



**COLORADO**  
Department of Education

# Student Biographical Data (SBD) Process Manual 2018-2019

ACCESS for ELLs & Alternate ACCESS for ELLS

CMAS: Mathematics, English Language Arts, Colorado Spanish Language Arts, Science and Social Studies, and CoAlt: Alternate Science and Social Studies

CoAlt: Alternate English Language Arts and Mathematics (Dynamic Learning Maps)

CO PSAT/SAT

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**Assessment Unit**  
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## Introduction

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The purpose of this manual is to provide District Data Respondents with an overview of the Data Pipeline Student Biographical Data (SBD) review process, general instructions for completing an SBD review, and guidelines for best practices.

### What is the SBD Review?

SBD reviews provide districts with a final opportunity to verify the accuracy of student level demographic and testing administration data prior to public reporting and accountability calculations. The data being reviewed during SBD comes from the systems of the vendors who administer the assessment. In most cases, districts have the opportunity to clean and review data in the vendor system during the testing window. SBD review gives a final opportunity to review the data within the CDE Data Pipeline system and provides additional checks such as State Student Identifier validation. The College Board system currently does not allow for district access to student data. SBD provides the only opportunity for the districts to review data on the CO PSAT and SAT assessments.

Once the review is complete, the data for districts that completed their review is updated and loaded back into the vendor system. The updated data is then used in the final data files and reports, as well as in public reporting and accountability calculations.

### SBD Collections

In the 2017-2018 school year, there will be four Data Pipeline Assessment collections, each associated with a current state assessment. Tentative SBD dates for each assessment are included in Table 1 below.

Records for assessments that are covered in the same collection will appear in the same data file.

**Table 1. Tentative Dates for SBD Review Windows**

	<b>Assessment</b>	<b>SBD Review Window</b>
1	Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS for ELLs®) and ACCESS for ELLs Alternate	March 18 – 27, 2019
2	Colorado PSAT/SAT	May 16 – 23, 2019
3	Colorado Measures of Academic Success (CMAS): Mathematics, ELA, CSLA, Science and Social Studies and Colorado Alternate (CoAlt): Science and Social Studies	May 20 – 30, 2019
4	Colorado Alternate (CoAlt): English Language Arts and Mathematics (Dynamic Learning Maps)	May 29 – June 5, 2019

## Data Pipeline

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### Accessing Data Pipeline Collections

Data Pipeline is accessed through CDE's Identity Management System (<https://cdeapps.cde.state.co.us/index.html>). Passwords and access to collections are managed at the district level by a Local Access Manager (LAM). The LAM provides a user with access to Data Pipeline collections and assigns user roles. If there are issues with the LAM providing access to users for the SBD collections they should



complete and submit the [LAM Assistance Request Form](#) or contact the SBD Support Line. CDE staff cannot provide access to collections for district users.

If you log in to Data Pipeline and do not see the SBD Collection in the menu on the left side of the screen, contact your LAM and ask them to give you access to the appropriate group:

- **ACC:** ACCESS for ELLs
- **CMS:** CMAS/CoAlt: Science and Social Studies and CMAS: Mathematics, ELA and CSLA
- **DLM:** CoAlt: Alternate ELA and Mathematics (DLM)
- **SAT:** CO PSAT/SAT.

Data Pipeline Assessment collections have three possible user roles:

- **LEA viewer:** Can only view the data and reports
- **LEA user:** Has the same permissions as the LEA viewer plus can download, edit, and upload data
- **LEA approver:** Has the same permissions as the LEA user plus can approve data.

A user can only have one of the above roles for each collection, but may have different roles across collections. Each SBD collection will require a user to be given the LEA approver role in order to approve and complete the collection.

## SBD Support Helpdesk

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Starting in 2017-2018 there will be a general SBD Support phone number and email address rather than a direct Assessment Unit contact for each SBD review. This will allow CDE to have multiple individuals and units available to answer questions and assist districts during SBD as quickly as possible. Members of the Assessment Unit, Accountability Unit, and Information Management Systems Unit will be available.

**Email Address:** [sbdsupport@cde.state.co.us](mailto:sbdsupport@cde.state.co.us)

**Phone Number:** 720-696-0185

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## Step by Step SBD Guide

### Step by Step SBD Guide

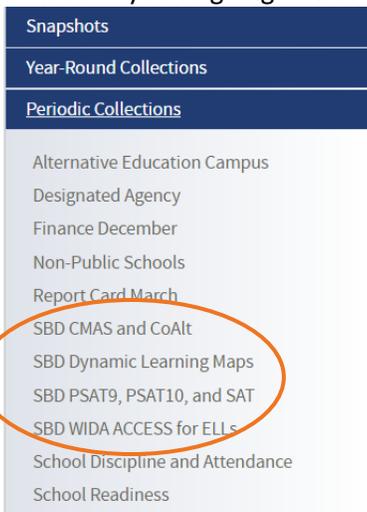
This section provides a step-by-step guide to the SBD process with select screen shots. The screen shots are based on the CMAS Collection; however, similar steps apply to all collections. Any differences in steps between collections are specifically identified and called out in this section. This section also includes suggestions for best practices for data validation.

