

# 2019-2020 Student Interchange – Student School Association

**Purpose:**

The purpose of the Student School Association (SSA) file is to capture the school(s) in which a student attends in your district throughout the currently selected school year for funding and accountability purposes.

**Dependencies:**

Student has been assigned a SASID and has been updated in the RITS system.

A record for the SASID/student exists in the Student Interchange-Student Demographic file.

**\*Important!** If there is not a record in the Demographics file, then the record will not be included in the snapshot.

**Record Expectation:**

In the Student Interchange-Student School Association File the LEA should submit any incident of mobility (entry, exit, grade change, etc.) for each school within the LEA at any point in the currently selected school year. Since the SSA file contains funding information, a district is required to have a record at this level. For this file, a student must have at least one record and may have multiple records at the school level.



**Use Summary: (Fields from this file are used in the following CDE Collections which require LEA/AU effort):**

[Student October](#), [Student End of Year](#), [Special Education End of Year](#), [Special Education Discipline](#), [Student Biographical Data \(SBD\) ACCESS](#), [SBD SAT](#), [SBD CMAS](#), [SBD DLM](#), [READ](#), [Attendance Snapshot](#)



 - Indicates Primary Key

**SCHOOL ASSOCIATION FILE**

**\* Indicates required ( ZERO-FILL ALL NON-APPLICABLE FIELDS)**  
**Be sure there are preceding 0s where required (ex: date fields and gender)**  
**First row should be a header row; otherwise, the first row becomes a header row**

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School District/BOCES Code* 	4	1	4	1	A2	0000	
Student's State ID (SASID)* 	10	5	14	2	B2	0000000000	

# 2019-2020 Student Interchange – Student School Association

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
School Code* 	4	15	18	3	C2	0000	
Student's First Name*	30	19	48	4	D2	Valid name	
Student's Last Name*	30	49	78	5	E2	Valid name	
Student's Gender*	2	79	80	6	F2	01	
Student's Date of Birth*	8	81	88	7	G2	09142007	Format is MMDDYYYY
Entry Date* 	8	89	96	8	H2	09092012	Format is MMDDYYYY
Grade Level*	3	97	99	9	I2	004	
Entry Type*	2	100	101	10	J2	00	
Exit Withdraw Date*	8	102	109	11	K2	7012013	Format is MMDDYYYY
Exit Withdraw Type*	2	110	111	12	L2	00	New codes added 2018-2019
Retention Code*	1	112	112	13	M2	0	
Pupil's Attendance Information*	2	113	114	14	N2	01	
County Code of Residence for Joint School Districts*	2	115	116	15	O2	00	
District of Parent's Residence*	4	117	120	16	P2	1234	
Country of Parent's Residence for Non-Residence Students*	3	121	123	17	Q2	000	
State of Parent's Residence for Non-Residence Students*	2	124	125	18	R2	00	
Public School Finance Funding Status*	2	126	127	19	S2	86	Updated definitions for online funding 2018-2019
Date First Enrolled in the U.S.*	8	128	135	20	T2	00000000	Format is MMDDYYYY, can be zero-filled

# 2019-2020 Student Interchange – Student School Association

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Primary School*	1	136	136	21	U2	0,1	<b>Note:</b> if this is 0 the student will not be included in the Student October or Student End of Year snapshot
Independent Study*	1	137	137	22	V2	0	
Expelled Education*	1	138	138	23	W2	0	
Home Based Education*	1	139	139	24	X2	0,1	
Gifted General Intellect*	1	140	140	25	Y2	0,1	
Gifted Creativity*	1	141	141	26	Z2	0,1	
Gifted Leadership*	1	142	142	27	AA2	0,1	
Gifted Reading*	1	143	143	28	AB2	0,1	
Gifted Writing*	1	144	144	29	AC2	0,1	
Gifted Math*	1	145	145	30	AD2	0,1	
Gifted Science*	1	146	146	31	AE2	0,1	
Gifted Social Studies*	1	147	147	32	AF2	0,1	
Gifted World Language*	1	148	148	33	AG2	0,1	
Gifted Visual Arts*	1	149	149	34	AH2	0,1	
Gifted Drama and Theater*	1	150	150	35	AI2	0,1	
Gifted Musical*	1	151	151	36	AJ2	0,1	
Gifted Dance*	1	152	152	37	AK2	0,1	
Gifted Psychomotor*	1	153	153	38	AL2	0,1	
Non-School Program*	2	154	155	39	AM2	00	Added 2017-2018
Total Days Attended*	5	156	160	40	AN2	252.5	Include Decimal
Total Days Excused*	5	161	165	41	A02	10.0	Include Decimal
Total Days Unexcused*	5	166	170	42	AP2	3.0	Include Decimal
Total Possible Attendance Days*	5	171	175	43	AQ2	265.0	Include Decimal

# 2019-2020 Student Interchange – Student School Association

Name of Field	Field Length	Text Start Position	Text End Position	CSV order	Excel Column	Examples	Remarks
Habitually Truant Status*	1	176	176	44	AR2	0	Code
Total Days Missed Due to Out of School Suspensions**	5	177	181	45	AS2	5.5	Optional for CRDC; Include Decimal

### School Association File

**NOTE: Zero-fill all non-applicable fields. No blanks are allowed.**

**School District/BOCES Code** – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

- [Refer to the District/BOCES Codes posted on the CDE frequently requested codes page.](#)

**Student's State ID (SASID)** – A **unique** ten digit number must be assigned to each student by CDE. If a student was included in the Student October report, the same SASID number must be used.

**School Code** – A unique code assigned by CDE to a school building.

- [Refer to School Building Codes posted on the CDE frequently requested codes page.](#)

**Student's First Name** – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Student's Last Name** – The name borne in common by members of a family.

