



COLORADO
Department of Education

Memo

To: READ Respondents
From: Whitney Westgaard, Data Analyst
Date: June 24, 2015
Re: READ: Cross LEA Validation Errors

Your district has been identified as having a duplicate SASID with another district in Colorado for the READ Collection. Your district's READ respondent has access to these duplicates through Data Pipeline. There is a Cross LEA validation report available in Cognos. This can be accessed by logging into the Data Pipeline and then going to menu options: Cognos Report => READ => Cross LEA validation report. The Cross LEA Validation report contains duplicates with other districts. The steps to verify attendance for duplicate SASIDs are as follows.

STEP ONE:

From June 22 through June 25 districts will work with each other to determine which students to remove or keep on their data submissions. First, districts should review the test date. The district with the latest test date would keep the student in their submission. However, if a district used a generic test date that was early in the window then the two districts will want to verify who ended the year with the student. Please contact the districts that you have duplicate submissions with to verify ending enrollment for the 14-15 school year.

If corrections are made to your district's submission and you are able to resolve all duplicate SASID issues, then an updated file must be submitted and approved by end of business Wednesday, July 1, 2015, no exceptions. Please make sure to run the READ Status K-3 report for updated numbers.

STEP TWO - Unable to resolve duplicate SADIDS with the other district:

If the two districts are unable to resolve the duplicate SASID, then both districts should submit their documentation to the CDE Office of Literacy by June 26th at noon. No extensions will be given.

Email the following documentation:

1. Enrollment data showing: the district that you have the duplicate with, the ending date for the student in the district and the student SASID for every student you would like to be reviewed by the Office of Literacy. Send the email to Whitney

Westgaard at Westgaard_W@cde.state.co.us. Please note any documentation emailed to CDE cannot include both the name and Student's State ID Number. Please Note: Documentation submitted after the deadline will not be reviewed or considered. You are encouraged to submit your documentation early in the event additional information or clarification is required.

2. CDE will evaluate all documentation to determine which district will keep the student in their submission. If the documentation does not support enrollment eligibility of the duplicate students, districts will be contacted and will be asked to remove them from their file by June 29th. The other district will be notified at the same time to keep the student in their collection. All districts involved will then have until July 1, 2015 to submit and finalize their data one last time. Please make sure and run the READ Status K-3 report for updated numbers.

Thank you for working with us to resolve these duplicate SASIDs.
Sincerely,

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