A full review of SBD data will include the following steps detailed in this step-by-step guide:

1. Review Collection Documentation
2. Log in to Data Pipeline
3. Download a Vendor SBD Data Extract
4. Upload Vendor SBD Data Extract
5. Review Errors and Warnings
6. Correct Data Errors
7. Data Validation
8. Submit SBD Data

### Step 1: Review Collection Documentation

- Find the collection you're going to work on in the [Data Pipeline Website](#) under Periodic Collections



#### Periodic Collections

##### Overview

A periodic collection is a collection which is completed once a these collections must be done within a specified time period Each periodic collection is listed on the left, please click on th

**Contact:** Data Pipeline Support at [datapipeline.support@cde](mailto:datapipeline.support@cde).

- Download and review the **File Layout and Definitions** – this document has the SBD layout with field definitions, valid values, and collection-specific instructions
- Download and review the **Business Rules** – this document lists all of the SBD errors and warnings and details how to resolve them



## Step 2: Log in to Data Pipeline

- On the Identity Management website (<https://cdeapps.cde.state.co.us/index.html>), select Data Pipeline under Applications on the left side of the screen.

The screenshot shows the CDE Identity Management website. The header includes the CDE logo and navigation links for 'Offices', 'Staff Contacts', and 'Colorado.gov'. Below the header, there are tabs for 'CDE Home', 'For Educators', 'For Administrators', and 'For Parents & Students'. The main content area is titled 'CDE Identity Management Applications' and lists various systems. The 'Data Pipeline' link is highlighted with a red box. To the right, there is a section titled 'Colorado Department of Education Identity Management' with a description of the system and a list of training modules.

**CDE Identity Management Applications**

To Login click on one of the links:

- Colorado Education Data Analysis & Reporting System (CEDAR)
- Colorado Growth Model
- Colorado Adult Education System for Accountability and Reporting (CAESAR)
- Statewide Standard Course Codes System (SSCC)
- IDEA Budget and Expenditures System
- Facility Schools Student Data System
- Record Integration Tracking System (RITS Web System)
- Educator Identification System (EDIS Web System)
- Data Pipeline**
- Transportation: CDE 40

**Colorado Department of Education Identity Management**

Since November 2008, CDE has been working on a new Identity Management process that will simplify and streamline the user login process for CDE data systems and enhance security to student-level data. The first phase of the project has involved completing analysis to support a Single Sign-on / Delegated Administration model. This includes drastically reducing the manual effort currently required by districts and CDE resources to assign user ids and passwords by automating the user registration, approval, and password reset processes, and providing districts and administrative units with the ability to maintain users via a Delegated Administration model.

The following training modules are available to assist the local school districts with the Identity Management implementation:

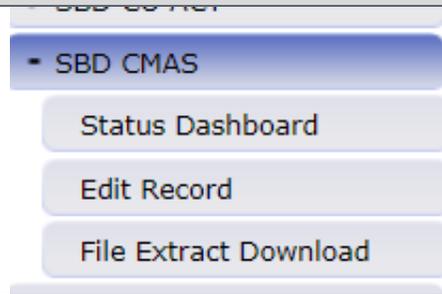
- [Module 1 - Overview \(2:06\)](#)
- [Module 2 - Registering the User Manager \(3:55\)](#)
- [Module 3 - Setting up Local Access Managers \(5:19\)](#)
- [Module 4 - Creating Users \(4:42\)](#)
- [Module 5 - Deactivating Users \(2:00\)](#)

- Enter your username and password
- Once you are logged into Data Pipeline, check the following:
  - There is **no** red banner at the top of the screen that says **Data Pipeline Test**
    - The red banner is the indicator for the internal test site. Go back and use the link from **Step 1** to log in to the production site
  - Your user role (at the top of the screen)
    - You must have the LEA Approver Role to submit the SBD Collection
    - If your role is not correct, contact your LAM** (CDE cannot assign user roles)
  - Available Collections (on the left side of the screen)
    - If you cannot see the collection you're looking for
      - Contact your LAM** to make sure you are in the correct group(see page 4 for the collection codes)



### Step 3: Download a Vendor SBD Data Extract

- Select the appropriate assessment
- Select the **File Extract Download**



- On the File Extract Download Screen, select the following options for these fields (the rest will be left as default):
  - **File Type:** (*Assessment*) Vendor File
  - **School Year:** Current School Year
  - **Extract Type:**
    - SBD Extract (not available for CO PSAT/SAT and DLM): This extract pulls the student demographics from the vendor file.
    - SBD Extract using Student Profile: This extract pulls the student demographics from the Student Interchange Demographic collection. Includes calculated values for the Continuous in School and District fields and Date First Enrolled US based on October Count and Interchange data.
    - **Data Quality Tips:**
      - Depending on your district clean up and data procedures one of these extracts may be more accurate than the other
      - CDE suggests downloading both, it is useful to have a record of the original vendor data and you can compare them by uploading both to Data Pipeline and looking at which version has more errors
  - **File Content Type:** Choose Text for fixed length, CSV for comma delimited, or Excel or Excel format. Not all of these will be available for all collections. Choose the option that works best for your clean up and review procedures, most districts will use Excel.