**Student's Gender** - An individual's sex.

01	Female
02	Male

**Student's Date of Birth** – The month, day, and year on which an individual was born (i.e. 09151989).

**Entry Date** – The month, day, and year on which a student enters and begins to receive an education program in a school for the applicable school year

If the student was included in the end of year membership count during the previous school year, the student must have an entry date at least

# 2019-2020 Student Interchange – Student School Association

one day prior to the end of the currently reported school year.

**Grade Level** – The grade level or primary instructional level at which a student enters a school or an educational institution during a given school year.

<b>002</b>	Infant
<b>004</b>	Pre-Kindergarten (Preschool)
<b>006</b>	Half Day Kindergarten (450+ hours)
<b>007</b>	Full Day Kindergarten (900+ hours)
<b>010</b>	Grade 1
<b>020</b>	Grade 2
<b>030</b>	Grade 3
<b>040</b>	Grade 4

<b>050</b>	Grade 5
<b>060</b>	Grade 6
<b>070</b>	Grade 7
<b>080</b>	Grade 8
<b>090</b>	Grade 9
<b>100</b>	Grade 10
<b>110</b>	Grade 11
<b>120</b>	Grade 12

**Entry Type** – The process by which a student enters a school during a given school year.

<b>Entry Codes – New or Continuing</b>	
<b>00</b>	<b>No/Not Applicable</b> – used only for summer dropouts (a.k.a. district dropouts)
<b>01</b>	<b>New to educational system.</b> A student who has no prior formal educational experience (i.e. a student who is new to formal education). Typically (but not always) a pre-kindergarten or kindergarten student. Not allowed if the student has already been assigned a SASID in a prior year.
<b>02</b>	<b>Continuous in same school with no interruption of schooling.</b> A student who had previously entered any class in a school and then continues his or her membership in the same school through promotion or retention. e.g. – student completed 2 <sup>nd</sup> grade last year and began this year as a 3 <sup>rd</sup> grader at the same school.
<b>03</b>	<b>Continuous in a school that has either closed or whose grade range has been changed.</b> A student who exited a school or grade last year which has since closed and did not attend your district in the currently reported school year.

<b>Entry Codes – Incoming Transfers</b>
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# 2019-2020 Student Interchange – Student School Association

05	<b>Transfer from a school located in a different country.</b> A student who transfers from a public school located in another country.
06	<b>PK-6 student entering from an unknown educational setting/status.</b> Applicable <u>ONLY</u> to students in grades <b>PK – 6</b> . This entry code can be used if the reporting district does not know the most recent educational status (i.e. last school attended) of an entering student. If the most recent educational status <i>is known</i> for a <b>PK-6</b> student, use the appropriate entry code (13 if transferring from a Colorado district, 14 if transferring from another state, 05 if transferring from another country, 01 if new to the educational system, etc.).
10	<b>Grade reassignment within same school.</b> A student who remains within the same school but whose grade level is being changed during the school year (examples: retained at the beginning of the school year, a mid-year grade promotion, etc.)
11	<b>Transfer from a public school in the same school district.</b> A student who transfers from one public school to another public school located in the same school district. Entry code 11 is also used for a student who has completed the highest grade in another school in the same district the previous year (matriculation). Student is continuing within the same district, but is transferring to a different school building code.
12	<b>Transfer from a detention center within district.</b> A student who was previously receiving an education program at a detention center within the reporting district. <a href="#">Refer to the CDE Detention Center List on the data pipeline website.</a> <b>NOTE:</b> Only 9 districts may use this code.
13	<b>Transfer from a public school in a different Colorado school district or BOCES.</b> A student who transfers from a public school that is located within a different school district within Colorado (includes students transferring from a detention center operated by another Colorado school district).
14	<b>Transfer from a school located in a different state.</b> A student who transfers from a public school located in another state.
15	<b>Transfer from a non-public school.</b> Student who transfers from a non-public school. <a href="#">Refer to the Non-Public School code list on the CDE frequently requested codes page.</a>
16	<b>Transfer from home-based education (home schooling).</b> A student who transfers from a home-based education (home-schooled) environment.
18	<b>Transfer from a Career and Technical (vocational) Education Program not administered by a Colorado School District or BOCES.</b> A student who transfers from an occupational training program, recognized (but not administered) by the school district that leads to a certificate or other evidence of completion.
19	<b>Transfer from a Licensed Eligible Approved Facility School or State Operated Program and was attending an on-grounds school.</b> Student is publicly placed in <b>and</b> is attending an on-grounds educational program in a licensed

# 2019-2020 Student Interchange – Student School Association

	Approved Facility School (e.g. Residential Child Care Facility – RCCF, hospital), or in a state-operated program (e.g. Colorado School for Deaf and Blind, Pueblo Mental Health). <a href="#">Refer to the Approved Facility code list on the CDE frequently requested codes page.</a>
20	<b>Transfer from a facility administered by the district.</b> A student who was previously receiving education from an educational program administered by the district in facility. <b>NOTE:</b> At present, only four districts in the state maintain such a facility.
21	<b>Transfer from a facility operated by the Department of Corrections or Division of Youth Corrections.</b> Student was previously incarcerated in a correctional facility. NOTE: This code applies only to students who were incarcerated. Students entering from a detention center should be coded with a 12 or 26 entry type code (12 if the center is operated by your district, 26 if operated by another Colorado school district).
25	<b>Return after an extended absence.</b> Student returns after missing 10 or more consecutive days of school. Applies whether the absence was excused or unexcused. Not applicable if the student attended another educational environment during the absence. The student must return to the same school and grade level previously exited with Exit Type 25. Used only to calculate mobility rates.
26	<b>Transfer from a detention center (out of district).</b> A student who was previously receiving an education program at a detention center. All districts may use this <a href="#">Refer to the CDE Detention Center List on the data pipeline website.</a>

