

ADE Public/Charter Concurrency Application

Concurrent enrollments may occur at any time and must be monitored and updated constantly. At this time, only concurrencies between Public and Charter schools are shown on the SDADMS80 Charter/Public Concurrencies Report and in the Validation area. Changes to this policy are likely.

Note: ADE did not automatically provide rights to the application to users with rights to Student Detail Data Interchange. Within SDDI, select your school and click the Maintenance Area link. If you see the message "You do not have sufficient rights to this application" contact the ADE support center at 866-577-9636 to have the rights added to your common logon account.

Instructions for validating concurrent enrollments:

1. View or print the Charter/Public Concurrencies Report
 - Select Student Detail Data Interchange from the Common Logon Application menu
 - Select the school and the Download Area link
 - Select the SDADMS80-Charter/Public Concurrencies Report
2. Investigate any students listed on the report
 - Are the dates listed for enrollment and withdrawal correct?
 - If not, check the student data in SIRS. Contact the APSCC for assistance in making corrections to SAIS. **Do NOT validate**
 - If the dates listed are correct, **validate this student**.
 - Contact the other school about the overlapping dates. If the concurrency is resolved through SAIS submissions, funding will be intact for both schools.
3. Validate the concurrencies listed on the report
 - Click on the Maintenance Area link for access to the Concurrency Validation Application. Click on the link.
 - Select the letter of the alphabet that corresponds to the students' last names or click on ALL to see all students listed.
 - For each student
 - Confirm again that the entry and withdrawal dates are correct. Validate only for those whose data is correct by marking the Validated checkbox
 - Click Update when students have been validated
4. The SDADMS80-Charter/Public Concurrencies Report will be updated to indicate the concurrency has been validated. Keep this report for your records.

NOTE: Each SAIS submission may result in new concurrencies, as can the SAIS submissions of other schools. Check the SDADMS-80 report frequently to ensure that any reported concurrent enrollments are validated.