#### File Extract Download

File Type \*  School Year \*  Organization/LEA \*

Batch ID  Extract Type  File Content Type

Records Edited Online

Fields marked with \* are mandatory

**Download Standard Extract**

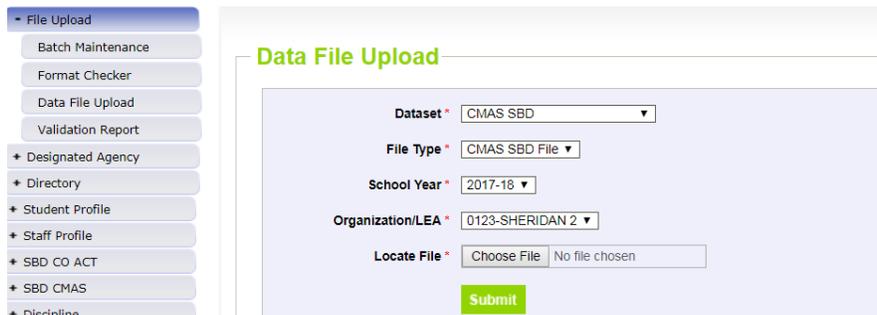
- Click on **Download Standard Extract**
- Save the downloaded file to your local network or computer.
  - **Data Quality Tips:** Establish a naming convention to help keep track of the data files. For Example: CMAS\_Initial\_Vendor\_Data\_052418.xls.



### Step 4: Upload Vendor SBD Data Extract

For most districts, the best way to start your SBD review is to upload the initial Vendor SBD Data Extract with no edits. You will get an immediate sense of how clean the data is by the number of errors in the initial file. Uploading also allows access to the **Edit Records Screen** and the COGNOS summary reports.

- Upload the **Vendor SBD Data Extract**
  - Select **File Upload** on the navigation menu
  - Select **Data File Upload**
  - Select the following options for each field
    - **Dataset:** (Assessment) SBD
    - **File Type:** (Assessment) SBD File
    - **School Year:** Current School Year
    - **Organization:** will default to your district
  - Click on **Choose File** and navigate to the saved SBD File
  - Click **Submit**
    - There will be a pop-up warning that you are replacing your data, you must click OK to continue. This upload only overwrites any other uploads you have made, not the original vendor data. You can always start over by downloading a vendor file again.



- After submission you will receive two emails:
  - **Submission notification**
  - **File Upload Summary:** notification of a successful file upload as well as the number of errors and warnings triggered by the file
- If you receive an email with the subject line “**Data Pipeline File Upload Errors**” refer to the troubleshooting suggestions on page 22.



### Step 5: Review Errors and Warnings

- Once the file is uploaded you can find the number of each error type in three places
  - Validation Report:**
    - Select **File Upload** on the navigation menu
    - Select **Validation Report**
    - Select the following options for each field
      - Dataset:** SBD (*Assessment*)
      - File Type:** (*Assessment*) SBD File
      - School Year:** Current School Year
      - Organization:** will default to your district
      - Batch ID:** only the most recent upload will be available
  - Pipeline Report**
    - Select **Pipeline Reports** on the navigation menu
      - Dataset:** SBD (*Assessment*)
      - File Type:** (*Assessment*) SBD File
      - School Year:** Current School Year
      - Organization:** will default to your district
  - COGNOS Error Summary Report** (see page 16 for details on the COGNOS reports)
  - Both reports will give the error code, type (warning vs. error), error message, and count

#### – Validation Report

Dataset \*  File Type \*   
 School Year \*  Organization/LEA \*   
 Batch Id \*

Error Code	Error Type	Error Message	Count
CM129	E	Continuous in District must be 1 when Continuous in School is 1	1678
CM135	E	This student was not reported for October Count in the district where he or she tested. Students who were not reported for October Count in the same location where they tested do not meet CDE's definition of continuous enrollment. This student should only be coded as continuous if the district has evidence to explain the discrepancy with October Count reporting. Please contact the Accountability Unit for support.	81
CM086	E	White must match for records with the same SASID.	12
99999	E	The SASID is invalid or name, birth date, or gender does not match what is in the RITS system for the entered SASID	11
CM017	E	Language Background must be a valid code.	3