Entry Codes – Re-entry to Same School District	
30	<b>Re-entry to same school district after prolonged illness/injury</b> – A student who had previously entered a school and then re-enters a school in the same school district after he or she left school because of a prolonged illness or temporary disability that prohibited student from receiving education benefits.
40	<b>Re-entry after dropping out from same school district in a previous school year</b> – A student (retrieval) who re-enters the same school district after he or she had “ <b>dropped out</b> ” in a previous school year. Student must have been reported with exit code 40 in a previous school year/EOY reporting period. <b>(7<sup>th</sup>-12<sup>th</sup> grade only)</b>
45	<b>Re-entry after discontinuing schooling earlier in the same school year.</b> <i>Does not count toward the calculated annual dropout rate.</i>
50	<b>Re-entry after expulsion without educational services from same school district in a prior year</b> – A student who enters the same school district after he or she was expelled during a previous school year. Student must have been coded with exit code 50 in a previous school year.
55	<b>Re-entry after being expelled without educational services earlier in the same school year.</b>

# 2019-2020 Student Interchange – Student School Association

56	<b>Re-entry after being expelled with educational services earlier in the same school year.</b>
70	<b>Re-entry after transferring to an External HSED program</b> – Student previously withdrew to pursue a HSED certificate through a program not run by a Colorado school district.
90	<b>Re-entry after being reported as a graduate in a prior year.</b> The student may have been previously reported as a graduate by your district, or by another Colorado public school district.
91	<b>Re-entry after being reported as a diploma recipient (IEP) in a prior year.</b> The student may have been previously reported as receiving a diploma by meeting IEP requirements by your district, or by another Colorado public school district.
92	<b>Re-entry after receiving a certificate of completion</b> – A student who re-entered a school after receiving a certificate of completion, attendance, or achievement from the reporting district.
93	<b>Re-entry after receiving a High School Equivalency Diploma (HSED)</b> – A student who entered a school after receiving a HSED certificate.

**Exit Withdraw Date** – The month, day, and year the student exited a school or grade in your district (i.e. 11052009). If the student completed the school year in your district and did not exit before the end of the school year, this field must be coded “00000000”.

**Exit Withdraw Type** – The circumstances under which the student exited from membership.

00	<b>Student did not exit</b> – Student completed the school year (i.e. did not exit or transfer before the end of the reported school year).
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Exit Codes – Permanent Withdrawals	
01	<b>Reached maximum age for services</b> – A student who left school because he or she has reached the maximum age to receive an education program allowed by federal, state, or local laws.
02	<b>Death</b> – A student whose membership is terminated because he or she died during or between regular school sessions.

Exit Codes – Transfers	
05	<b>Transfer to a school located in a different country</b> – A student who transfers to a public school located in another country. This transfer must be documented by either an education records request from the receiving school, a signed confirmation of enrollment and attendance, or an official confirmation of emigration from a federal agency.



# 2019-2020 Student Interchange – Student School Association

06	<p><b>PK-6 student exited to an unknown educational setting/status.</b> Applicable <u>ONLY</u> to students in grades <b>PK – 6</b>. Applicable if the reporting district does not have information about the educational environment into which a student transferred. If the educational environment to which the student transferred <i>is known</i>, use the appropriate exit code (13 if transferring to another Colorado district, 14 if transferring to another state, 05 if transferring to another country, etc.). Note that districts are not required to obtain documentation of transfer for students exiting grades <b>PK – 6</b>.</p>
10	<p><b>Grade reassignment in same school</b> – A student who remains within the same school but whose grade level is being changed during the school year (examples: beginning of the school year retention, a mid-year grade promotion, etc.)</p>
11	<p><b>Transfer to a public school in the same school district</b> – A student who transfers from one public school to another public school within the school district. Do <b>NOT</b> use this exit code for students who will be matriculating from one school (i.e. 8<sup>th</sup> grade middle school) to another school (i.e. 9<sup>th</sup> grade high school) in the same district.</p>
12	<p><b>Transfer to a detention center within district.</b> A student whose educational services have moved from a public school to an educational program at a detention center within the district. School district staff members are providing the educational services at the detention center.  <a href="#">Refer to the CDE Detention Center List on the data pipeline website.</a>  <b>Note:</b> There are currently only 9 districts that operate detention centers. Only those 9 districts may use this exit code.</p>
13	<p><b>Transfer to a public school in a different Colorado school district</b> – A student who transfers to a public school in another school district/BOCES within the state.</p>
14	<p><b>Transfer to a school located in a different state</b>– A student who transfers to a public school located in another state. This transfer must be documented by either an education records request from the receiving school, or a signed confirmation of enrollment and attendance.</p>
15	<p><b>Transfer to a non-public school</b> – A student who transfers to receiving an educational program at a non-public school. This transfer must be documented by either an education records request from the receiving school or a signed confirmation of enrollment and attendance.  <a href="#">Refer to the Non-Public School code list on the CDE frequently requested codes page.</a></p>
16	<p><b>Transfer to home-based education (home schooling)</b> – A student who transfers to receiving an education program in a home-based education environment (home schooling) for reasons other than health. This transfer must be documented by a written statement or form signed by the student’s parent or guardian.</p>

