

# **Arizona Ed-Fi - Setting Up Schools and Enrollments for Tuition Out Students**

Last Modified on 10/22/2022 10:11 am CDT

In Arizona, students residing in a given district may attend all or part of their instruction in a school within a different district. These students, sometimes referred to as "Tuition Out", "Outplacement", etc., require a unique enrollment setup, which in turn triggers the appropriate Student School Association (SSA) information to be sent, along with the appropriate Student Education Organization Association (AzEDS 5.0) or Student School Association Local Education Organization (SSALEO).

Below are the scenarios identified thus far that encompass this issue, and identify which data we are transmitting that becomes the District of Residence (DOR) within ADE, and the District of Attendance (DOA):

# Scenario 1 - Students in your District, Attending at your School

The following describes how to set up student enrollments and a school for this scenario:

### **Attending School : Yours**

### **District From: Yours**

 Set up the student's enrollment record so that the **Resident District** (Student Information > General > Enrollment > Resident District) is set to the DOR School (this would be your district).

Grade: 11 #11 Assessment	Behavior	: 09/20/2001 Ge Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Lett	ers Waiver	
	Records Transfer			Person Documents				herApp	
Summary	Snapshot	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summa	
Save	🗴 Delete 🛛 🚍	Print Enrollment	History 🖸	New 🕂 Nev	v Enrollment H	listory 🗻	Documents		
Neglected       Delinquent       Other Academic Services         Math Disadvantaged       Science Disadvantaged       Language Disadvantaged       Social Studies Disadvantaged         Quantitative (Math) Giftedness       Language Arts (Verbal) Giftedness       Non-Verbal Reasoning Giftedness         Attendance Type       Register ID         Vitthdrawal Reason       Graduation (Year End Status)       School Membership Share Adult Ed ID         Concurrent       Concurrent School       Previous School       Previous School State         School       Student       School       Student       Select a Value         Homeless       Homeless Residence       School       School       School									
Previous LEA (Charter)  Effective Date 09/01/2017 Resident District AVONDALE ELEMENTARY(070444000)  FTE 1: Normal  V V V V V V V V V V V V V V V V V V									

2. Set up the School so that you're tying them together by setting the **Entity ID** = DOA School (this would be your school) (System Administration > Resources > School > Entity ID)

Index	Search	<	School				
Search Campus T	ools		Save	School 8 Delete School	(	New School	
School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked     historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new     School History record, select an existing School History and click the New School History button. This will create a new School History record based on the     current information, which can be modified as needed and saved.							
			School Ed	litor		School Detail	
Col	unties			CCEL Early Learning		*Name	*State School Number
Dis	trict Counties			Original Record CCEL East Campus		ACCEL Early Learning NCES School Number	64006 School Org Type
Dis	trict Information		🗄 🛶 🙀 🗚	CCEL Metro Campus		Standard Code (SIF StatePrid)	CEEB Number
Gra	de Level Definitions			dersen Elementary School		Entity ID	
Ove	erride Type			dersen Junior High School izona College Prep Erie Campus		123456	
Sci	lool		🕀 📖 Ar	izona College Prep Oakland Camp		Course Catalog - Master List TUITION OUT	External LMS Exclude
►F	Reports			itism Academy for Education and E ixier Elementary School	)e	*Phone	_
Respo	nse to Intervention		🕀 👘 🗛	Aspire Academy		(555)788 - 2771 x Fax	
Roster			-	inner Academy isha Elementary School		(555)176-6120 x Email	Dual Enrollment
▶ School	Choice		🕀 🦛 Ba	isha High School			
▶ Specia	l Ed			igle Junior High School		URL	

3. In that same School, set the **District Entity ID** = Blank (System Administration > Resources > School > District Entity ID)



