Enrollments (Arizona)

Last Modified on 04/04/2024 3:33 pm CDT

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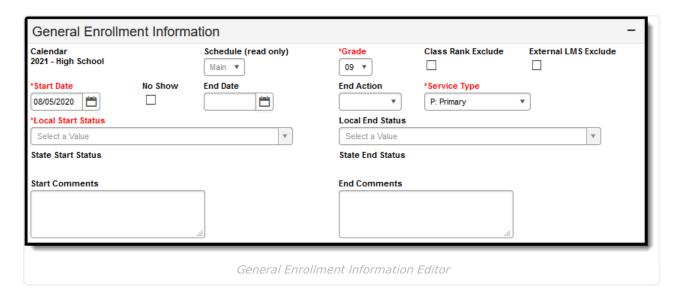
Tool Search: Enrollment

The Enrollment tool displays all occurrences of a student's enrollment in the district. Because this is a historical view, this list could be long.

Enrollments are first sorted by grade level and sorted by enrollment start date second. To reorder the list of enrollments, click the blue headers in the Enrollments Editor list. The list of enrollments can be sorted by Grade, Calendar, Start Date or End Date.

> See the core Enrollments article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

General Enrollment Information

Under General Enrollment Information, both the *Start* and *End Status* fields are unique to the state of Arizona. These fields are further described below. All other fields in General Enrollment Information do not require unique, state-specific data. However, many of these fields are required and data entry in these fields is necessary. For more information on these fields, see the Enrollments article.

General Enrollment Information Editor

Start Status (Local and State)

The Start Statuses indicates the reason for beginning the student enrollment, whether entering the school or district or continuing on from another grade. When creating an enrollment for a student,

students must have a Start Date and a Start Status. An enrollment cannot be saved without an entry in these fields.

When a Local Start Status value is selected, the correlating State Start Status is auto-filled. State Start Statuses can only be modified by selecting a different Local Start Status.

For additional guidance in setting up Start Statuses, please see the Enrollment (System Administration) article.

> The values in the State Start Status field are automatically mapped to Arizona-defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ Click here to expand...

Start Date

The date on which the student enrollment begins. Enrollments *must* have a start date.

▶ Click here to expand...

End Status (Local and State)

The End Status, referred to as Exit/Withdrawal Status in Arizona, indicates the reason a student has ended their enrollment with their current school. Population of this field is only required when the student is withdrawing from the school and is NOT planning to attend the same school the following year.

When a Local End Status value is selected, the correlating State End Status is auto-filled. State End Statuses can only be modified by selecting a different Local End Status.

For additional guidance in setting up End Statuses, please see the Enrollment (System Administration) article.

> It is important to note that this status DOES NOT report when the End Action field is populated. When the End Action field is not populated, users MUST populate the End Status field.

> The values in the State End Status field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ Click here to expand...

End Date

The date of an individual's last attended instructional day, the day on which an individual graduated, or the date on which it becomes officially known that an individual left school. In Arizona, this is referred to as the Exit/Withdraw Date.

▶ Click here to expand...

End Action

The End Action field, referred to as Grade Exit in Arizona, is used when a student changes grade levels within the same school. Use this field for students who are enrolling in the same school the following year and are changing grade levels. The student is NOT withdrawing from school.

> When End Action IS populated, it is important to know that the End Status does NOT report.

▶ Click here to expand...

No Show

A no show student is defined as a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy.
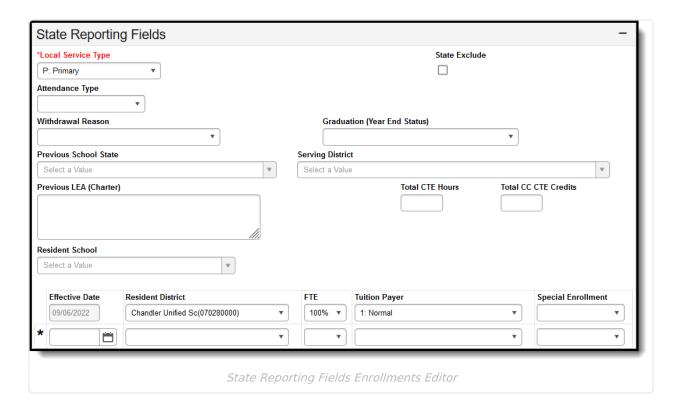
▶ Click here to expand...

State Reporting Fields

Data entries made in the State Reporting Fields section of the Enrollments tool are unique to the state of Arizona and may directly affect the way students are reported to the state department of education.

> Updates to State Reporting fields overwrite previously entered data. To preserve this historical information, create a new Enrollment record when changes are needed. Deleting an Enrollment record is NOT recommended.

State Reporting Fields Enrollments Editor

Local Service Type

Local Service Type, referred to as Membership Type in Arizona, indicates the degree of responsibility for managing a student's curriculum.

> The values in the Local Service Type field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ Click here to expand...

State Exclude

Mark this option to exclude a student from Arizona reports and resources. Please see below for a list of reports/resources that recognize the State Exclude option for a student.

> Be aware that some reports may not recognize State Exclude preferences. Some reports may specify to include all enrollments; even enrollments marked as State Exclude. In that case, the enrollment would report in that specific report regardless of what is selected in the State Exclude checkbox.

▶ Click here to expand...

Attendance Type

Attendance Type is typically assigned to a Calendar.When the student has a different Attendance Type than the Calendar in which they are enrolled, enter the Attendance Type for the student here.

