



Basic Instructions – Using the Student Detail Transaction History

What is the Student Detail Transaction History?

The Student Detail Transaction History is a tool available under the Common Logon. The Transaction History allows public educational agency (PEA) users to enter a student's SAIS ID and then view all transactions that have been submitted to SAIS for the student **by that PEA only** in any fiscal year. Users can see the status of transactions, as well as all data included in the transactions. The Transaction History is designed to operate with the Internet Explorer web browser. It is not functional when an Apple/Mac computer or a device such as an iPad is used or when other browsers such as Google Chrome and Firefox are used.

What are “transactions”?

Student-level data are submitted to SAIS (the Student Accountability Information System) in submission files containing transactions. Transactions contain multiple data fields separated by commas. Examples of data fields are students' names (first, last, middle), need codes, service codes, and dates. When a file is submitted to SAIS and accepted, each transaction included in the file is checked by the system against a basic set of rules. This check is known as *Import* processing. Transactions that process successfully through import processing update the SAIS database. Transactions that fail import processing do not update SAIS; they only generate a validation error message indicating the failure.

Each type of transaction is assigned an ID number; for example, enrollment for membership is submitted with transaction number 1, and absences are submitted with transaction number 4. Transaction number 14 is used to submit special education service participation. Fields in the transaction are:

- **Transaction ID** – “14” for special education service participation
- **Vendor Defined Field** – Anything the student management system developer decides to include, up to 50 characters
- **Operation Code** – “A” for add (to add SPED participation to SAIS), “D” for delete (to delete SPED participation currently in SAIS), or “C” for change (to change SPED participation currently in SAIS)
- **Entity ID** – School identifier (CTDS number for the school where the student receives special education)
- **School Student ID** – School-generated student identifier
- **Student ID** – ADE-generated student identifier; the student's SAIS ID number
- **Track Number** – Identifies the calendar track to which this SPED participation applies (corresponds to the LEA Calendar submitted to ADE by the school the student attends)
- **First Name on Legal Document** – Student's first name as it appears on the legal document provided for registration
- **Middle Name on Legal Document** – Student's middle name as it appears on the legal document provided for registration
- **Last Name on Legal Document** – Student's last name as it appears on the legal document provided for registration
- **Need Code** – Code for the student's disability category that is being serviced
- **Empty Field** – This element is no longer collected (any submitted value will be ignored)
- **Need Entry Date** – Any date in the current fiscal year in which the need exists; this field simply indicates that the student has had a need at some point during the reporting year; if services are provided to address

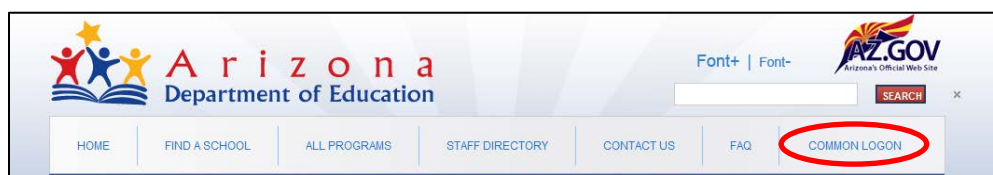
the need (as occurs in the majority of cases), the Need Entry Date field must be the same as or precede the Service Entry Date