Index	Search	< Schoo	ol			
Search Campus T	ools	💬 🕒 :	Save S	School 😣 Delete School	New School	
<ul> <li>System Adm</li> </ul>	inistration	<ul> <li>histori</li> </ul>	ically. B	y creating a new School History, the n	and School History. School History records contain information re w information is tracked as of a specific date while the previous v	values are preserved. To create a new
Attenda	ance	Schoo	ol Histor nt inform	ry record, select an existing School His nation, which can be modified as need	tory and click the New School History button. This will create a ne ed and saved.	w School History record based on the
► Auditin	g		ool Edi	tor CEL Early Learning	School Detail Name	*State School Number
► Batch (	Queue		🛱	Original Record	ACCEL Early Learning NCES School Number	64006
► Calend	ar			CEL East Campus CEL Metro Campus	· · · · · · · · · · · · · · · · · · ·	School Org Type
► Campu	is Learning		ACE	ES East	Standard Code (SIF StatePrid)	CEEB Number
Campus	Student Settings			lersen Elementary School lersen Junior High School	Entity ID 123456	
► Census	3			cona College Prep Erie Campus cona College Prep Oakland Campu	Course Catalog - Master List	External LMS Exclude
► Counse	eling			ism Academy for Education and De	TUITION OUT  * Phone	
► Custon	n			ier Elementary School Aspire Academy	(555)788 -2771 x Fax	
► Data D	efining Tools	÷	🛤 Ban	iner Academy	(555)176-6120 x	
► Data In	terchange			ha Elementary School ha High School	Email	Dual Enrollment
► Data U	tilities	÷	in Bog	le Junior High School	URL	_
► Digital	Repository			ogna Elementary School Intmont Academy		
► Ed-Fi				nille Casteel High School nyon State Academy	Principal Name	Principal Title
► Finance	e			Ison Elementary School		
► Grading	g & Standards			npatico - ABA Chandler npatico Main - ABA Tempe	Principal Email	
► Health		÷	🛤 Cer	nter for Autism and Related Disorde		
► Lockers	S			andler Early College andler High School	Agency	
► Medica	id	÷.	🛤 Cha	andler Online Academy	Address 10251 N 35TH AV	
► Messer	nger			andler Unified School District #80 Idrens Center For Neurodevelopme	City	State
► PLP		4		•	PHOENIX Zip	Arizona 🗴 💌
► Portal					85051	
► Prefere	ences				Physical Address 10251 N 35TH AV	
<ul> <li>Resour</li> </ul>	rces				Physical City PHOENIX	Physical State Arizona X V
Res	ources				Physical Zip	Alizona
Cou	Inties				85051 Comments	
Dist	trict Counties					
Dist	trict Information				L	
Gra	de Level Definitions				eTranscript School ID	- Modified by: Unknown
Ove	erride Type				Food Service SiteID	
Sch	1001					
►R	eports				District Entity ID	
▶ Respor	nse to Intervention				CTDS Student 072164006	
► Roster					CTDS Header	
► School	Choice				District Hoador	

# Scenario 2 - Students Attending your School, Coming from Another District

The following describes how to set up student enrollments and a school for this scenario:

### **Attending School : Yours**

### **District From: Outside**

 Set up the student's enrollment record so that the **Resident District** (Student Information > General > Enrollment > Resident District) is set to the DOR School (the school/district they are coming from).

Grade: 11 #11 Assessment	Behavior	: 09/20/2001 Ge Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Lett	ers Waiver	
	Records Transfer			Person Documents				herApp	
Summary	Snapshot	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summa	
Save	🗴 Delete 🛛 🚍	Print Enrollment	History 🖸	New 🕂 Nev	v Enrollment H	listory 🗻	Documents		
Neglected       Delinquent       Other Academic Services         Math Disadvantaged       Science Disadvantaged       Language Disadvantaged       Social Studies Disadvantaged         Quantitative (Math) Giftedness       Language Arts (Verbal) Giftedness       Non-Verbal Reasoning Giftedness         Attendance Type       Register ID         Vitthdrawal Reason       Graduation (Year End Status)       School Membership Share Adult Ed ID         Concurrent       Concurrent School       Previous School       Previous School State         School       Student       School       Student       Select a Value         Homeless       Homeless Residence       School       School       School									
Previous LEA (Charter)  Effective Date 09/01/2017 Resident District AVONDALE ELEMENTARY(070444000)  FTE 1: Normal  V V V V V V V V V V V V V V V V V V									