# 2019-2020 Student Interchange – Student School Association

18	<p><b>Transfer to a Career and Technical (vocational) Education program not administered by a Colorado school district or BOCES</b> – A student who transfers to an occupational training program, recognized but not administered by the school district that leads to a certificate or other evidence of completion.</p>
19	<p><b>Transfer to a Licensed Eligible Approved Facility School or State Operated Program and is attending an on-grounds school</b> – Student is publicly placed in <b>and</b> is attending an on-grounds educational program in a licensed Approved Facility School (E.g. Residential Child Care Facility, hospital), or in a state-operated program (e.g. Colorado School for Deaf and Blind, Pueblo Mental Health).  <a href="#">Refer to the Approved Facility code list on the CDE frequently requested codes page.</a></p>
20	<p><b>Transfer to a facility administered by the district.</b> A student whose educational services have moved from a public school to an educational program at a facility within the school district. The educational program in the facility is administered by the district. NOTE: At present, only four districts in the state maintain such facilities.</p>
21	<p><b>Transfer to a facility operated by the Colorado Department of Corrections or Division of Youth Corrections.</b> Student is <u>incarcerated in a correctional facility</u>. NOTE: Students transferring to a detention center should be coded with a 12 or 26 exit type code (12 if the center is operated by your district, 26 if operated by another Colorado school district).</p>
22	<p><b>Student exited the district after previously being erroneously coded as a graduate in a prior year.</b> These students must have entry type 90 or 91 (re-entry after being coded as a graduate in a prior year). This exit code removes the student from both the numerator and denominator for the graduation and completion rates to prohibit one student from counting as a completer/graduate in multiple cohorts.</p>
23	<p><b>Previous Graduate did not complete a Postsecondary Program</b> – Student exited the district after previously being correctly coded as a graduate in a prior year and has not completed a postsecondary program like ASCENT or P-TECH. These students must have entry type 90 or 91 (re-entry after being coded as a graduate in a prior year). This code should not be used if the student completed a postsecondary program, use Exit Code 24.</p>
24	<p><b>Previous Graduate completed Postsecondary Program</b> – Student exited the district after previously being correctly coded as a graduate and has completed a postsecondary program (current acceptable programs are ASCENT and P-TECH). These students must have an entry type 90 or 91 (re-entry after being coded as a graduate in a prior year). This code should not be used if a student has not previously been reported as a graduate or did not complete a postsecondary program (see Exit Codes 96 and 23).</p>
25	<p><b>Extended absence.</b> Student is absent for 10 or more consecutive days of school. Applies whether the absence is excused or unexcused. Not applicable if the student attended another educational environment at any point during the absence. Used only to calculate mobility rates.</p>
26	<p><b>Transfer to a detention center (out of district).</b> A student whose educational services have moved from a public school to an educational program at a detention center. All districts may use this.  <a href="#">Refer to the CDE Detention Center List on the data pipeline website.</a></p>

# 2019-2020 Student Interchange – Student School Association

Exit Codes – Other Withdrawals	
30	<b>Illness/Injury</b> – A student who because of a serious/critical illness or injury was unable to complete this year’s educational program and is not receiving educational services through a home-bound program. This code should not be used for exit due to pregnancy/child-birth, or for “minor” illness or injury from which the student is expected to return before the end of the reported school year.
40	<b>Dropped out</b> – A student who was enrolled in school at any time during the current school year, including summer, but leaves school for any reason other than one of the following exclusionary conditions: 1) transfers (with official documentation) to another public school district, private school, home based education program or other state- or district-approved educational program; 2) temporary absence due to suspension or expulsion; or 3) serious illness or death and does not complete their education. This would also include a student who was in membership the previous school year and who does not meet the above exclusionary conditions and does not return to school prior to the end of the school year. Typically only used for students in 7 <sup>th</sup> grade or higher (if PK – 6, use exit type code “06” instead.)
45	<b>Student discontinued schooling for six weeks or longer, but returned</b> to a school within the reporting district before the end of the reported school year. These students were not receiving educational services from any source while not in attendance. This code should not be used for students absent due to illness, injury or expulsion – these situations are covered under separate exit type codes. <i>Note: Students reported with exit type 45 do not count toward the calculated annual dropout rate.</i>
50	<b>Expulsion</b> – A student who leaves school involuntarily due to an expulsion approved by appropriate school authorities and is not receiving any education benefits while expelled. <u>Applies only to students who are expelled and do not return before the end of the reported school year.</u>
55	<b>Expelled without educational services and returned</b> to a district school before the end of the reported school year
56	<b>Expelled with educational services</b> – student who is provided educational services by the district during a period of expulsion. These services may include tutoring, participation in an on-line education program or school operated by the district, or placement in a designated expulsion program operated by the district.
70	<b>HSED Transfer</b> – Student exits to participate in a HSED preparation program not administered by the district (e.g. a HSED program offered through an institution of higher education or a private company.)

**Exit Codes – Graduating or Completing**  
**(Students must be in 9<sup>th</sup> through 12<sup>th</sup> grade to assign these exit type codes)**

# 2019-2020 Student Interchange – Student School Association

90	<b>Graduated with regular diploma</b> – A student who received a regular high school diploma upon completion of local requirements for both course work and assessment. Includes students with disabilities who meet all requirements of an IEP aligned with state standards.
92	<b>Completed (non-diploma certificate)</b> – A student who has received a certificate of completion, attendance, or achievement. Also includes students who have not received a high school diploma but have been granted admission to an institution of higher education.
93	<b>High School Equivalency Diploma (HSED)</b> – A student who has received a HSED certificate upon completion of a HSED preparation program <u>administered by the reporting district</u> .
94	<b>Student transferred to a non-district run HSED program AND received a HSED certificate</b> all in the currently reported school year.
95	<b>Student received a diploma in the current year after being reported as a HSED recipient <u>by the reporting district</u></b> in a previous collection year.
96	<b>Graduated and completed a Postsecondary Program</b> – A student who has graduated with a high school diploma and has completed a postsecondary program (current accepted programs are ASCENT and P-TECH). The student cannot have been reported as a graduate in a previous year. If the student already has been reported as a graduate please use Exit Code 24.