- If you have no errors in the Vendor SBD Extract, congratulations! You can skip to **Step 7: Data Validation**.
- If you have errors there are three options for identifying specific error records:
  - Download the **COGNOS Error Detail Report** (page 18)
  - Click on the **View Details** button on the bottom of the page in the **Pipeline Report**
  - Go to the **Edit Records** Page
    - Select **Edit Records** under the appropriate assessment
    - Use the same options for each field as the **Validation Report** above.
    - Use filters to view only records with errors
    - Fields with errors within a record will be shaded red, warnings will be yellow
    - Hovering your mouse over the highlighted field will display the error message text



### Edit Record

File Type\*  School Year\*  Organization/LEA\*   
 Batch ID\*  Error Records  SASID Errors   
 Fields marked with \* are mandatory

Reporting School Code  Reporting District Name   
 Reporting School Name  Student's Last Name   
 Grade Level

### Edit Record (2016-17) : 0123-SHERIDAN 2

Sort Order  
 #1  #2  #3

Fields shown in RED have an error

Total # of Records : 11

#	Sequence Number CMAS	Reporting District Code	Reporting School Code	Reporting District Name	Rep
<input type="checkbox"/>	1	<input type="text" value="9998940"/>	<input type="text" value="0123"/>	<input type="text" value="1234"/>	report dist THIS IS AT
<input type="checkbox"/>	2	<input type="text" value="9774148"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	3	<input type="text" value="9774149"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	4	<input type="text" value="1207561"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	5	<input type="text" value="9484602"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	6	<input type="text" value="9484603"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	7	<input type="text" value="1144889"/>	<input type="text" value="0123"/>	<input type="text" value="7837"/>	SHERIDAN 2 FORT LOG
<input type="checkbox"/>	8	<input type="text" value="9874500"/>	<input type="text" value="0123"/>	<input type="text" value="7842"/>	SHERIDAN 2 SHERIDAN
<input type="checkbox"/>	9	<input type="text" value="6874501"/>	<input type="text" value="0123"/>	<input type="text" value="7842"/>	SHERIDAN 2 SHERIDAN



## Step 6: Correct Data Errors

- Correct data errors in the **Vendor SBD Extract**. This method is recommended for most districts as a first step. Either the Vendor SBD Extract or the Vendor SBD Extract using Student Profile can be used as a starting point.
  - Use the **COGNOS Error Detail Report or Data Pipeline Reports View Details** screen to identify records with fields in error
  - Open the Vendor SBD Extract in your chosen program
  - Update the data in each record to correct errors
    - Start with **SASID Validation Errors (99999)** as these may require investigation using the RITS system or other district databases
      - The SAT/PSAT collection is the most likely to have missing SASID. The Missing SASID report in COGNOS provides suggested SASIDs for records with missing SASIDs. Please make sure to validate that the correct student has been identified when using the SASID suggestions in this report.
    - Use the **Data File Layout and Field Definitions** document to find valid values and field specific rules
    - Use the **Accountability Comparison Report** (page 20) or the **SBD with Student Profile Extract** to find the appropriate corrections for errors on the Date First Enrolled US and Continuous in District and School fields when the error indicates a mismatch between the reported data and the CDE calculated fields. The continuous fields will be calculated based on whether the student was present in the same school or district for the October Count collection. The individual file layouts include additional details on the calculations and correct coding.
    - Most error messages include instructions for correcting the issue
    - Some issues may require reviewing a district database or contacting other departments (for example, missing Primary Disability for a student with an IEP)
    - **Repeat Steps 4-6** until all errors are resolved
      - If you have issues loading the file after editing, see the **Troubleshooting** section on page 22
      - If there are only a few errors left, the edit records page can be used rather than uploading a new file
      - If there are errors that cannot be cleared (for example RITS errors for Home School students) contact **SBD Support**
  - **Do not delete or change data in fields that are marked as NO in the updateable column in the Data File Layout**
    - It will cause additional errors until the data is restored to the vendor values
- Correct data errors using the **Edit Records** page. This method is best for districts with a small number of records or when cleaning up a small number of errors.
  - Select the check box next to record that you would like to edit
  - Update fields with errors or warnings to the correct field value
    - This can be done for multiple fields within a record and multiple records on a page
  - Click **Save** to save the edits