2. Set up the School so that you're tying them together by setting the **Entity ID** = DOA School (this would be your school) (System Administration > Resources > School > Entity ID)

Index	Search	<	School				
Search Campus T	ools		Save	School 8 Delete School	(	New School	
School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked     historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new     School History record, select an existing School History and click the New School History button. This will create a new School History record based on the     current information, which can be modified as needed and saved.							
			School Ed	litor		School Detail	
Col	unties			CCEL Early Learning		*Name	*State School Number
Dis	trict Counties			Original Record CCEL East Campus		ACCEL Early Learning NCES School Number	64006 School Org Type
Dis	trict Information		🗄 🛶 🙀 🗚	CCEL Metro Campus		Standard Code (SIF StatePrid)	CEEB Number
Gra	de Level Definitions			dersen Elementary School		Entity ID	
Ove	erride Type			dersen Junior High School izona College Prep Erie Campus		123456	
Sci	lool		🕀 📖 Ar	izona College Prep Oakland Camp		Course Catalog - Master List TUITION OUT	External LMS Exclude
►F	Reports			itism Academy for Education and E ixier Elementary School	)e	*Phone	_
Respo	nse to Intervention		🕀 👘 🗛	Aspire Academy		(555)788 - 2771 x Fax	
Roster			-	inner Academy isha Elementary School		(555)176-6120 x Email	Dual Enrollment
▶ School	Choice		🕀 🦛 Ba	isha High School			
▶ Specia	l Ed			igle Junior High School		URL	

3. In that same School, set the **District Entity ID** = Blank (System Administration > Resources > School > District Entity ID)



Index Sea	arch	School	
Search Campus Tools	<u></u>	Save School S Delete School O New School	
<ul> <li>System Administration</li> </ul>		School data is divided into two areas: School Detail and School History. School History records contain information related to a school that can be tracked historically. By creating a new School History, the new information is tracked as of a specific date while the previous values are preserved. To create a new	
► Attendance		School History record, select an existing School History and click the New School History button. This will create a new School History record based on the current information, which can be modified as needed and saved.	
► Auditing		School Editor School Detail           School Zditor         School Detail           In-dep AccEL Early Learning         Name	
Batch Queue		ACCEL Early Learning 64006	
► Calendar		Compus     ACCEL East Campus     ACCEL Metro Campus     ACCEL Metro Campus	
Campus Learning	9	B ACES East Standard Code (SIF StatePrid) CEEB Number	
Campus Student Se	ettings	Andersen Elementary School      Entity ID      Andersen Junior High School      Control      Contro      Control	
▶ Census		Arizona College Prep Erie Campus     Course Catalog - Master List     External LMS Exclude	
▶ Counseling		A Arizona College Prep Oakland Campu     TUITION OUT     Phone	
► Custom		Awkier Elementary School     (555) 788 - 2771 x	
▶ Data Defining Too	ols	H AZ Aspire Academy     Fax     Fax     Solution     Fax     Solution     Solution     Solution     Fax     Solution     Solution	
► Data Interchange		Basha Elementary School     Email     Dual Enrollment	
Data Utilities		E Bogle Junior High School URL	
Digital Repository	/	Belogna Elementary School     Belogna Hardemy	
► Ed-Fi		e en Camille Casteel High School	
► Finance		Carlyon State Academy      Carlson Elementary School	
Grading & Standa	ards	E Cenpatico - ABA Chandler	
▶ Health		Cenpatico Main - ABA Tempe     Principal Email     Center for Autism and Related Disorde	
► Lockers		Chandler Early College     Agency     Chandler High School	
► Medicaid		Chandler Online Academy Address	
Messenger		Chandler Unified School District #80     City     State	
► PLP		Arizona X Y	
▶ Portal		Zip 85051	
Preferences		Physical Address 10251 N 35TH AV	
<ul> <li>Resources</li> </ul>		Physical City Physical State	
Resources		PHOENIX Arizona x v Physical Zip	
Counties		85051 Comments	
District Countie	ies	Comments	
District Informa	ation		1
Grade Level D	Definitions	- Modif eTranscript School ID	fied by: Unknown
Override Type		Food Service SiteID	
School			
▶ Reports		District Entity ID	
▶ Response to Inter	rvention	CTDS Student 072164006	
► Roster		CTDS Header	
School Choice	_	District Mondor	

