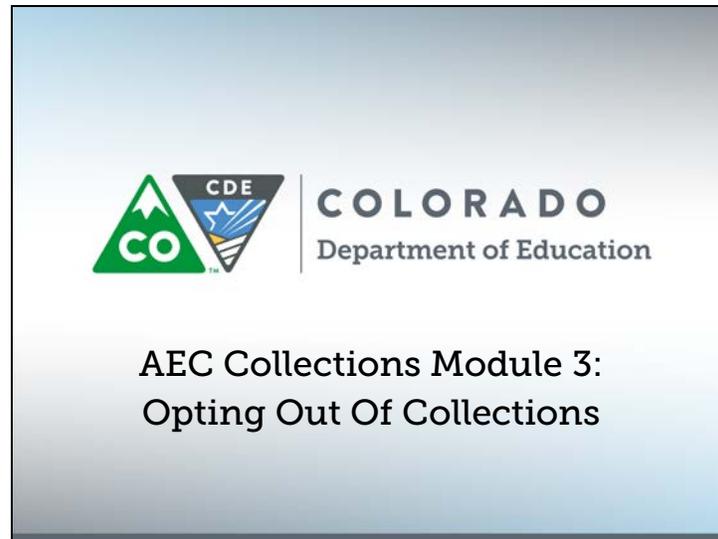
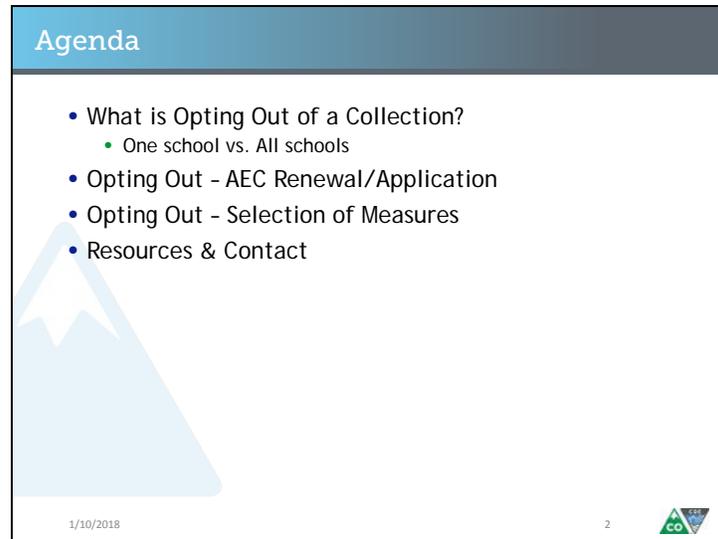


Slide 1



Welcome to the AEC Collections video module! My name is B Sanders, and this is the second AEC Collections video module. In this module, we will cover how to get access to the AEC Data Pipeline Collections, and once you have access, how to log in to Data Pipeline. To make sure we're on the same page, AEC stands for Alternative Education Campus. Let's get started.

Slide 2



Agenda

- What is Opting Out of a Collection?
 - One school vs. All schools
- Opting Out - AEC Renewal/Application
- Opting Out - Selection of Measures
- Resources & Contact

1/10/2018

2



Here's what we're going to talk about today: how and when to opt out of an AEC Collection. The decision and reasons to opt out of an AEC Collection varies by the type of AEC Collection, so first we'll talk about the idea and process of opting out of a collection in general, and then we'll talk about how and when to do it specifically for the Renewal/Application collection and Selection of Measures collection separately.

Slide 3



To start, we'll talk about opting out AEC collections in some basic terms.

Opting Out of AEC Collections

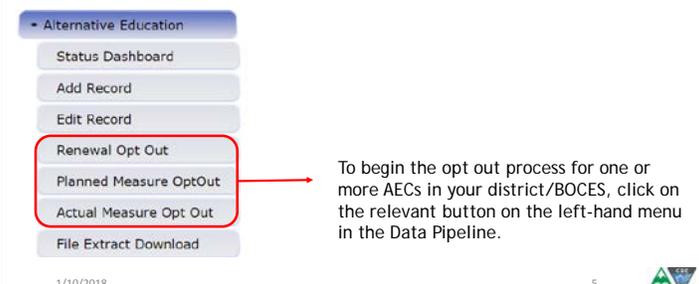
- What is opting out?
 - Choosing not to submit data in a specific AEC data collection and alerting CDE to that decision through a simple process.
- When should you opt out?
 - It depends on the collection and your district/BOCES' circumstances.