- **Empty Field** – This element is no longer collected (any submitted value will be ignored)
- **SPED Service Code** – Indicates how the student's disability is being serviced; the level of service provided
- **SPED Service Entry Date** – The date a student's SPED service within a school begins each year or the date when a student returns to participate in the program in the same school during the same school year following a previous exit
- **SPED Service Exit Date** – The date a student's SPED service within the school has ended; submitted when a student exits from SPED for any reason during or at the end of the school year
- **SPED Exit Reason Code** – Code indicating the reason a student exited from SPED
- **SPED Grade** – "PS" for preschool, "KG" for kindergarten, "UE" for ungraded elementary, "1"–"12" - The student's grade level in school (must match the grade level on record for the student's membership in the school)
- **Funded SPED Service DOR** – CTD number of the PEA that receives the funding for the student's SPED participation (the district of residence); either the six-digit CTD number or the nine-digit CTDS number ending in three zeros may be submitted
- **Empty Field** – This element is no longer collected (any submitted value will be ignored)
- **SPED Special Enrollment Code** – "1" for CEC-A, "2" for CEC-B, "3" for Open Enrollment - Codes indicating that the student has a Certificate of Educational Convenience (CEC-A or CEC-B) or attends through Open Enrollment; these are special dispensations granted to allow a student to attend a school outside of the actual district where the student physically resides (*applies only to school districts, not to charter schools, secure care facilities, etc.*)
Note: Leaving this field blank is acceptable and appropriate in most circumstances.
- **SPED Federal Primary Indicator** – "1" for Yes or "0" for No - Indicates whether the Need Code is the Federal Primary Need (the sole need that has the greatest adverse impact on the student's ability to access and progress in the general curriculum)
- **Empty Field** – This element is no longer collected (any submitted value will be ignored)
- **SPED School Concurrency** – "P" for Primary or "S" for Secondary – Identifies the school's role in providing SPED services; the school listed as the primary school is responsible for developing the student's IEP and case managing the student's SPED curriculum

How do I access the Transaction History?

A Common Logon username and password are required to access the Transaction History. Many PEA users already have the Transaction History in their list of applications under the Common Logon. Those who do not have the Transaction History in their list may contact the ADE Support Center to request the tool. Contact the ADE Support Center at adesupport@azed.gov or via telephone at 602-542-7378 or 866-577-9636.

1. Find the Common Logon on the ADE home page (<http://www.azed.gov>).



2. Enter a Username and Password, then click the **Continue** button to access the list of Common Logon applications:

 The image shows a login form titled "The gateway to secure data transactions and information". It has two input fields: "Username:" and "Password:". Below the "Password:" field is a button labeled "Continue >>".

How does the Transaction History work?

- Enter a student's SAIS ID in the Public SAIS ID box in the upper left corner.
- Make a selection from the Fiscal Year dropdown, or leave the default on the current year.
- Click the **Get History** button.
- Optional** - Select the "Automatically get PI" box to populate the Personal Information area at the bottom of the screen with the student's personal information.

Page 3 of 12

What data are shown in the “Student Transaction History” area?

The Student Transaction History area toward the top of the screen shows all transactions that have been submitted to SAIS for the student in the selected fiscal year by the PEA. The list of transactions can be sorted by column type: click on a column heading to sort by that data type. Click the column heading again to do a sort in reverse order. Hold the cursor over each column header to see its full name. There are ten columns in the Student Transaction History area:

- **Seq #** - File Sequence Number - The file sequence number in which the transaction was submitted
- **Rec #** - Record Number - The specific record number within that file sequence
- **Tx Status** - Transaction Status - Indicates whether the transaction was successfully imported into SAIS
- **Tx Type** - Transaction Type - Code indicating the specific type of transaction
- **Tx Entity** - Transaction Entity ID - CTDS number of the district of attendance (DOA)
- **Sa Entity** - Submitting Entity ID - CTDS number of the entity submitting the transaction
- **Rcv'd Dtm** - Transaction Received Date/Time - Date and time the transaction was received by the system
- **End Dtm** - Transaction Processing Completion Date/Time - Date and time the system completed the transaction's processing
- **Ref. #** - Reference Number - The system activity ID (only used internally by ADE)
- **Sa ID** - System Activity Type - Indicates how the transaction was submitted to SAIS

Tip: Hold the cursor over the number in the Tx Type column to see which type of transaction it is (e.g., transaction 14 is SPED Service Participation).

