

AZELLA SAIS ID Correction Using SAIS Online

If the most recent assessment result for a student is not listed on the ADE generated ELL72 or ELL70 reports and a Rapid Report for that assessment was returned by Pearson, the assessment result may be missing from the ADE generated reports because the SAIS ID does not match the student's name as submitted by Pearson.

Note: Results may take up to one week to post to ADE generated reports after the Rapid Report is issued.

When Pearson submits AZELLA assessment results, SAIS attempts to match the submitted SAIS ID to the first three letters of the student's first and last name as they reside in SAIS. If there is not an exact match, SAIS requires that school personnel verify that the submitted SAIS ID matches the student or that the SAIS ID be corrected.

Example 1

- John Smith – Student's name in SAIS
- 234567 – Student's SAIS ID
- Jon Smith – Name as bubbled onto AZELLA
- 234567 - SAIS ID as bubbled onto AZELLA

Student's name and SAIS ID do not match.

Though no correction is required, the school must validate that the SAIS ID is John Smith's.

Example 2

- John Smith – Student's name in SAIS
- 234567 – Student's SAIS ID
- John Smith – Name as bubbled onto AZELLA
- 234568 - SAIS ID as bubbled onto AZELLA

Student's name and SAIS ID do not match.

The SAIS ID must be corrected.

Example 3

- John Smith – Student's name in SAIS
- 234567 – Student's SAIS ID
- John Smith – Name as bubbled onto AZELLA
- 1789023 - SAIS ID as bubbled onto AZELLA

Student's name and SAIS ID do not match.

In this case, because the SAIS ID is completely different, it may be that it belongs to a different student. Additional investigation may be necessary before proceeding.

Click on SAIS Online in the Common Logon Application Menu.

ARIZONA DEPARTMENT OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Common Logon Application Menu

- ◆ Academic Achievement Reports
- ◆ AZ LEARNS / Adequate Yearly Progress (NCLB)
- ◆ Certification Search
- ◆ CNP Direct Certification / Direct Verification
- ◆ CNP Verification
- ◆ CNPWeb
- ◆ Grants Management
- ◆ Highly Qualified Teacher Admin
- ◆ Highly Qualified Teachers Position Input
- ◆ Indirect Costs
- ◆ LEA Calendar
- ◆ LEA Profile
- ◆ OELAS
- ◆ Safe and Drug-Free Schools Report
- ◆ SAIS ID Number Search
- ◆ SaisOnline
- ◆ School Finance File Upload (Budget/AFR)

It may be necessary to click on All to view all schools.



SAIS Online - FY 2009

ETC Sample School District – School List

[Application Menu](#) ::

[Status](#) | [Help](#)

:: Fiscal Year: 2009

The following table lists all schools (matching your filter criteria, if specified) associated with this LEA. To view and manage the list of students reported for a particular school, click the appropriate View icon below.

CTDS:

Name:

Schools within the District

[Tuition Out/Private School List](#)

<u>CTDS</u>	<u>Entity ID</u>	<u>* Name</u>	<u>Students</u>	<u>View</u>
030299000	1234	ETC Primary School	540	

Number of School records found: 1

Click on the view icon to view the list of students who are enrolled in a particular school and to access the AZELLA SAIS ID Correction link.



SAIS Online - FY 2009

ETC Sample School District – School List

Application Menu ::

[Status](#) | [Help](#)

:: Fiscal Year: 2009

The following table lists all schools (matching your filter criteria, if specified) associated with this LEA. To view and manage the list of students reported for a particular school, click the appropriate View icon below.

CTDS:

Name:

Schools within the District

[Tuition Out/Private School List](#)

CTDS	Entity ID	* Name	Students	View
030299001	1234	ETC Primary School	540	
030299002	1235	ETC Elementary School	322	

Number of School records found: 2

Click on the AZELLA SAIS ID Correction link.



SAIS Online - FY 2009

ETC Sample School District – Student List



Application Menu :: [Attendance Rollsheet](#) | [Summer Withdrawals](#) | [Status](#) | [AZELLA Sais ID Correction](#) | [Reports](#) | [Help](#) :: Fiscal Year: 2009

The following table lists students already on record for this school. To view and/or manage the detailed personal information, click on the Student's name. To view and/or manage the Membership, Needs, or Community College information for a particular student, click the appropriate View icon below. To create a new student record, click the "Add a New Student" link below.

School Student ID: Last Name: Grade:

SAIS ID: First Name: Type:

[Back to School List](#)

[Add a New Student](#)

* School Student ID	SAIS ID	Name		Birth Date	Grade	Memberships	Needs	Comm College
1011363	22266026	Aaron, Hank		6/21/2001	2			
1011543	23691063	Abbot, Bud		11/19/2001	1			
1011576	24026208	Abbot, Jim		4/21/2000	3			
1011620	24026260	Abdul, Paula		8/14/2000	2			
1011658	24027137	Abdul-Jabbar, Kareem		10/8/1999	3			
1011690	24026222	Abernathy, Ralph		11/19/1999	3			
1011722	25211665	Abraham, F. Murray		8/23/2000	2			
1011727	25278941	Adams, Abigail		1/22/2003	KG			
1011852	26030432	Adams, Ansel		4/16/2001	1			

Trusted sites 100%

Click on the icon in the Select column to access the screen used to correct the SAIS ID or to validate that it is correct.