1/10/2018 4 

If you choose to opt out of a collection, what you're choosing to opt out of is submitting data for that collection. You still have to participate in the collection, but in a much more limited form, because you still have to alert us, CDE, to the fact that you're opting out of the full data collection. We require you to do that so that we have a record of your stated intention of opting out of submitting data to us. That way we know for sure that you intended to not submit data to us and that it was not an oversight that no data was submitted. We cannot tell you whether or not you should opt out. That is a district level decision. All we can say is that you have the option to do it and how you can exercise that option.

Opting Out of AEC Collections

- What is opting out?
 - Choosing not to submit data in a specific AEC data collection and alerting CDE to that decision through a simple process.
- When should you opt out?
 - It depends on the collection and your district/BOCES' circumstances.



To begin the opt out process for one or more AECs in your district/BOCES, click on the relevant button on the left-hand menu in the Data Pipeline.

1/10/2018 5

When you sign into Data Pipeline with the AEC LEA Approver role permissions, you'll see the Alternative Education tab on the left-hand side menu. If you click on that menu, you'll see the following options. Note that three of the options are opt-out options. If you would like to opt out one or more of your schools from one of the AEC data collections, this is how you begin that process. You'll need to first know which collection you want to opt the school out of, and then click on the relevant button. That is, if you want to opt an AEC out of the Planned Measures collection, you would click on the Planned Measures opt out button.

Slide 6

Opting Out of AEC Collections

School Year: 2017-18 District: HINDS-DENNIS COUNTY

Please select the planned measure opt out value for each school in the table below.

School Code	School Name	Opt Out Value Select all schools in...
0040	RIDGE VIEW ACADEMY CHARTER SCHOOL	Opt Out Copying Out
0067	ACADEMY OF URBAN LEARNING	Opt Out Copying Out
1489	COMPASSION ROAD ACADEMY	Opt Out Copying Out
1548	COLORADO HIGH SCHOOL CHARTER	Opt Out Copying Out
1966	AJCE COMMUNITY CHALLENGE SCHOOL	Opt Out Copying Out
2188	EDNER CENTER FOR 21ST LEARNING AT WYMAN	Opt Out Copying Out
2641	EXCEL ACADEMY	Opt Out Copying Out
2726	EMILY GRIFFITH TECHNICAL COLLEGE	Opt Out Copying Out

Clicking the drop down menu on this row will change all AECs in a given district to the same choice.

Remember to hit SAVE when you are done!

1/10/2018 6

Once you've clicked on the relevant button, you will be taken to the opt out menu screen. You will be asked to select a year and your district. Then you have the choice of selecting one opt out value for all schools in your district or BOCES or assigning opt out values to each school individually. To assign the same opt out value to all schools in your district or BOCES, select a value from the top row, then click Save at the bottom of the screen.

Slide 7

Opting Out of AEC Collections

School Year: 2017-18 | District: 0080-DOWDER COUNTY

Please select the planned measure opt out value for each school in the table below.

School Code	School Name	Opt Out Value Set all values to:
0040	RIDGE VIEW ACADEMY CHARTER SCHOOL	0-Not Opting Out
0067	ACADEMY OF URBAN LEARNING	0-Not Opting Out
1480	COMPASSION ROAD ACADEMY	1-This district/LEA chooses not to submit any planned measures for this school year on behalf of this school.
1748	COLORADO HIGH SCHOOL CHARTER	0-Not Opting Out
1968	ACE COMMUNITY CHALLENGE SCHOOL	0-Not Opting Out
2188	DENVER CENTER FOR 21ST LEARNING AT WYMAN	1-This district/LEA chooses not to submit any planned measures for this school year on behalf of this school.
2641	EXCEL ACADEMY	1-This district/LEA chooses not to submit any planned measures for this school year on behalf of this school.
2726	EMILY GRIFFITH TECHNICAL COLLEGE	0-Not Opting Out

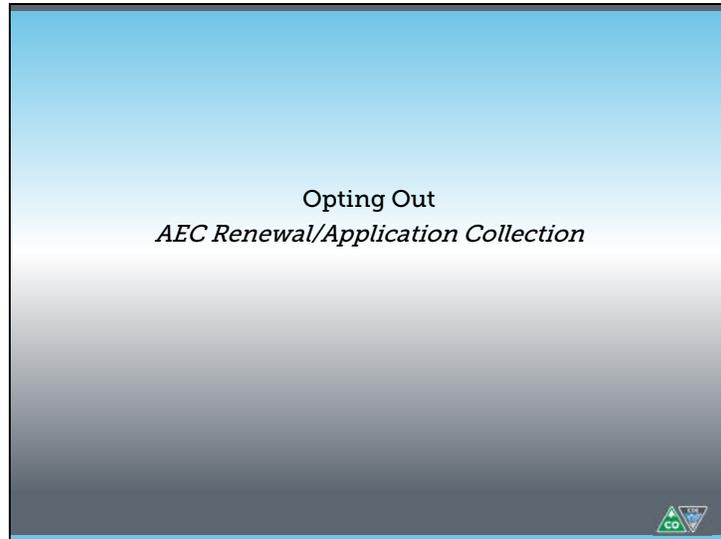
Choosing a school's specific row will allow you to make a choice for only that school.