## Step 7: Data Validation

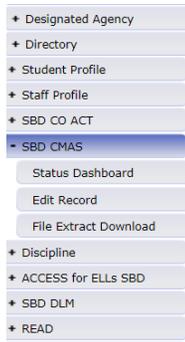
- **Data Pipeline errors can only check for certain types of data errors.** They can check for valid values, fields that are internally related (such as Language Proficiency, Language Background, and Language Instruction Program) or fields based on October Count data (such as Continuous in District or Date First Enrolled US). The Data Pipeline cannot validate the demographic data for accuracy. This is especially true of invalidation fields. CDE has no way of knowing why a particular student did not take an assessment, so there is no way for an SBD collection to validate that this data has been correctly entered. The following section has some suggestions for how to validate the accuracy of your data beyond clearing errors.
- Compare the **SBD Final Summary Report** (page 19) to last year's data
  - This report lists all the SBD fields with discreet values and the distribution of students with each value (this does not include date fields)
  - Compare the report to summary reports from the previous year's data to determine if the numbers are similar to the previous year
    - Large fluctuations in the number of students in a category could indicate an issue with coding (such as mixing up race/ethnicity codes) or incorrect data in the vendor system or student interchange
- Review invalidations for accuracy
  - This is especially important for CO PSAT/SAT as SBD provides the only opportunity for the district to review this data
  - Specific instructions and invalidation codes for each assessment can be found in the **Data File Layout and Definitions** documents and the test administration manuals listed on page 15
  - Consultation with the DAC may be necessary to confirm invalidations on some records
  - Make sure to check for students who are in a status that indicates that they did not test, but currently have no invalidation applied to confirm that they should not have a code applied
    - The **Data File Layout and Definitions** document will outline how to determine if a student did not test for collections where that information is available during SBD
    - SAT and CMAS assessments will give a warning if 95% of non-testers are missing invalidation codes
- If any changes need to be made, go back to **Step 6** to make corrections.



### Step 8: Submit SBD Data

Having zero errors does not mean that the collection is complete. Data must be submitted to CDE for the changes to be saved!

- Download an SBD Data Extract to keep for your records
  - Follow the instructions from **Step 2** but select **File Type: (Assessment) SBD Extract**
- Select the appropriate assessment on the navigation menu
- Select **Status Dashboard** under the assessment menu
- On the Status Dashboard screen select the following options:
  - **File Type:** (Assessment) SBD File
  - **School Year:** Current School Year
  - **Organization/LEA:** Will default to your district
- Click Submit
  - Click on the link created by your District Name under LEA
- Review information on the Status Dashboard screen.
  - **Data Exists:**
    - Y: The district has uploaded the SBD data to Data Pipeline.
    - N: The district has not uploaded SBD data to Data Pipeline.
  - **Validation Errors:** Number of errors in the SBD Data
    - Must be zero unless **SBD Support** has ignored errors
  - **Data Locked:**
    - Y: Data have already been submitted and are locked – To get data unlocked, contact **SBD Support**.
    - N: Data are not locked for editing.
  - **LEA Comments:** Space for LEA to write comments.
  - **Overall Status:**
    - P: Data submission is pending.
    - A: Data submission is complete.
  - **RITS Errors:** Number of errors in the data that do not match the RITS system
    - Must be zero unless **SBD Support** has ignored errors
  - **Last Updated Date:** Date of the latest data activity
  - **State Comments:** Usually used to document when errors are ignored



**CMAS SBD File Status Dashboard (2016-17) : 0123-SHERIDAN 2**

Data Exists	<input type="text" value="Y"/>	Overall Status	<input type="text" value="P"/>
Validation Errors	<input type="text" value="1803"/>	RITS Errors	<input type="text" value="11"/>
Data Locked	<input type="text" value="N"/>	Last Updated Date	05/18/2017
LEA Comments	<input type="text"/>	State Comments	testing unlock data

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted

[Submit to CDE](#) [Back](#)



**Data Validation Tips: Ignoring Errors**

- If there is an error that cannot be cleared, **SBD Support** can ignore the error. Before contacting **SBD Support** please check the following:
  - All other errors have been handled
  - No further data edits are needed

**If a new file is uploaded after errors have been ignored the status will be reset and you will have to call again**

- When all errors are cleared or ignored and you are ready to approve your data, click on **Submit to CDE**
  - If you do not see the option to Submit to CDE, verify that you have the LEA Approver Role and contact your LAM if you do not
- Confirm your approval by clicking **Yes** in the pop-up window

**Congratulations, you've completed SBD!**

- If your data submitted successfully you will receive an email from Data Pipeline with a subject "Records are Submitted by District"
- If you do not receive this email, then there was an error that prevented the data from submitting. Please contact **SBD Support** for assistance in identifying the issue.
- If you need to make additional changes after approval contact **SBD Support** to request that your data be unlocked
  - If your data is unlocked, you must go through the submission steps again after making changes for your changes to be saved



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## Moving Students

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### Moving Students between Districts

Students cannot be moved from one district to another without approval from the receiving district. For the ACCESS for ELLs and CMAS SBDs, if a student appears in your district, but was enrolled in a different district **during testing**, you must submit a **Failsafe** document to CDE through the Syncplicity file sharing program and send an email to **SBD Support** so that there is a record that the failsafe was sent. Where possible, the testing district is included in the SBD data to assist in determining the receiving district. The COGNOS **Student Location Report** (page 18) can also be used to find other enrollment records for students in your file. If the correct receiving district cannot be found, contact **SBD Support** for assistance.