Tx Type	Tx Entity	Sa Entity
14	072105001	070293
14	072105001	070293
SPED Service Participation		

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	14	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	14	078698003	078698000	2012/10/15 10:22:03	2012/10/15 10:22:25	12141	1
250	6	3	14	078698003	078698000	2012/10/15 10:22:26	2012/10/15 10:22:09	12141	1
251	4	3	14	078698003	078698000	2012/10/29 09:53:42	2012/10/29 09:54:10	12200	1
251	5	3	14	078698003	078698000	2012/10/29 09:54:11	2012/10/29 09:55:15	12200	1
253	23	3	14	078698003	078698000	2012/11/27 08:50:32	2012/11/27 08:50:59	12084	1
253	24	3	14	078698003	078698000	2012/11/27 08:52:45	2012/11/27 08:53:43	12084	1

Tip: Some student management systems use functionality that will “refresh” a student's data in SAIS. The “refresh” process involves deleting all of the student's data, including SPED participation, membership, ELL program participation, etc., and then re-adding the data to SAIS. The refresh occurs when the student management system sends “delete” transactions immediately followed by “add” transactions.

The Transaction History for students whose data has been refreshed a number of times will show many transactions throughout the year because the data has been deleted and then re-added multiple times. Each delete and add is recorded in the Transaction History. It may be beneficial when investigating issues for students with refreshed data to sort the information in the Student Transaction History area in the **End Dtm** column. Sorting in the **End Dtm** column makes it easier to see which transactions were submitted most recently.

What data is shown in the “Transaction Details” area?

Click on a transaction in the Student Transaction History area and its details will populate in the Transaction Details area below. The selected transaction will be highlighted in yellow in the Student Transaction History area.

Item	Value(s)
Sequence Number:	125
Record Number:	176
Record Status:	3 - Record processed successfully
Transaction Type:	14 - SPED Service Participation
Transaction Entity (DOA):	CTDS: 078698003; Entity ID: 35414; Name: Phoenix Academy Primary School
File Submission Entity:	CTDS: 078698000; Entity ID: 2468; Name: Phoenix Academy Charter Foundation
Transaction Received Date/Time:	2012/09/28 11:37:25
Transaction Completed Date/Time:	2012/09/28 11:37:59
Transaction Activity ID:	197503224
Vendor Record ID:	4897813326456886
Original Transaction Record:	14,"4897813326456886","A","078698003",46810,12345678,1,"Kermit","T","Frog",{SLI},#2012/09/04#,{A},#2012/09/04#,#2013/05/23#,{13},{5},"078698",,,1,{P}
Error Description:	
Reference Number (System Activity ID):	12028754
System Activity Type:	1 - Flat File Import Activity
System Activity Status:	2 - File processed with errors
File Received Date/Time:	2012/09/28 11:36:55
File Completed Date/Time:	2012/09/28 11:42:09

Many of the details shown in the Transaction Details area are the same information as what is shown in the Student Transaction History area. The most useful values shown in the Transaction Details area are the **Original Transaction Record** and the **Error Description** (if applicable).

The **Original Transaction Record** shows all of the pieces of data (fields) submitted in the transaction, separated by commas. The user can view the data to see specific elements that were submitted to SAIS. The sample record shown above is a transaction adding special education participation for Kermit T. Frog for need SLI with service type A in grade 5, with an entry date of September 4, 2012 and an exit date of May 23, 2013, because school is out. Refer to the list of fields in the transaction on pages 1 and 2 of this document for assistance deciphering the data. Some fields are listed in brackets and some are listed in quotation marks.

The **Error Description** value will be populated if there was an error associated with importing the transaction into SAIS. If the transaction was imported successfully, then this value will be blank.

How do I use the Transaction History?

Use the Transaction History to research any students whose special education data is not appearing as expected in SAIS on the SDSPED reports or on the SPED07 report. The Transaction History can tell you exactly what your student management system has submitted to SAIS, exactly what any of your staff has submitted via SAIS Online, or whether no special education participation data has been submitted for the student(s) in question. Following are several special education data scenarios that can be researched using the Transaction History.