The Attendance Type entered here is the value that reports. When left blank, the Attendance Type assigned to the Calendar in which the student is enrolled reports.

▸ Click here to expand...

Withdrawal Reason

Only used when the reason for withdrawal from school meets one of the criteria listed in the descriptions below. These fields are available as additional withdrawal reasons outside of End Action and End Status.

▸ Click here to expand...

Graduation (Year End Status)

Graduation (Year End Status), referred to as Year End Status in Arizona, indicates the Enrollment Exit Status for a student who IS NOT returning to school after this enrollment. Fill out this field when there are no subsequent enrollments.

This field is no longer used in state reports or Ed-Fi Resources. It is a read-only field for historical purposes.

▸ Click here to expand...

Previous School State

Previous School State is used only for district-tracking purposes and is not used for state reporting.

▸ Click here to expand...

Serving District

Serving District is used only for district-tracking purposes and is not used for state reporting.

▸ Click here to expand...

Previous LEA (Charter)

The name of the district or charter school the student attended in the previous school year. This field is only used for the Estimated Enrollment Extract and is not used for state reporting.

▶ Click here to expand...

Resident School

The Resident School field is used to indicate the student's resident school when the student's special education school is not within the resident district.

▶ Click here to expand...

Enrollment Split Fields

The bottom portion of the State Reporting Fields section houses a group of fields that allow the information to be split from the actual enrollment start and end dates. The user can add a new row when a new date is identified for any of the elements. The Effective Date applies to all elements filled in.

Enrollment Split Fields Editor

Resident District

Identifies the district responsible for funding the student's enrollment. Since a student's Resident District could change over a school year, all changes should be captured as a separate split-field row.

▶ Click here to expand...

FTE

The Full Time Equivalency (FTE) field identifies the percentage that the student is enrolled. Since a student's percentage could change over a school year, all percentage changes should be captured as a separate split-field row.

▶ Click here to expand...

Tuition Payer

Indicates how the membership is being funded.

> The values in the Tuition Payer field are automatically mapped to Arizona defined values. Please consult your district Ed-Fi administrator for any variations of these mapped values.

▶ Click here to expand...

Special Enrollment

This field is used conditionally for students with a special enrollment. Most students do not have a Special Enrollment Code, so the field is left blank.

▶ Click here to expand...

ZZZ Enrollments

The ZZZ Enrollment Start Status and Enrollment End Status are used to bridge the gap or combine enrollments when a student changes calendars during the academic school year. This is done so the two enrollments report as a single enrollment for state reporting purposes.

There are a few requirements necessary for enrollments to follow the ZZZ enrollment state reporting logic:

1. All ZZZ enrollments must have a Start Status, End Status, or both a Start and End Status of **ZZZ: Same school calendar transfer - Do NOT report to state.**
2. All ZZZ enrollments must be associated with the same student (and have the same person ID).
3. All ZZZ enrollments must have the same Grade Level.
4. All ZZZ enrollments must have the same Calendar End Year.
5. All ZZZ enrollments must be within the same School.
6. All ZZZ enrollments must have the same Local Service Type.
7. Exclusions must be turned **OFF** on the last ZZZ enrollment.The ZZZ logic specifically does not look into the other ZZZ enrollments for exclusions because this is done during the resync query.
   - Enrollment State Exclude
   - Enrollment Start Status is **NOT** '*E: NON-SAIS DISTRICT USE ONLY!*'
   - Calendar Exclude
   - Grade Level Exclude
   - School Exclude
8. The last ZZZ enrollment's start date must be on or before the next instructional day after the previous ZZZ enrollment's end date **in the last ZZZ enrollment's calendar**. This means that term dates must be specified and days must be populated on the calendars associated with the ZZZ enrollments. For example, the first ZZZ enrollment ends on 3/15/2023. The next instructional day for the second ZZZ enrollment after 3/15/2023 is 3/17/2023. The second ZZZ enrollment must start on or before 3/17/2023.

When the enrollment matches the reporting criteria for ZZZ enrollments, ZZZ enrollments are ordered by Enrollment Start Date. An example of a potential ZZZ enrollment situation is provided below:

ZZZ Enrollment 1	ZZZ Enrollment 2	ZZZ Enrollment 3
Calendar: Example Calendar 4 Day **Grade:** 12 **Local Service Type:** P: Primary **Start Date:** 08/01/2023 **End Date:** 10/01/2023 **Local Start Status:** E1: 1st AZ enroll, from same school **Local End Status:** ZZZ: Same school calendar transfer - Do NOT report to state	**Calendar:** Example Calendar 5 Day **Grade:** 12 **Local Service Type:** P: Primary **Start Date:** 10/02/2023 **End Date:** 10/15/2023 **Local Start Status:** ZZZ: Same school calendar transfer - Do NOT report to state **Local End Status:** ZZZ: Same school calendar transfer - Do NOT report to state	**Calendar:** Example Calendar 4 Day **Grade:** 12 **Local Service Type:** P: Primary **Start Date:** 10/16/2023 **End Date:** 05/30/2024 **Local Start Status:** ZZZ: Same school calendar transfer - Do NOT report to state **Local End Status:** G: Graduated

While there are three enrollments in Campus for the student, state reporting logic considers all three enrollments as a singular enrollment for the resources found in the next section.

The following resources use ZZZ enrollment logic in at least one data element:

- Student School Associations
- Student Education Organization Responsibility Associations
- Student Program Associations
- Student Special Education Program Associations
- Student Needs