**Retention Code** - Indicates if a student is being retained at the current grade level for the next school year.

Retention Codes	
0	No/Not Applicable – student is not being retained and will begin the next school year one grade level higher than the grade finished this year
1	Yes, student will repeat this grade in the next school year. <i>Note: This code should not to be used for ASCENT program participants – see coding option 2 below.</i>
2	Yes, 12th grader who will participate in an approved postsecondary program in the next year (including ASCENT and P-TECH).

**Pupil’s Attendance Information** – A code from either the “A” or “B” grouping depending on whether the student is currently attending a district program (A) or is a resident student attending an educational program not operated by the reporting district (B).

- [Refer to the Student October Valid Code Combinations under the Additional Links heading on the CDE Student October Documentation webpage for valid combinations with Public School Finance Funding Status Codes.](#)

# 2019-2020 Student Interchange – Student School Association

**A. Pupils Attending an Educational Program Operated by the Reporting District**-- Use one of the codes 01 - 08 for students attending an educational program operated by the reporting district.

01	<p><b>Resident, Designated School</b> -- The student's legal residence is within the school district and the student attends a district school within his or her attendance area or is receiving educational services in his/her home or a hospital.</p> <p>Special education services are provided by the staff of the School District AND the state assessment test scores are attributed to this school.</p> <p>Please refer to 08 for when that code should be used instead of 01.</p>
02	<p><b>Resident, School of Choice (Open Enrollment)</b> -- The student's legal residence is within the school district but the parent or student has chosen for the student to attend a district school outside of his/her attendance area.</p>
03	<p><b>Resident, Non-District Site</b> -- The student's legal residence is within the school district and the student attends a program providing educational services from the staff of the reporting district at a non-district site. (E.g. Teachers providing services to expelled or preschool pupils at a non-school site.) School code for these students will be 0000 or an approved non-public preschool school code. All other students must be attributed to the school of accountability.</p>
04	<p><b>Non-Resident, Choice (Public Schools of Choice)</b> -- The student's legal residence is outside the school district and the student <i>attends a district school</i>, or a program providing educational services from the staff of the reporting district at a non-district site, under the Public Schools of Choice law (CRS 22-36-101 et. seq.). Also include students residing in another state or country who are attending a Colorado public school. (NOTE: Foreign exchange students are 04 Non-Resident, choice.)</p>
05	<p><b>Non-Resident, Non-Choice</b> -- The student's legal residence is outside the school district and the student <i>attends a district school</i>, or a program providing educational services from the staff of the reporting district at a district or non-district site (E.g. Students placed by another school district or Board of Cooperative Educational Services, and students publicly placed in licensed residential child care facilities or group homes.) If served by a program, the school of accountability must be indicated.</p>
08	<p><b>Resident, Non-Choice</b> -- The student's legal residence is within the school district and the student attends a district school within his or her attendance area or is receiving educational services from the staff of the reporting district at an Approved Facility School or detention center.</p>

# 2019-2020 Student Interchange – Student School Association

	This is for students who are required to attend a certain school within the district. Students are required to attend this school either because of behavior (ex: detention center, court-mandated) or special needs. In these cases, the student does not have a choice and must attend this school, Approved Facility School, and/or detention center in order to receive services.
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**B. Resident Pupils Attending an Educational Program Not Operated by the Reporting District**-- Report here only resident pupils of the reporting district based on where such a student is receiving his/her education.

<b>24</b>	<b>Court-Mandated Juvenile Detention</b> -- The student is detained in a short-term juvenile system to fulfill a court mandate. (Note: Youth <u>committed</u> to long-term facilities are not eligible for funding under the Public School Finance Act.)
<b>27</b>	<b>Non-Public Schools (Contractual Agreement)</b> -- The student is attending an educational program administered by a non-public school. (E.g. Students attending private or parochial schools, PK students receiving educational services in a Colorado Preschool Project-CPP or Special Education program in a non-public school.) <b>NOTE: This is only for those students for which the local school district is contracting educational services.</b>
<b>28</b>	<b>Outside of Colorado Public Education Agency</b> -- The student is attending an educational program outside of Colorado operated by a school district or other public agency based on a contractual agreement.
<b>29</b>	<b>Outside of Colorado Non-Public School</b> -- The student is attending an educational program outside of Colorado administered by a non-public school based on a contractual agreement. (E.g., Students attending private or parochial schools, or Special Education programs in a non-public school.)
<b>30</b>	<b>Colorado Public Agency (Contractual Agreement)</b> -- The student is attending an educational program inside Colorado operated by a public agency. (e.g. Head Start, County, Judicial, Higher Education (pre-k-12 program operated by an institution of Higher Ed.))
<b>31</b>	<b>School District or BOCES (Contractual Agreement)</b> -- The student is attending an educational program run by a school district, or a Board of Cooperative Education Services (BOCES), based on a contractual agreement. Do not include a student publicly placed in a licensed Approved Facility School.

# 2019-2020 Student Interchange – Student School Association

<b>33</b>	<b>Online Schools (Contractual Agreement)</b> – The student is attending an online educational program or school run by a school district, or a Board of Cooperative Education Services (BOCES), based on a contractual agreement. Do not include students who are participating in a contracted online supplemental program or a student publicly placed in a licensed Approved Facility School.
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**County Code of Residence for Joint School Districts** -- The County of residence for students who live in a district with boundaries that cross more than one county.

- This data element is **required** by only those districts whose attendance boundaries cross county lines. This information is required by 22-54-113 C.R.S. County Public School Fund. The Department of Education shall determine the proportionate part of the County Public School fund to be paid during the budget year to each district in the county and, on or before the first day of each budget year, shall certify such determination to the county treasurer.
- [Refer to the Districts with Boundaries that Cross Multiple Counties and County Codes files on the CDE frequently requested codes webpage.](#)

**District of Parent's Residence** -- School district where the parent/guardian resides, if the student attends a district and resides in CO.