### Scenario 3 - Students Attending School Outside Your District, Coming From Your District (Setup as a District)

The following describes how to set up student enrollments and a school for this scenario:

### Attending School : Outside - Set up as a District

#### **District From: Yours**

 Set up the student's enrollment record so that the **Resident District** (Student Information > General > Enrollment > Resident District) is set to the DOR School (your district).

Assessment	Behavior	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc Lett	ers Waiver	
SAIS TX	Records Transfer			Person Documents	MG Tes	st Main	mg2 Teach	nerApp	
Summary	Snapshot	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit Summa	
Save	🛚 Delete 🗧	Print Enrollment	History 🖸	New 🕂 New	/ Enrollment Hi	istory 🗻	Documents		
Neglected       Delinquent       Other Academic Services         Math Disadvantaged       Science Disadvantaged       Language Disadvantaged       Social Studies Disadvantaged         Quantitative (Math) Giftedness       Language Arts (Verbal) Giftedness       Non-Verbal Reasoning Giftedness         Attendance Type       Register ID         Vithdrawal Reason       Graduation (Year End Status)       School Membership Share Adult Ed ID         Concurrent       Concurrent School       Previous       Previous School State         School       Student       School       Student       Select a Value         Homeless       Homeless Residence       V       V       V									
Previous LEA (Charter)  Effective Date Resident District  AVONDALE ELEMENTARY(070444000)  FTE Tuition Payer Special Enrollment Ti Normal  T									

 Set up the School so that you're tying them together by setting the Entity ID = DOA School (the outplacement school the student will be attending) (System Administration > Resources > School > Entity ID)

Index Search	School	
Search Campus Tools		
▼ Resources Resources	School data is divided into two areas: School Detail and School History. School History records contain informa historically. By creating a new School History, the new information is tracked as of a specific date while the pre- School History record, select an existing School History and click the New School History button. This will creat current Information, which can be modified as needed and saved.	vious values are preserved. To create a new
Resources	School Editor School Detail	
Counties	ACCEL Early Learning	*State School Number
District Counties	Original Record     ACCEL Early Learning	64006
District Cournies	ACCEL East Campus	School Org Type
District Information	ACCEL Metro Campus     Standard Code (SIF StatePrid)	CEEB Number
Grade Level Definitions	ACES East	
	Andersen Elementary School     Entity ID     Andersen Junior High School	
Override Type	123456	
School	Course Catalog - Master List	External LMS Exclude
▶ Reports		
Response to Intervention	Auxer Elementary School     (555) 788 - 2771 x	
	Banner Academy     (555 ) 176 - 6120 x	
Roster	Basha Elementary School     Email	Dual Enrollment
School Choice	E Basha High School	
	E Bogle Junior High School URL	
Special Ed	Bologna Elementary School	

3. In that same School, set the **District Entity ID** = DOA School (the district the outplacement school is in) (System Administration > Resources > School > District Entity ID)