Scenario 1: *I have a student whose records are missing from my SDSPED71-1, but I know he's in the special education program at my elementary school because he's in my student management system. Help!*

There are legitimate reasons why this student's information may be missing from the SPED71-1. Here are three such reasons:

a) The student's special education participation was never submitted to SAIS:

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	1	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	4	078698003	078698000	2012/10/29 10:22:03	2012/10/29 10:22:25	12141	1
251	24	3	4	078698003	078698000	2012/11/05 09:31:23	2012/11/05 09:31:57	12199	1
250	4	3	5	078698003	078698000	2012/10/29 10:25:52	2012/10/29 10:26:09	12141	1
245	23	3	16	078698003	078698000	2012/09/24 08:50:32	2012/09/24 08:50:59	12084	1
245	41	3	22	078698003	078698000	2012/09/24 08:52:45	2012/09/24 08:53:43	12084	1

In this example, the student's data shows no type 14 transactions, so no special education participation has been submitted to SAIS for the student. Submitting transaction 14 is the only way to show that a student is participating in special education in SAIS. If no SPED participation has been submitted for the student, the student's record will not appear on the SPED71 reports. Resolve this issue by successfully submitting the student's SPED participation to SAIS. If you are unsure how to submit, you may need to contact your SAIS Coordinator or your student management system vendor to determine why no special education participation has been submitted for the student and to learn how to submit the data.

b) The student's special education participation was submitted to SAIS but subsequently deleted.

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	1	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	4	078698003	078698000	2012/10/29 10:22:03	2012/10/29 10:22:25	12141	1
250	24	3	14	078698003	078698000	2012/10/29 10:25:52	2012/10/29 10:26:09	12141	1
251	4	3	14	078698003	078698000	2012/11/09 09:54:11	2012/11/09 09:55:15	12200	1
245	23	3	16	078698003	078698000	2012/09/24 08:50:32	2012/09/24 08:50:59	12084	1
245	41	3	22	078698003	078698000	2012/09/24 08:52:45	2012/09/24 08:53:43	12084	1

Item	Value(s)
Sequence Number:	251
Record Number:	4
Record Status:	3 - Record processed successfully
Transaction Type:	14 - SPED Service Participation
Transaction Entity (DOA):	CTDS: 078698003; Entity ID: 35414; Name: Phoenix Academy Primary School
File Submission Entity:	CTDS: 078698000; Entity ID: 2468; Name: Phoenix Academy Charter Foundation
Transaction Received Date/Time:	2012/11/09 09:54:11
Transaction Completed Date/Time:	2012/11/09 09:55:15
Transaction Activity ID:	197571224
Vendor Record ID:	5297813326456847
Original Transaction Record:	14,"5297813326456847","D","078698003",46810,12345678,1,,,"SLI",,"#2012/09/04#,,{A},#2012/09/04#,,{5},"078698",,"1,,{

In this example, the first transaction 14 was an “add” transaction that added the student’s special education participation to SAIS on October 29, 2012. The highlighted transaction 14, for which some details are shown, was a “delete” transaction that removed the student’s special education participation from SAIS on November 9, 2012. Since November 9, no other type 14 transactions have been submitted to SAIS; therefore, the most recent update to SAIS deleted the student’s SPED participation. If the SPED participation is deleted from SAIS, the student’s record will not appear on the SPED71 reports. Resolve this issue by resubmitting the student’s special education participation to SAIS with an “add” transaction.

- c) The student's special education participation was submitted to SAIS but the transaction failed, so the data was never imported into SAIS.