- For records having an Attendance/Residence code of "**04 – Non-Resident, Choice**", or "**05 - Non-Resident, Non-Choice**" use the district code of the parent/guardian's home district.
- For records where the parent/guardian's residence is in the district the student is attending use the district code of the home district.
- The fields [**State of Parent's Residence for Non-Residence Students**] and [**Country of Parent's Residence for Non-Residence Students**] should be zero filled when this field is used.
- [Refer the CDE frequently requested codes page for a listing of District/BOCES codes.](#)

**Country of Parent's Residence for Non-Residence Students** – Country code where the parent/guardian resides, for foreign exchange students.

- This code is required for records having an Attendance/Residence code of "**04 - Non-Resident, Choice**", or "**05 - Non-Resident, Non-Choice**".
- The fields [**State of Parent's Residence for Non-Residence Students**] and [**District of Parent's Residence**] should be zero filled when this field is used.
- [Refer to the CDE frequently requested codes page the table listing country codes](#) (for foreign exchange students).

**State of Parent's Residence for Non-Residence Students** – State code where the parent/guardian resides, if the student attends a district other than the school district of residence.

- This code is required for records having an Attendance/Residence code of "**04 - Non-Resident, Choice**", or "**05 - Non-Resident, Non-**

# 2019-2020 Student Interchange – Student School Association

**Choice".**

- The fields [Country of Parent’s Residence for Non-Residence Students] and [District of Parent’s Residence] should be zero filled when this field is used.
- [Refer to the CDE frequently requested codes page the table listing state codes](#)

**Public School Finance Funding Status** – An indication of level of funding a student is eligible to receive and the source of that funding. This includes an indication if a student is eligible for full-time or part-time funding or if they are not eligible for funding. Specific guidelines in meeting the criteria for establishing full-time and part-time membership, refer to the procedures manual and the Rules for the Administration of the Public School Finance Act.

**Multi-district online schools must use online funding codes (92, 95, or 96) unless the student is participating in ASCENT**

<b>64</b>	<b>Full-Time, Preschool Special Education and CPP</b> – pupil meets criteria for Colorado Preschool Program and is a 3 or 4 year old student with disabilities. This is a combination of part-time preschool special education funding (84) and a part-time CPP slot (83) to fund a student full-day. Only for preschool students.
<b>80</b>	<b>Full-Time, Nonspecific</b> -- Pupil meets the criteria for full-time funding.
<b>81</b>	<b>Full-Time, CPP (Colorado Preschool Program) /ECARE</b> – Pupil meets the criteria for full-time funding for CPP/ECARE. Only for preschool students.
<b>82</b>	<b>Part-Time, Nonspecific</b> -- Pupil meets the criteria for part-time funding.
<b>83</b>	<b>Part-Time, CPP (Colorado Preschool Program)/ECARE</b> – Pupil meets the criteria for part-time funding for CPP/ECARE. This code can be used to fund preschool and full-day kindergarten (grade level 007) students. Kindergarten students using this code are counted part time in the kindergarten count and part time in the CPP/ECARE count.
<b>84</b>	<b>Part-Time, PK-Special Education</b> -- Pupil meets the criteria for part-time funding for a 3- or 4-year old child with disabilities. Only for preschool students.
<b>85</b>	<b>Part-Time, Home Based Education</b> -- Home schooled pupil meets the criteria for part-time funding.
<b>86</b>	<b>Not Eligible, Nonspecific</b> – Pupil does not meet the criteria for funding. (E.g. Hours of instruction are less than 90 hours, pupil is over age 21, PK pupil is being served through district funds, state funds (other than CPP or PK-Special Education) or federal funds such as Headstart or Title 1 program).
<b>87</b>	<b>Not Eligible, Tuition</b> – Pupil does not meet the criteria for funding since the reporting district is being reimbursed for educational costs. (E.g. Tuition received from the student’s family, another district or state, BOCES program, or



# 2019-2020 Student Interchange – Student School Association

	Colorado Department of Education for an out-of-district placed pupil).
89	<b>Not Eligible, CPP/ECARE Allotment Met</b> – Pupil meets the criteria for CPP/ECARE funding, however the district has no remaining CPP/ECARE slots. Only for preschool students.
91	<b>Full-Time Online (Single District Online)</b> – Pupil is enrolled full-time in a single district online program or school. A single district program or school is defined as a district online program or school which enrolls no more than 10 students from another district.
92	<b>Full-Time Online (Multi-district Online)</b> – Pupil is full-time in a CDE approved multi-district online school. A multi-district school is defined as an online school that serves a student population drawn from two or more school districts.
94	<b>Part-Time Online (Single District Online)</b> – Pupil is enrolled part-time in a single district online program or school. A single district program or school is defined as a district online program or school which enrolls no more than 10 students from another district.
95	<b>Part-Time Online (Multi-district Online)</b> – Pupil is enrolled part-time in a CDE approved multi-district online school. A multi-district school means an online school that serves a student population drawn from two or more school districts.
96	<b>Not Eligible, Online Nonspecific</b> – Pupil does not meet the criteria for funding. (E.g. Hours of instruction are less than 90 hours, pupil is over age 21).

**Date First Enrolled in the U.S.** – This field collects the date a student first enrolled in any public or non-public US school (not including Puerto Rico). The value should be report in MMDDYYYY format or zero-filled when applicable.