SAIS Online - FY 2009
ETC Sample School District – AZELLA SAIS ID Correction Application

Application Menu :: [LEA List](#) | [School List](#) | [Student List](#) | [Status](#) | [Reports](#) | [Help](#) :: Fiscal Year: 2009

? The following table lists AZELLA Exceptions already on record for this school.

Error #:


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* SAIS ID	Name	Error Description	Error #	Select
234567	Smith, Jon	SaisID, Firstname, and Lastname do not match ;StudentID=19755984	-9033	
25151275	Rodrigues, Alex	SaisID, Firstname, and Lastname do not match ;StudentID=25151275	-9033	
25492583	Ortize, David	SaisID, Firstname, and Lastname do not match ;StudentID=25492583	-9033	
25495492	Hasselhof, David	SaisID, Firstname, and Lastname do not match ;StudentID=25495492	-9033	
30074866	Trump, Dan	SaisID, Firstname, and Lastname do not match ;StudentID=30074866	-9033	

Number of ELLA Exceptions found: 5

Note: Ignore the Error # filter in the middle of the page.

Correct the SAIS ID and click Submit. Or, if the SAIS ID matches the student shown do not make changes and validate that it is correct by clicking Submit.

 **SAIS Online - FY 2009**
ETC Sample School District – AZELLA SAIS ID Correction Application

Application Menu :: [LEA List](#) | [School List](#) | [Student List](#) | [Status](#) | [AZELLA Sais ID Correction](#) | [Reports](#) | [Help](#) :: Fiscal Year: 2009

? Enter the requested information in the form below and click the Submit button.

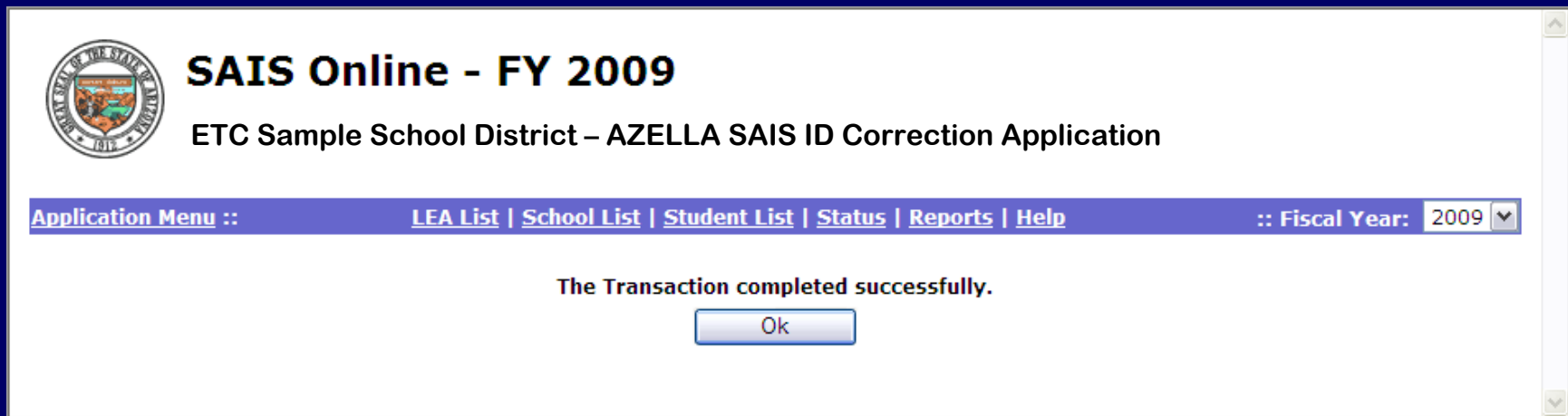
SAIS ID:

Last Name: Smith
First Name: Jon


Error Description: SaisID, Firstname, and Lastname do not match ;StudentID=30074866
Error Number: -9033

Note: Names as bubbled into AZELLA cannot and need not be corrected. In this case, because this is the SAIS ID for John Smith, just click Submit.

Clicking OK returns the user to the list of students with mismatched names and SAIS IDs.



Continue until there are no students listed on this page.
Repeat the steps for other schools if necessary.



SAIS Online - FY 2009

ETC Sample School District – AZELLA SAIS ID Correction Application

Application Menu :: [School List](#) | [Student List](#) | [Status](#) | [Reports](#) | [Help](#) :: Fiscal Year: 2009

? The following table lists AZELLA Exceptions already on record for this school.

Error #:

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* SAIS ID	Name	Error Description	Error #	Select
No ELLA Exceptions found for this school.				

Additional Information

- Access to SAIS Online is granted through the Request Logins application available to entity administrators or their designees on Common Logon.
- SAIS Online is not available when SDDI is offline for data processing.
- Under the best circumstances, SAIS Online operates very slowly. Expect that it may take more than 90 seconds for screens to refresh.

Additional Assistance

- SAIS Online User's Guide and
- ADE STaR Team
"Request for Training and Assistance"

Both available at

<http://www.ade.az.gov/schoolfinance/STaR/>

- Or contact ETC School Services (ask for Bob)
sirs@apscc.org