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	1	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	4	078698003	078698000	2012/10/29 10:22:03	2012/10/29 10:22:25	12141	1
250	24	3	14	078698003	078698000	2012/10/29 10:25:52	2012/10/29 10:26:09	12141	1
251	4	3	14	078698003	078698000	2012/11/09 09:53:42	2012/11/09 09:54:10	12200	1
251	4	2	14	078698003	078698000	2012/11/09 09:54:11	2012/11/09 09:55:15	12200	1
245	23	3	16	078698003	078698000	2012/09/24 08:50:32	2012/09/24 08:50:59	12084	1
245	41	3	22	078698003	078698000	2012/09/24 08:52:45	2012/09/24 08:53:43	12084	1

Item	Value(s)
Sequence Number:	251
Record Number:	4
Record Status:	2 - Record rejected due to validation errors
Transaction Type:	14 - SPED Service Participation
Transaction Entity (DOA):	CTDS: 078698003; Entity ID: 35414; Name: Phoenix Academy Primary School
File Submission Entity:	CTDS: 078698000; Entity ID: 2468; Name: Phoenix Academy Charter Foundation
Transaction Received Date/Time:	2012/11/09 09:54:11
Transaction Completed Date/Time:	2012/11/09 09:55:15
Transaction Activity ID:	197571224
Vendor Record ID:	5297813326456847
Original Transaction Record:	14,"4897813326456886","A","078698003",46810,12345678,1,"Kermit","T","Frog",{SLI},#2012/09/04#,{A},#2012/09/04#,#2012/11/02#{},5,"078698",,,,1,{P}
Error Description:	If either SPED Exit Date or SPED Exit Reason Code is submitted, then both must be submitted.

In this example, the highlighted transaction 14 submitted on November 9, 2012, at 9:54:11 failed SAIS import processing. This is indicated by the 2 in the Tx Status column in the Student Transaction History area, as well as the Record Status and Error Description in the Transaction Details area. Careful analysis of the Original Transaction Record shows that a SPED exit date was submitted in the transaction, but the code value for the SPED exit reason was blank. This caused the transaction to fail since a required element was missing.

Transactions that fail import processing do not update SAIS; therefore, if the student's most recent update to special education participation was made in the transaction submitted immediately before the highlighted transaction, and if that transaction was a "delete," then the student's SPED participation would not appear in SAIS since the most recent update deleted it. Resolve this issue by correcting the error—in this example, ensure that a SPED exit reason and exit date are both included—and resubmit the student's SPED participation.

Scenario 2: I have a student who is on my SPED71-1 but not on my SPED07. Her records are passing integrity and she was in the program on October 1. Help!

This student's information may be missing from the SPED07 for several reasons. Here are two examples:

- a) The student's special education participation data was updated in SAIS after the most recent SPED07 generation. The SPED07 is not a real time report—it is only updated when SAIS integrity processing completes. If a student's data is updated in SAIS after the most recent SPED07 generation, the updated data will not appear on the SPED07 until the next time it is generated.

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	14	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	14	078698003	078698000	2012/10/15 10:22:03	2012/10/15 10:22:25	12141	1
250	6	3	14	078698003	078698000	2012/10/15 10:22:26	2012/10/15 10:22:09	12141	1
251	4	3	14	078698003	078698000	2012/10/29 09:53:42	2012/10/29 09:54:10	12200	1
251	5	3	14	078698003	078698000	2012/10/29 09:54:11	2012/10/29 09:55:15	12200	1
253	23	3	14	078698003	078698000	2012/11/27 08:50:32	2012/11/27 08:50:59	12084	1
253	24	3	14	078698003	078698000	2012/11/27 08:52:45	2012/11/27 08:53:43	12084	1

In this example, if the most recent SPED07 report was generated on Monday, November 26, and the student's SPED participation data was updated on November 27, the changes that are shown in SAIS will not appear on the SPED07 report until the report is updated again.

Tip: When investigating the *most recent* update to a student's data, it is helpful to sort the data in the **End Dtm** column.

- b) The student's need was submitted to SAIS, but the student's special education service participation was not.

