal Document	K12.Student	MiddleName	
New Last Name on Legal Document	K12.Student	LastName	
Name Extension on Legal Document	K12.Student	Suffix	
Nickname Student Goes By	K12.Student	NickName	
Last Name Student Goes By	K12.Student	LastNameGoesBy	
Gender Code	K12.Student	Gender	
Ethnicity Code	K12.Student	EthnicCode	
Birth Date	K12.Student	BirthDate	
Country of Birth Code	K12.Student	BirthCountry	
State of Birth Code	K12.Student	BirthState	
Normal Graduation Year	K12.Student	ExpectedGraduationYear	
Home Language Code	K12.Student	HomeLanguage	
Responsible Party's First Name on Legal Document			Calculated
Responsible Party's Last Name on Legal Document			Calculated
Tribal Name	K12.NativeAmerican	TribalCommunity	

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Previous School Entity ID	K12.Student	PrevSchoolID	
Previous School Student ID	K12.Student	PrevSchoolStateID	
Previous State Code	K12.Student	PrevStateCode	
Transaction ID 6 - Membership Change			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Day of Membership	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Enrollment Activity Code	K12.EnrollmentInfo.StudentEnrollment	EnterCode	
Membership Type			Calculated
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
Transaction ID 7 - Student District of Residence Transfer			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Old Funded District of Residence	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	
Old Funded DOR Start Date	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Old Funded DOR End Date	K12.EnrollmentInfo.StudentEnrollment	LeaveDate	
New Funded District of Residence	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	
New Funded DOR Start Date	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
New Funded DOR End Date	K12.EnrollmentInfo.StudentEnrollment	LeaveDate	
Transaction ID 8 - Student FTE			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	

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Last Name on Legal Document	K12.Student	LastName	
Old Student Membership FTE	K12.EnrollmentInfo.StudentEnrollmentActivity	FTE	
Old FTE Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
Old FTE End Date			Calculated
New Student Membership FTE	K12.EnrollmentInfo.StudentEnrollmentActivity	FTE	
New FTE Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
New FTE End Date			Calculated
Transaction ID 9 - Student Grade Transfer			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Old Grade Level Code	K12.EnrollmentInfo.StudentSchoolYear	Grade	
Old Grade Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
Old Grade Register ID	K12.EnrollmentInfo.StudentEnrollment	ProgramCode	
Old Grade Exit Date			Calculated
Old Grade Exit Code	K12.EnrollmentInfo.StudentEnrollmentActivity	GradeExitCode	
New Grade Level Code	K12.EnrollmentInfo.StudentSchoolYear	Grade	
New Grade Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
New Grade Register ID	K12.EnrollmentInfo.StudentEnrollment	ProgramCode	
New Grade Exit Date			Calculated
New Grade Exit Code	K12.EnrollmentInfo.StudentEnrollmentActivity	GradeExitCode	
Transaction ID 10 - Student Payer Factors			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Old Special Enrollment Code	K12.EnrollmentInfo.StudentEnrollmentActivity	SpecialEnrollmentCode	
Old Special Enrollment Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
Old Special Enrollment End Date			Calculated
New Special Enrollment Code	K12.EnrollmentInfo.StudentEnrollmentActivity	SpecialEnrollmentCode	

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New Special Enrollment Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
New Special Enrollment End Date			Calculated
Old Tuition Payer Code	K12.EnrollmentInfo.StudentEnrollmentActivity	TutionPayerCode	
Old Tuition Payer Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
Old Tuition Payer End Date			Calculated
New Tuition Payer Code	K12.EnrollmentInfo.StudentEnrollmentActivity	TutionPayerCode	
New Tuition Payer Start Date	K12.EnrollmentInfo.StudentEnrollmentActivity	EffectiveDate	
New Tuition Payer End Date			Calculated
Transaction ID 11 - Student Need			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Need Code	K12.ProgramInfo.StudentNeedsPrograms	ProgramCode	
Need Entry Date	K12.ProgramInfo.StudentNeedsPrograms	EnterDate	
Need Exit Date	K12.ProgramInfo.StudentNeedsPrograms	ExitDate	
Primary Nighttime Residence	K12.ProgramInfo.StudentNeedsProgramsHome	NighttimeResidence	
Transaction ID 13 - ELL			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Need Code	K12.ProgramInfo.ELLHistory	ProgramCode	
Program Code		"LEPS"	Calculated
Program Entry Date	K12.ProgramInfo.ELLHistory	EntryDate	
Program Exit Date	K12.ProgramInfo.ELLHistory	ExitDate	
Program Exit Reason Code	K12.ProgramInfo.ELLHistory	ExitReason	
Language Participation Status	K12.ProgramInfo.ELLHistory	ParticipationStatus	
Transaction ID 14 - SPED			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	