Due to the high rate of mobility and large numbers of students testing in locations that are not their primary school of enrollment, CO SAT/PSAT and DLM collections will have “Responsible District” and “Responsible School” fields that are updateable during SBD. The receiving district will still need to be confirmed to allow for a student move, but a Failsafe is not required for these collections. Specific instructions for SAT can be found in the **SBD File Layout and Field Definitions** document.

If you are missing a student that you believe should be in your district, you can check RITS for other possible enrollments. If the student is enrolled in your district in RITS and you have no other information on where they might be, contact **SBD Support** for assistance.

## Invalidations

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The Data File Layout and Definitions documents have information on how to code invalidations for each collection. The following list includes links for the collection specific documentation on the correct usage of each code. These documents are intended to be used by the school and district at the time of testing, but can be useful during SBD for validation.

- ACCESS for ELLs – Goldenrod Sheet
  - <http://www.cde.state.co.us/assessment/accessgoldenrodsheet>
- CMAS Procedures Manual page 192
  - [http://www.cde.state.co.us/assessment/cmas\\_coalt\\_procedures\\_manual\\_sp19](http://www.cde.state.co.us/assessment/cmas_coalt_procedures_manual_sp19)
- CO SAT/PSAT – School Day Supervisor Manual page 52
  - <https://collegereadiness.collegeboard.org/pdf/colorado-sat-sd-supervisor-manual.pdf>
- DLM – DLM Special Circumstance Codes
  - <http://www.cde.state.co.us/assessment/dlmspecialcircumstancecodes>



## COGNOS Reports

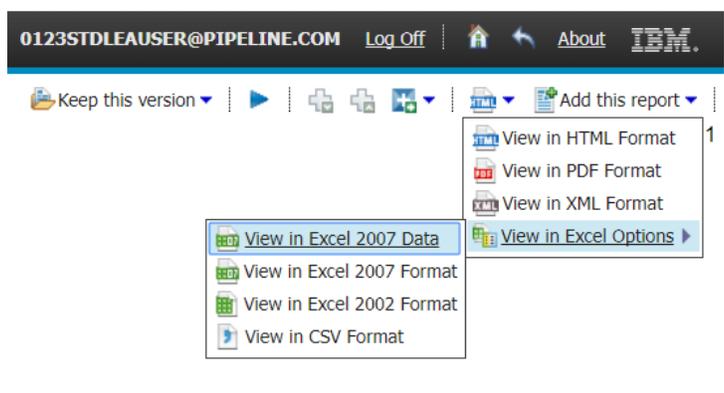
COGNOS reports provide summaries of data and errors that can help with data validation and error correction. The link to the COGNOS reports is at the bottom of the navigation menu on the left of the Data Pipeline page.

- + ACCESS for ELLs SBD
- + SBD DLM
- + READ
- + SBD SAT
- + SDA
- + School Readiness
- + Teacher Student Data link
- + Report Card March
- + Pipeline Reports
- + Cognos Report

A new tab will open showing all of the collections that you have access to. Select the SBD collection that you are currently working on to see the available reports for that collection.

- CMAS SBD Error Detail Report
- CMAS SBD Error Summary Report
- CMAS SBD Final Summary Report
- CMAS SBD Initial Summary Report
- CMAS SBD Student Location Report

To export a report as an Excel File, use the **HTML** dropdown at the top of the screen. Exporting the report allows you to save the report for your records and makes it easier to review longer reports.





The following sections show how to access each of the available reports.

**Table 2. COGNOS Reports List**

	<b>Content</b>
<b>SBD Reports</b>	
<i>SBD Error Detail Report</i>	Student level report of each error and warning in the data file
<i>SBD Error Summary Report</i>	Summary of the total number of the individual errors and warning in the most recent SBD file upload
<i>SBD Student Location Report</i>	A comparison of student, district, and school enrollment in the SBD file and in the Student Interchange – This file returns records that are not a match.
<i>Accountability Comparison Report</i>	A comparison of the calculated accountability enrollment fields and the most recently submitted SBD data.
<b>SBD Summary Reports</b>	
<i>SBD Initial Summary Report</i>	Summary of the fields in the initial vendor file organized by district, school, grade, and content area
<i>SBD Final Summary Report</i>	Summary of the fields in the current SBD file organized by district, school, grade, and content area
<i>SBD Data Quality Summary Report</i>	A summary of missing and invalid values at the district level for fields included in Accountability Unit reports



### Error Detail Report

The Error Detail Report is a record level report for all errors and warnings in the data file.

Select the link for the (Assessment) SBD Error Detail Report.

Select the current school year, your district, error type (Error & Warnings, Errors only or Warnings only), and the specific error code or all error codes.

Click on **Finish** at the bottom of the screen.

The report format starts with the error type, error code, and error message followed by the entire SBD record with all fields. This report will be easiest to use as an Excel file to aid in tracking which errors have been addressed and to allow for sorting.