1. Districts may zero-fill this field and CDE will calculate the date of first enrollment based upon the date a student first had an entry date in a CDE student interchange data collection.
2. If a date has been entered for a student CDE will not override that field with a calculated value, though the entered value may not be more recent than the date CDE calculates.
3. Students with an entry type of 14 (Entry from another state) as their earliest entry in their educational history may not have this field zero-filled.
4. Schools on US military bases count as US schools
5. Home School does not count as a “public or non-public school.”

# 2019-2020 Student Interchange – Student School Association

**Note:**

- Students with an entry code of 05 (Entry from another country) and 16 (Entry from homeschool) will generate a warning asking a district to confirm the Date of First Enrollment.
- Student in grades greater than 010 (first grade) will generate a warning if their entry type is 01 (new to educational system) or 06 (entry from unknown educational setting).
- Student’s date of first enrollment will be calculated based on the earliest entry date in the grades kindergarten and greater.

**Primary School** – Indicate if this school is the primary school for funding for this student in your district.

<b>0</b>	<b>No (for secondary enrollment)</b>
<b>1</b>	<b>Yes</b>

Note: Secondary enrollment records (records with Primary School = 0) will not be used in the Pupil Enrollment Count collection.

**Independent Study**-- A program established by the school district under the supervision of a certificated or licensed teacher and included in the student's academic schedule. The student may be receiving all or a portion of his or her educational instruction through independent study.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Expelled Education** - A program established to provide educational services pursuant to section 22-33-203 to expelled pupils.

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

# 2019-2020 Student Interchange – Student School Association

**Home Based Education** - Indicate if the student is a home school student and receiving some services from the district.

Pursuant to Section 22-33-104.5(6)(a), C.R.S.; 1 CCR 301-39-5.13, home-based education students are eligible to receive a maximum of **part-time** funding by the reporting district if the student meets the part time funding requirements: “the pupil is enrolled and is attending a district educational program which provides at least 90 hours of teacher-pupil instruction and teacher-pupil contact in the semester of the pupil enrollment count date or the alternative count date.”

Please note that just because a home school student is receiving educational services from the district, it does NOT mean they are eligible for funding. These students would still need to meet the funding eligibility requirements.

In addition, regardless of the amount of education a district is providing to a home school student, the maximum funding a home based / home school student can receive is part time.

## Full time funding does **not** apply:

There has been confusion with some districts who have reported home school student as eligible for full time funding because the student is:

1. Attending a home options program/school (which usually meets the 90 hour requirement for part time funding) and
2. Enrolled in CE courses (3 credit hours = part time).

The districts assume that because these students are part time at the district location and part time in CE the student is eligible for Full Time funding. This is NOT the case. It’s up to the district to determine what educational services they will make available to home school students, however the most funding they can receive is part time.

## Some Common Examples:

1. Home school student for whom the district has an “Intent to Home school” on file, but for whom the district is providing NO educational services:
  - a. Do not include the student in the Student October Count data submission
  - b. Include in the summary by grade reported to CDE
2. Home school student who is enrolled at a district school taking one class.:
  - a. Include in the Student October Count data submission,
  - b. But because the one class does not allow for a minimum of 90 semester hours, this student would be funded with an “86” funding code
3. Home school student who is enrolled at a district school and is taking three classes at the local high school (the equivalent of part time funding for a traditional student):

# 2019-2020 Student Interchange – Student School Association

- a. Include in the Student October Count data submission
- b. But limited to part-time funding because the student is designated as a home school student (meaning their primary educational services are being provided in a home based educational setting).

Note: these students can be taking classes at a traditional school, an online school, or at a home options school.

- 4. Home school student is enrolled in a district home school program (which meets the 90 hour requirement for part time) and is also taking one CE course (3 credit hours) at the local Institute of Higher Education (IHE):
  - a. Include in the Student October Count data submission
  - b. But would be limited to part time funding because the student is designated as a home school student (meaning their primary educational services are being provided in a home based educational setting).

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted and Talented** – Students who have been formally identified as gifted using administrative unit-wide procedures aligned with CDE guidelines. The Exceptional Children’s Education Act (ECEA [1 CCR 301-8]) requires all administrative units in Colorado to identify and serve students whose aptitude or competence in abilities, talents, and potential for accomplishment in one or more domains are so exceptional or developmentally advanced that they require special provisions to meet their educational programming needs. Gifted students may be identified in any or a combination of these categories:

**Please indicate all that apply:**

**Gifted in General Intellect** – Student identified as gifted in general or specific intellectual ability

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted Creative and Productive thinking** – Student identified as gifted in creativity

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

# 2019-2020 Student Interchange – Student School Association

**Gifted Leadership** – Student identified as gifted in leadership ability

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted in Specific Academic Aptitude (6 areas):**

**Gifted Reading** - Student identified as gifted in reading

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted Writing** - Student identified as gifted in writing

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted Math** – Student identified as gifted in mathematics

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted Science** – Student identified as gifted in science

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

**Gifted Social Studies**– Student identified as gifted in social studies

<b>0</b>	<b>No</b>
<b>1</b>	<b>Yes</b>

# 2019-2020 Student Interchange – Student School Association

**Gifted World Language**– Student identified as gifted in world language

0	No
1	Yes

**Gifted in Specific Talent Aptitude (5 areas):**

**Gifted Visual Arts** – Student identified as gifted in visual arts

0	No
1	Yes

**Gifted Drama and Theater**– Student identified as gifted in drama and theater

0	No
1	Yes

**Gifted Musical**– Student identified as gifted in music

0	No
1	Yes

**Gifted Dance**– Student identified as gifted in dance

0	No
1	Yes

**Gifted Psychomotor**– Student identified as gifted in psychomotor ability

0	No
1	Yes

# 2019-2020 Student Interchange – Student School Association

**Non-School Program** – An indicator that a student is being educated in a program without a school code.

For purposes of this field, “non-school program” refers to those programs that are run by a district, BOCES or third party entity in which a student is receiving all of his/her educational services delivered through this program. *These programs do NOT have assigned school codes.*