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First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Need Code	K12.ProgramInfo.SpecialEdStudentNeeds	PrimaryNeed	
Need Entry Date	K12.ProgramInfo.SpecialEdStudentNeeds	EnterDate	
SPED Service Code	K12.ProgramInfo.SpecialEdStudentNeeds	ServiceCode	
SPED Service Entry Date	K12.ProgramInfo.SpecialEdStudentNeeds	EnterDate	
SPED Service Exit Date	K12.ProgramInfo.SpecialEdStudentNeeds	ExitDate	
SPED Exit Reason Code	K12.ProgramInfo.SpecialEdStudentNeeds	ExitReason	
SPED Grade	K12.EnrollmentInfo.StudentSchoolYear	Grade	
Funded SPED Service DOR	K12.EnrollmentInfo.StudentEnrollmentActivity	DistrictOfResidence	
SPED Special Enrollment Code	K12.EnrollmentInfo.StudentEnrollmentActivity	SpecialEnrollmentCode	
SPED Federal Primary Indicator	K12.ProgramInfo.SpecialEdStudentNeeds	PrimaryNeed	
Transaction ID 16 - Year End Status			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Day of Membership	K12.EnrollmentInfo.StudentEnrollment	EnterDate	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Year End Status Code	K12.EnrollmentInfo.StudentSOREnrollment	YearEndStatus	
Transaction ID 17 - Attendance			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Attendance Start Date			Calculated
Attendance End Date			Calculated
Attendance Minutes			Calculated
Transaction ID 18 - Summer Withdrawal			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	

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Student ID	K12.Student	SISNumber	
Summer Withdrawal Date	K12.EnrollmentInfo.StudentSOREnrollment	SummerWithdrawlDate	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Summer Withdrawal Activity Code	K12.EnrollmentInfo.StudentSOREnrollment	SummerWithdrawlCode	
Grade Level Code	K12.EnrollmentInfo.StudentSchoolYear	Grade	
School Attended End of Previous Year	K12.Student	PrevSchoolID	
Withdrawal Reason Code	K12.EnrollmentInfo.StudentSchoolYear	SummerWithdrawalReasonCode	
Transaction ID 21 - Initial IEP			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Initial IEP Date	K12.AZ.PreschoolEP	InitialIepDate	
Proposed Service Initiation Date	K12.AZ.PreschoolEP	ProposedSrvDate	
AzEIP Indicator	K12.AZ.PreschoolEP	AzEipFlag	
Transaction ID 22 - Test Labels			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Group Name			Calculated
Transaction ID 23 - Early Childhood Program			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	

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Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Preschool Program Type	K12.ProgramInfo.ChildProgParticipation	ProgramCode	
Program Entry Date	K12.ProgramInfo.ChildProgParticipation	EnterDate	
Program Exit Date	K12.ProgramInfo.ChildProgParticipation	ExitDate	
Program Partner ID	K12.ProgramInfo.ChildProgParticipation	ProgramCtds	
Family Income Indicator	K12.ProgramInfo.ChildProgParticipation	FamilyIncome	
Living in Household Indicator	K12.ProgramInfo.ChildProgParticipation	LiveInHouse	
Mother Employment Status	K12.ProgramInfo.ChildProgParticipation	MotherEmpStatus	
Father Employment Status	K12.ProgramInfo.ChildProgParticipation	FatherEmpStatus	
Transaction ID 24 - Early Childhood Assessment			
Entity ID	K12.School	StateSchoolCode	
School Student ID	K12.Student	StateStudentNumber	
Student ID	K12.Student	SISNumber	
Track Number	K12.EnrollmentInfo.StudentEnrollment	Track	
First Name on Legal Document	K12.Student	FirstName	
Middle Name on Legal Document	K12.Student	MiddleName	
Last Name on Legal Document	K12.Student	LastName	
Responsible Entity ID	K12.School	StateSchoolCode	
Preschool Assessment Type	K12.ProgramInfo.Setup.ChildAssessType	AssessmentType	
Assessment Date	K12.TestInfo.StudentTest	AdminDate	
Test Score 1	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 2	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 3	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 4	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 5	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 6	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 7	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 8	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 9	K12.TestInfo.StudentTestPartScore	TestScore	
Test Score 10	K12.TestInfo.StudentTestPartScore	TestScore	
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