Transaction number 11 submits a student's need to SAIS, but does not include any other details related to program participation. Transaction 11 submits disabilities as well as other needs: gifted, homeless, English language learner, etc. Students whose special education needs are submitted to SAIS using only transaction 11 and not transaction 14 will appear on the SDSPED71-1, but some fields on the report will show "N/A," including service entry date, service exit date, and service type. These elements are included in transaction 14 but not in transaction 11. All of the data elements in transaction 14 must be submitted to SAIS before the student's record will appear on the SPED07. If transaction 14 is submitted for a student, then it is unnecessary to submit transaction 11 because the student's need is included in transaction 14.

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	1	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
252	4	3	4	078698003	078698000	2012/10/15 10:22:03	2012/10/15 10:22:25	12147	1
252	17	3	4	078698003	078698000	2012/10/15 10:22:26	2012/10/15 10:22:09	12147	1
259	35	3	4	078698003	078698000	2012/10/29 09:53:42	2012/10/29 09:54:10	12376	1
250	5	3	11	078698003	078698000	2012/09/28 09:30:25	2012/09/28 09:30:58	12133	1
250	6	3	11	078698003	078698000	2012/09/28 09:31:03	2012/09/28 09:31:27	12133	1
245	13	3	16	078698003	078698000	2012/09/24 08:50:15	2012/09/24 08:50:51	12084	1

In this example, the student's history shows two need transactions (number 11), but no special education participation transactions (number 14). Submit special education participation to include all of the student's information on the SDSPED71-1 and SPED07.

Scenario 3: *I changed the special education exit date for one of my students, but it's not showing up in SAIS.*

It may be that the data was changed in your student management system, but the updates have not been submitted to SAIS. This could apply to any change to any data element in the student's SPED record, not just the SPED exit date. Verify this by using the Transaction History to view the most recent update to the student's special education participation:

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	14	078698003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
250	5	3	14	078698003	078698000	2012/10/15 10:22:03	2012/10/15 10:22:25	12141	1
250	6	3	14	078698003	078698000	2012/10/15 10:22:26	2012/10/15 10:22:09	12141	1
251	4	3	14	078698003	078698000	2012/10/29 09:53:42	2012/10/29 09:54:10	12200	1
251	5	3	14	078698003	078698000	2012/10/29 09:54:11	2012/10/29 09:55:15	12200	1
253	23	3	14	078698003	078698000	2012/11/27 08:50:32	2012/11/27 08:50:59	12084	1
253	24	3	14	078698003	078698000	2012/11/27 08:52:45	2012/11/27 08:53:43	12084	1

Item	Value(s)
Sequence Number:	253
Record Number:	24
Record Status:	3 - Record processed successfully
Transaction Type:	14 - SPED Service Participation
Transaction Entity (DOA):	CTDS: 078698003; Entity ID: 35414; Name: Phoenix Academy Primary School
File Submission Entity:	CTDS: 078698000; Entity ID: 2468; Name: Phoenix Academy Charter Foundation
Transaction Received Date/Time:	2012/11/27 08:52:45
Transaction Completed Date/Time:	2012/11/27 08:53:43
Transaction Activity ID:	197571224
Vendor Record ID:	4897813326456886
Original Transaction Record:	14,"4897813326456886","A","078698003",46810,12345678,1,"Kermit","T","Frog",{SLI},#2012/09/04#,{A},#2012/09/04#,#2013/05/23#{13},{5},"078698",,1,{P}

In this example, the most recent SPED data activity was on November 27, 2012. The Transaction History shows an “add” transaction with a SPED exit date of May 23, 2013. If the student management system has been updated to show a different exit date (for example, if the student exited from SPED on December 14, 2012, with the exit reason “moved, known to be continuing”) then the Transaction History indicates that the updated information in the student management system has not been submitted to SAIS yet. Resolve this issue by including the student's SPED participation in the next upload to SAIS.

Scenario 4: *I have a student failing integrity because of a SPED concurrency at two schools in my district, but I know the student is only at one of those schools. What do I do?*

Use the Transaction History to check what special education participation was submitted for the student. Determine which school the student attends, then delete the SPED participation that was submitted for the other school(s).