Index	Search	< School				
Search Campus Tools	s 🤄	Save	School 😣 Delete School	e	New School	
<ul> <li>System Administ</li> </ul>	stration	<ul> <li>School data</li> <li>historically, I</li> </ul>	is divided into two areas: School Deta By creating a new School History, the	ail a nev	nd School History. School History records contain information re v information is tracked as of a specific date while the previous v	lated to a school that can be tracked alues are preserved. To create a new
Attendance	e	School Histo	ory record, select an existing School H mation, which can be modified as nee	listo	ry and click the New School History button. This will create a ne	w School History record based on the
► Auditing		School Ed	itor		School Detail	*State School Number
Batch Que	9116		CEL Early Learning Original Record		ACCEL Early Learning	64006
<ul> <li>Calendar</li> </ul>		🕀 🦛 🗚	CEL East Campus		NCES School Number	School Org Type
			CEL Metro Campus		Standard Code (SIF StatePrid)	CEEB Number
Campus Le	-		dersen Elementary School		Entity ID	
Campus Stud	dent Settings		dersen Junior High School		123456	
Census			zona College Prep Erie Campus zona College Prep Oakland Campu		Course Catalog - Master List	External LMS Exclude
Counseling	g	🕀 📖 Au	tism Academy for Education and De		*Phone	
Custom			xier Elementary School Aspire Academy		(555)788 - 2771 ×	
► Data Defin	ning Tools	🕀 🛶 Ba	nner Academy		Fax (555 )176 -6120 x	
Data Interd	change		sha Elementary School sha High School		Email	Dual Enrollment
► Data Utilitie	-		sha High School gle Junior High School		URL	
Digital Rep	nository		logna Elementary School			
► Ed-Fi	pository		ghtmont Academy mille Casteel High School		,	4
		🕀 🛶 Ca	nyon State Academy		Principal Name	Principal Title
▶ Finance			rlson Elementary School npatico - ABA Chandler			
Grading &	Standards		npatico Main - ABA Tempe		Principal Email	
Health			nter for Autism and Related Disorde		Agency	
Lockers			andler Early College andler High School		Agency	
Medicaid			andler Online Academy		Address 10251 N 35TH AV	
Messenger	er		andler Unified School District #80 ildrens Center For Neurodevelopme	-	City	State
▶ PLP		4	• •		PHOENIX	Arizona 🗙 🔻
Portal					Zip 85051	
Preference	20				Physical Address 10251 N 35TH AV	
<ul> <li>Resources</li> </ul>					Physical City	Physical State
					PHOENIX	Arizona 🗙 🔻
Resour					Physical Zip 85051	
Countie					Comments	
	t Counties					
District	Information					- Modified by: Unknown
Grade	Level Definitions				eTranscript School ID	- mounou by: Unknown
Overrid	de Type				Food Service SiteID	
School	d.			-		
► Repo	orts				District Entity ID 123456	
Response	to Intervention				072164006	

## Scenario 4 - Students Attending a Different School within Your District

The following describes how to set up student enrollments and a school for this scenario:

### Attending School : Different school within district - Set up as a School

### **District From: Yours**

 Set up the student's enrollment record so that the **Resident District** (Student Information > General > Enrollment > Resident District) is set to the DOR School (your district).

Grade: 11 #11		: 09/20/2001 Ge	nder: M						
Assessment	Behavior	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc L	etters	Waiver
SAIS TX	Records Transfer	Report Con	nments	Person Documents	MG Te	st Main	mg2 Te	acherApp	
Summary	Snapshot	Enrollments	Schedule	Attendance	Flags	Grades	Transcript	Credit	Summary
🖺 Save 🛛	Oelete 📄	Print Enrollment	History 🚭	New 🕂 New	Enrollment H	listory 🕹	Documents		
Math Disadvantaged       Science Disadvantaged       Language Disadvantaged       Social Studies Disadvantaged         Quantitative (Math) Giftedness       Language Arts (Verbal) Giftedness       Non-Verbal Reasoning Giftedness         Attendance Type       Register ID         V       Graduation (Year End Status)       School Membership Share Adult Ed ID         Concurrent       Concurrent School       Previous       Previous School         School       Student       Select a Value       V         Homeless       V       Membership Status									
Effective 09/01/20		District LE ELEMENTARY(0	70444000) 🔻				Special	Enrollment	•

 Set up the School so that you're tying them together by setting the Entity ID = DOA School (the outplacement school within your district) (System Administration > Resources > School > Entity ID)