Detail Records in Error:

Error Type	Error Code	Error Message	Sequence Number	Reporting District Code	Reporting School Code	Reporting District Name	Reporting School Name	Testing District Code	Testing School Code	Testing District Name	Testing School Name	SASID	LASID CMAS
E	CM015	Migrant pupils are eligible for free lunch and should be marked as such.	9998940	0123	1234	report dist	THIS IS ATEST	5678	9012	test dist name	test dist school	1234567890	0987654321

### Error Summary Report

The Error Summary Report summarizes the number of records with each error and warning in the most recently uploaded SBD file. This report layout is very similar to the Validation Report in the Data Pipeline UI.

Select the link for the (Assessment) SBD Error Summary Report.

The report options are the same as for the **Error Detail Report**.

### Student Location Report

The Student Location Report provides a list of students who are reported as enrolled in a different district or school in the Student Interchange than in the SBD file. The report shows students in your SBD file who were enrolled in another district during a set time period. You have to choose the start and end dates for this report. CDE recommends selecting from the October Count date to the end of the testing window. If you know when the student left your district you can set it to start later to narrow down the results. See the section on **Moving Students** (page 15) or the **Data File Layout and Definitions** document of the relevant SBD collection for instructions on how to fix these issues.



### Initial and Final Summary Report

The initial summary report shows the distribution of students for each field and value in the SBD collection. The Initial Summary Report shows data based on the initially loaded Vendor File. The Final Summary Report shows data from the most recent SBD upload.

Select the link for either the Initial or Final Summary Report in COGNOS.

Select the current school year, your district, and any or all schools that you would like to see on the report. The overall district summary will be included in the report as well.

The report shows each field by grade (or test code) and the count of students in each value. We suggest that you export this report as an excel file to make it easier to review and to save it for your records.

Grade	CMAS Test Code	Variable	Data	Count
03	ELA03	Attemptedness	Student test has not been processed (could be either N or Y in the final data file)	1
			Y - Met attemptedness criteria	91
		Bilingual	No or Not Applicable	92
		Continuous in District	0 - No	1
			1 - Yes	91
		Continuous in School	0 - No	1
			1 - Yes	91
		ESL Status	No or Not Applicable	42
			Redesignated ESL Program (monitored year 1)	1
			Yes - ESL Program	49
		Ethnicity	No	18
			Yes	74
		Expelled Education	No	92
		Free and Reduced Lunch	No	6
			Yes	86
		Gender	Female	46
			Male	46
		Gifted and Talented	No	88
			Yes	4
		Homeless	No	79



## Data Quality Summary Report

The Data Quality Summary Report provides a quick snapshot of invalid and missing data. This report can give a sense of how much needs to be done during SBD and allows you to track your progress when uploading new files with corrected data.

Select the link for the (Assessment) SBD Data Quality Summary Report.

Select the current school year, your district and the Type of File (Original Vendor, Last uploaded SBD file or both) then click on **Finish** at the bottom of the screen.

The report shows the number of missing values, invalid values, and total errors in each field that is updateable during SBD.

Type of File	Field	Missing Values		Invalid Values		Total Errors		Total Records
		Number	Percent of Total	Number	Percent of Total	Number	Percent of Total	
Original Vendor Data	CONTINUOUS_IN_DISTRICT	0	0%	0	0%	0	0.00%	410
	CONTINUOUS_IN_SCHOOL	0	0%	0	0%	0	0.00%	410
	EXPELLED_EDUCATION	0	0%	0	0%	0	0.00%	410
	FEDERAL_RACE_STUDENT	0	0%	1	24%	1	0.24%	410
	FREE_REDUCED_LUNCH	0	0%	7	1.71%	7	1.71%	410
	GENDER	0	0%	410	100%	410	100.00%	410
	GRADE	0	0%	40	9.76%	40	9.76%	410
	LANGUAGE_PROFICIENCY	0	0%	0	0%	0	0.00%	410
	SASID	0	0%	0	0%	0	0.00%	410
SBD Data	CONTINUOUS_IN_DISTRICT	0	0%	0	0%	0	0%	0
	CONTINUOUS_IN_SCHOOL	0	0%	0	0%	0	0%	0
	EXPELLED_EDUCATION	0	0%	0	0%	0	0%	0
	FEDERAL_RACE_STUDENT	0	0%	0	0%	0	0%	0
	FREE_REDUCED_LUNCH	0	0%	0	0%	0	0%	0
	GENDER	0	0%	0	0%	0	0%	0
	GRADE	0	0%	0	0%	0	0%	0
	LANGUAGE_PROFICIENCY	0	0%	0	0%	0	0%	0
	SASID	0	0%	0	0%	0	0%	0

## Accountability Comparison Report

The Accountability Comparison report compares the calculated Date First Enrolled US and Continuous in District and School fields to the vendor data. If you see an error that the uploaded data for these fields does not match the calculation values, this report will show what the calculated values are so that the records can be appropriately updated.

Select the link for the Accountability Comparison Report.