Seq #	Rec #	Tx Status	Tx Type	Tx Entity	Sa Entity	Rcv'd Dtm	End Dtm	Ref. #	Sa ID
245	12	3	1	070103003	078698000	2012/09/24 08:47:15	2012/09/24 08:48:01	12084	1
252	4	3	4	070103003	078698000	2012/10/15 10:22:03	2012/10/15 10:22:25	12147	1
252	17	3	4	070103003	078698000	2012/10/15 10:22:26	2012/10/15 10:22:09	12147	1
259	35	3	4	070103003	078698000	2012/10/29 09:53:42	2012/10/29 09:54:10	12376	1
250	5	3	14	070103003	078698000	2012/09/28 09:30:25	2012/09/28 09:30:58	12133	1
250	6	3	14	070103002	078698000	2012/09/28 09:31:03	2012/09/28 09:31:27	12133	1
245	13	3	16	070103003	078698000	2012/09/24 08:50:15	2012/09/24 08:50:51	12084	1

In this example, the student's history shows special education participation submitted for two schools: CTDS 070103003 and 070103002. Because the other records in the student's history all show CTDS 070103003, it is likely that this is the school where the student receives special education, but a careful check of student records should be done prior to updating SAIS. Once the correct school is determined, the special education participation at the other school should be deleted.

Scenario 5: *I have a student on my SPED07, and he didn't go to my school this year—he withdrew last year!*

If a student is listed on the SPED07 or the SDSPED71 reports, the student's data exists in SAIS. This means that special education participation was submitted for the student this fiscal year. Sometimes student management systems submit data for students from the prior year by mistake. Use the Transaction History to view the student's data; you will see transaction 14. Submit "delete" transactions to remove the student's special education participation from SAIS for this fiscal year. The student's record will drop off of the SDSPED71 and SPED07 reports once the delete transactions are processed.

Scenario 6: *I have a student on my SPED71 whose data are completely wrong, and it must be SAIS's fault!*

It is probably not SAIS's fault . . . someone entering the data likely got confused along the way. Use the Transaction History to discover what your student management system and your staff submitted to SAIS to sort out the discrepancy.

Whenever you see unexpected information on a raw data report in SAIS, such as the SDSPED71-1 or SDSPED71-2, the Transaction History can help you determine what happened. If any of the student's data in SAIS is wrong, the Transaction History will tell you precisely what data was submitted for the student and when it was submitted. Student data is never spontaneously changed by SAIS: there is always a submitted transaction that triggers updates to student data.

<i>What other ways can I use the Transaction History?</i>
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- When you have an open 915 window to correct prior year data, you can submit the changes for the prior fiscal year and then go into the Transaction History to confirm that the changes are in the system.
- After entering student data using SAIS Online, you can view the Transaction History to confirm that the student's data is in the system.
- If someone from another PEA contacts your school about resolving a SPED concurrency issue, use the Transaction History to investigate what your PEA has submitted for the student. You cannot see the data submitted by any other PEA, but if another PEA contacts you about a SPED concurrency problem with an unfamiliar student, the Transaction History can show you everything that was submitted by your PEA so you can determine whether the SAIS data you submitted should be changed or deleted.

What if I have questions about the Transaction History?

If you have specific questions about interpreting special education participation data submissions using the Transaction History, contact ESS Data Management at essdatamgmt@azed.gov.

If you have specific questions about interpreting other types of student detail data using the Transaction History, contact the ADE business unit that administers the data: for example, questions about enrollment, absences, and attendance minutes should be directed to School Finance; questions about English Language Learner (ELL) participation should be directed to the Office of English Language Acquisition Services (OELAS); etc.

For assistance accessing the Transaction History or if the Transaction History is not working, contact the ADE Support Center at either adesupport@azed.gov or via telephone at 602-542-7378 or 866-577-9636.