Index Search	< School		
Search Campus Tools	💬 🕒 Save School 😣 Delete School	New School	
<ul> <li>Resources</li> <li>Resources</li> </ul>	<ul> <li>historically. By creating a new School History, the</li> </ul>	iil and School History. School History records contain information new information is tracked as of a specific date while the previou istory and click the New School History button. This will create a ded and saved.	is values are preserved. To create a new
	School Editor	School Detail	
Counties	ACCEL Early Learning	*Name	*State School Number
District Counties	Original Record	ACCEL Early Learning	64006
	ACCEL East Campus	NCES School Number	School Org Type
District Information	ACCEL Metro Campus	Standard Code (SIF StatePrid)	CEEB Number
Grade Level Definitions	ACES East      Andersen Elementary School		
Override Type	Andersen Junior High School	Entity ID 123456	
	🕀 🚔 Arizona College Prep Erie Campus	Course Catalog - Master List	External LMS Exclude
School	😟 🛶 Arizona College Prep Oakland Campu	TUITION OUT V	
▶ Reports	Autism Academy for Education and De	*Phone	_
Response to Intervention	Auxier Elementary School      Az Aspire Academy	(555)788 - 2771 x	
► Roster	Banner Academy	(555) 176 - 6120 x	Dual Enrollment
School Choice	Basha High School		
Special Ed	Bologna Elementary School	URL	

3. In that same School, set the **District Entity ID** = Blank (System Administration > Resources > School > District Entity ID)



Index	Search <	School			
Search Campus To	ools			New School	
<ul> <li>System Adm</li> </ul>	inistration	<ul> <li>historically.</li> </ul>	By creating a new School History, the	il and School History. School History records contain information new information is tracked as of a specific date while the previous	s values are preserved. To create a new
Attenda	ance	School His	tory record, select an existing School H prmation, which can be modified as nee	istory and click the New School History button. This will create a	new School History record based on the
► Auditin	q	School E		School Detail *Name	*State School Number
► Batch C			CCEL Early Learning Original Record	ACCEL Early Learning	64006
			CCEL East Campus	NCES School Number	School Org Type
► Calend	ar		CCEL Metro Campus	Standard Code (SIF StatePrid)	CEEB Number
▶ Campu	s Learning		CES East ndersen Elementary School		
Campus S	Student Settings		ndersen Junior High School	Entity ID 123456	
► Census	3		rizona College Prep Erie Campus rizona College Prep Oakland Campu	Course Catalog - Master List	External LMS Exclude
► Counse	eling		utism Academy for Education and De	TUITION OUT  *Phone	
► Custom	1		uxier Elementary School Z Aspire Academy	(555)788 - 2771 x	
► Data D	efining Tools	÷ 🙀 B	anner Academy	Fax (555)176 -6120 x	
► Data In	terchange		asha Elementary School asha High School	Email	Dual Enrollment
► Data U	tilities	🗄 💮 🐻 B	ogle Junior High School	URL	
► Digital I	Repository		ologna Elementary School rightmont Academy		
► Ed-Fi		🗄 🖷 🦛 C	amille Casteel High School	Principal Name	Principal Title
► Finance	e		anyon State Academy arison Elementary School		
► Grading	g & Standards	主 ·· 🖛 C	enpatico - ABA Chandler		li l
► Health			enpatico Main - ABA Tempe enter for Autism and Related Disorde	Principal Email	
► Lockers		🗄 🖷 🗰 C	handler Early College	Agency	
► Medica			handler High School handler Online Academy	Address	
	-		handler Unified School District #80	10251 N 35TH AV	
▶ Messer	nger	÷ 🗰 C	hildrens Center For Neurodevelopme	PHOENIX	State Arizona X V
► PLP		•	•	Zip	Alizona A
▶ Portal				85051 Physical Address	
▶ Prefere	nces			10251 N 35TH AV	
▼ Resour	ces			Physical City PHOENIX	Physical State
Res	ources			Physical Zip	
Cou	inties			85051 Comments	
Dist	rict Counties				
Dist	rict Information				1
Gra	de Level Definitions			eTranscript School ID	- Modified by: Unknown
Ove	erride Type			Food Service SiteID	
Sch	lool				
►R	eports			District Entity ID	
▶ Respor	nse to Intervention			CTDS Student	
► Roster				072164006 CTDS Header	
▶ School	Choice			District Hondor	
_					