Select the current school year, your district, and whether you want all records or just records with differences between the calculated value and the vendor value. We suggest that you download this report as an Excel file to make it easier to work with.



Colorado Department of Education

Accountability Comparison Report

District: 1010 - COLORADO SPRINGS 11  
School Year: 2017-2018

First Name	Middle Name	SASID	CDE Calculated Fields			Vendor Fields			Difference between CDE and Vendor		
			Continuous in District	Continuous in School	Date First Enrolled	Continuous in District	Continuous in School	Date First Enrolled	Continuous in District	Continuous in School	Date First Enrolled
			1	1	03162016	1	1		N	N	Y
			1	1	07292016	1	1		N	N	Y
			1	1	03172015	1	1		N	N	Y
			1	1	01182017	1	1		N	N	Y
			1	1	03172015	1	1		N	N	Y
			1	1	08062015	1	1		N	N	Y



## Troubleshooting

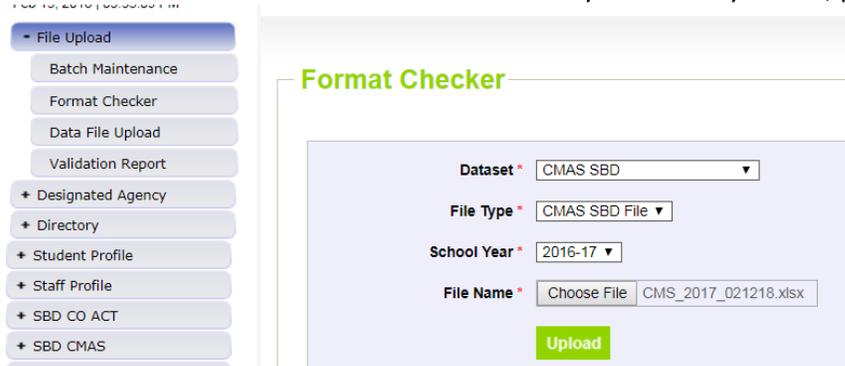
This section covers some common issues that districts encounter during SBD. Please check this section before contacting the SBD Support Line.

### Issues with the Data File Upload

Some of the most common issues are errors on the data file upload. If you receive an email after uploading a file with the subject “Data File Upload Errors” please start by checking the Error Details at the bottom:

- **Error Details** at the bottom of the email can point you in the right direction
  - If data in a field is too long for the layout the email will point to the record and field that needs to be changed
- The data file layout has not been changed
  - No fields have been added or deleted from the SBD file extract
- No records have been deleted
  - Records cannot be removed from your SBD file by deleting them from the upload, the number of records must be the same in the upload as it was in the initial downloaded file
- The header row has not been deleted
- The formatting of the fields has not been changed
  - Use the **Format Checker** in Data Pipeline to confirm that the format of the file is still correct after opening and saving the file
    - Select **File Upload** in the navigation menu
    - Select **Format Checker**
    - Select the **Dataset, File Type**, and current school year
    - Click on **Choose File** to navigate to the file you are trying to upload
    - Review the report to find any fields that are not the correct format
  - In Excel, you can add an apostrophe (') at the beginning of a value to save it as text and maintain leading zeros
    - Tip: Opening a .csv file in Excel will remove all formatting, including leading zeros. If you are planning to use Excel for your review, make sure to use the Excel version of the SBD file.

If you have checked all of these cases and did not find any issue with your file, please contact **SBD Support**.





Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Sequence Cmas	A2	7	7	Pass
Reporting District Code Cmas	B2	4	4	Pass
Reporting School Code Cmas	C2	4	4	Pass
Reporting District Name Cmas	D2	35	10	Pass
Reporting School Name Cmas	E2	35	35	Pass

### Issues Clearing Errors

There are some cases where it is difficult to clear an error or it seems like an error is being applied incorrectly. In this case go through the following steps:

- Check the error message and field definition
  - There are some cases where an error will be triggered because usually the situation is not allowed and changing this data requires further review. The primary example is Grade for the CMAS SBD which requires certain invalidations if changed during SBD. These errors will need to be ignored before submission.
- If you are missing required fields, check the Student Interchange data or your local database for the correct data
  - **Do not make up data or give all students the same value just to clear an error. Doing so could negatively impact your reports and accountability calculations.**
- If the data is accurate but the error persists, contact **SBD Support** to determine if your errors need to be ignored
  - Be sure that your data is validated and the only errors left on your file are the ones that you would like to be ignored
  - If you upload another file after errors are ignored you will have to contact **SBD Support** to have the errors ignored again
- Warnings
  - Warning should be reviewed to make sure that the data triggering the warning is correct
  - Some warnings are for informational purposes only, they will not prevent you from submitting (for example there is a warning to check the number and percent of students coded as Parent Excuse in CMAS so that users are alerted to any possible issues in coding)
  - Do not contact **SBD Support** to “clear” warnings