- Students receiving all of their educational services through a non-school program should be reported as follows:
  - School Code: student’s home (or boundary) school or district chosen school of accountability
  - Pupil Attendance Information: 01-08 only

<b>00</b>	<b>No</b> – The Student is receiving his/her educational services through the school at which he/she is reported for funding, and is NOT enrolled in a non-school program. Or in other words, the student is not receiving all of their education through a non-school program.
<b>01</b>	<b>Single District On-Line Program</b> – Student is primarily enrolled and receiving <u>all</u> of their educational services through an approved single-district on-line district program. <a href="#">The list of single district programs can be found on the online and blended learning webpage.</a>
<b>02</b>	<b>District-Run Program</b> – Student is receiving <u>all</u> of their educational services through a program that is run and operated by the reporting district. This includes a: <ul style="list-style-type: none"> <li>• District program where the physical location is within an existing district school building, but is following a different calendar and/or bell schedule from the rest of the school.</li> <li>• District program where the physical location is NOT within an existing district school building.</li> </ul>
<b>03</b>	<b>School District or BOCES Program</b> – Student is receiving <u>all</u> of their educational services through a program that is run and operated by another district or BOCES .
<b>04</b>	<b>Third Party Program</b> – Student is receiving <u>all</u> of their educational services through a program that is run and operated by a third party with which a district has a contractual agreement. <i>A third party program does not meet the definition of (1) a nonpublic school (i.e., private or parochial school), (2) a public agency (i.e., Head Start), (3) school district, (4) an Approved Facility School, or (5) BOCES or BOCES educational program.</i> Examples of a third party educator include, but are not limited to: <ul style="list-style-type: none"> <li>• Programs operated and staffed entirely by an institution of higher education (IHE)           <ul style="list-style-type: none"> <li>○ Including students participating in ASCENT</li> </ul> </li> <li>• Privately run HSED preparation programs</li> <li>• Education services provided to expelled students by a private company</li> </ul>

# 2019-2020 Student Interchange – Student School Association

**Total Days Attended**– The aggregate number of whole and partial days the student attended school for the current school year.

**Total Days Excused by Students** – The aggregate number of whole and partial days the student had excused absences (out of school), for the current school year. Absence due to a suspension is excused. (A student who is tardy is not considered to be absent).

**Total Days Unexcused by Students** – The aggregate number of whole and partial days the student was absent (out of school), without being excused from a parent/guardian for the current school year. (A student who is tardy is not considered to be absent).

**Total Possible Attendance Days** – The aggregate number of whole and partial days the student would have attended school if there had been no absences for the current school year. Expelled students are included until date of expulsion.

**Habitually Truant Status:** The unduplicated count of habitually truant students who are at least the age of six on or before August 1 of the year in question and under the age of seventeen years having met one of the definitions below:

<b>0</b>	<b>Student was not habitually truant</b>
<b>1</b>	<b>Truant Four or More Days in a Month</b> – The student had four total days of Unexcused Absences from a public school in any one calendar month: calculated by the sum of unexcused absences converted to days and fractions of days.
<b>2</b>	<b>Truant Ten or More Days in a School Year</b> – The student had ten or more total days of Unexcused Absences, but never accumulated four or more total days of unexcused absences from that public school in any one calendar month: calculated by the sum of unexcused absences converted to days and fractions of days.
<b>3</b>	<b>Truant for Both Conditions</b> – The student had both four (or more) total days of Unexcused Absences from the reporting public school in any one calendar month and ten or more total days unexcused absences from the same public school during the reported school year; calculated by the sum of unexcused absences converted to days and fractions of days.

**Total Days Missed Due to Out of School Suspensions** – The total number of school days that were missed by the student due to out-of-school suspensions. *Optional for CRDC Reporting Purposes Only.*



# 2019-2020 Student Interchange – Student School Association

## Document Changes

Date	Description of change	Reason for change	Elements affected
1/11/2016	Started changes on the new gifted fields	Legislation request	14 new gifted flags added.
2/8/2016	Removed (2) “R” after gifted and talented field	EDAC request	Text update
3/22/2016	Removed Continuously in Colorado and Date Most Recently Enrolled in U.S.	Accountability request	Fields removed because of inaccuracy or a lack of need
3/22/2016	Added Date First Enrolled in U.S.	Accountability request	Field to replace Date Most Recently Enrolled
3/17/2017	Removed Gifted and Talented field	Legislation request	Field removed because no longer required
3/17/2017	Removed Contractual Agreement w/ Third Party	Process Improvement	Field being replaced
3/17/2017	Removed Continuous in District and School Fields	Accountability request	Fields can be calculated rather than reported by district
3/17/2017	Created Non-School Program field	Process Improvement	Field created to replace Contract Third Party
3/17/2017	Public School Finance Definitions Refined to include ECARE	EDAC Request	Public School Finance Status
3/16/2018	Added additional Exit Types (23, 96) to accommodate graduating and non-graduating ASCENT & P-TECH Students	Legislation request	Exit Type Codes
6/11/2018	Added Exit Type code 24 to further separate the ASCENT and P-TECH who have already been reported as a graduate.	Program request	Exit Type Codes
6/11/2018	Modified definition of online funding codes to make them better match program definitions and consistent	Program request	Public School Finance Status

# 2019-2020 Student Interchange – Student School Association

1-25-2019	Adding attendance data fields	Capture attendance data at the student level to accommodate new Attendance Snapshot	Total Days Attended, Total Days Excused, Total Days Unexcused, Total Days Missed Due to Out of School Suspensions, Habitually Truant Status
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