Remember to hit SAVE when you are done!

1/10/2018 | 7

To assign an opt out value for an individual school, select an opt out value in that school's row. When you are done with your schools, click Save at the bottom of the screen.

Slide 8



Now that we've talked about the opt out process for the AEC collections in general, let's talk about how the opt out process works for the AEC Renewal/Application Collection more specifically.

Slide 9

Opting Out: Renewal/Application Collection

AEC Renewal Opt Out

School Year: 2018-19 ▾ District: 0080 DENVER COUNTY 1 ▾ Search

Select the relevant year. For Renewal/Application, only 2018-19 should be available.

Select the your district/BOCES. You should only be able to select your own district/BOCES.

Then hit Search.

1/10/2018 9 

If you click on the Renewal Opt Out button on the left-hand side of the Data Pipeline menu, you will be taken to a screen that looks like this. You will only be able to select the relevant designation year, 2018-19, and your own district. Then hit search.

Slide 10

Opting Out: Renewal/Application Collection

AEC Renewal Opt Out

School Year: 2016-17 District: DENVER COUNTY Search

Please select the opt-out value for each school in the table below.

School Code	School Name	Opt Out Value Not all values are:
1048	REGIS VIEW ACADEMY CHARTER SCHOOL	1-Opt Out 2-Opt Out - 100% 3-School only permits part-time students 4-School will not submit PE to state and agrees to participate in an on-site audit
1067	ACADEMY OF URBAN LEARNERS	1-Opt Out
1459	COMMISSION ROAD ACADEMY	1-Opt Out
1748	COLORADO HIGH SCHOOL CHARTER	1-Opt Out

- Decide if you're choosing an opt-out value for all schools or only a subset of schools

Remember to hit SAVE when you are done!

1/10/2018 10 

As we discussed before, you can decide if you want to choose the same value across all you AECs or if you want to set a specific opt out value for one or two schools. We've already covered how to do that.

Opting Out: Renewal/Application Collection

AEC Renewal Opt Out

School Year: 2016-17 District: BRIDGEMAN COUNTY Search

Please select the opt-out value for each school in the table below.

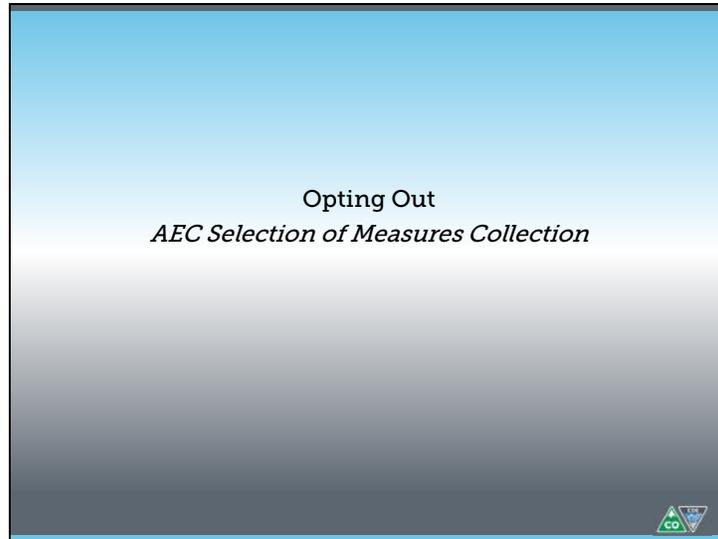
School Code	School Name	Opt Out Value Not all values are:
1048	REGIS VIEW ACADEMY CHARTER SCHOOL	1 - School only enrolls part-time students 2 - School will not submit PII to state and agrees to participate in an on-site audit
1067	ACADEMY OF URBAN LEARNERS	
1459	COMMISSION ROAD ACADEMY	
1748	COLORADO HIGH SCHOOL CHARTER	

- Notes on opt-out values:
 - 1 - schools only enrolls part-time students: all students at school must be primarily enrolled at another school
 - 2 - school will not submit PII: selecting this option flags school and district for a potential in-person audit with CDE personnel

Remember to hit SAVE when you are done!

1/10/2018 11 

Let's talk about the specific opt out values for the AEC Renewal/Application collection. Opt out value 1 is only relevant to some AECs: schools that enroll 100% of their students part-time, that is, schools where 100% of their students are secondary enrollments, do not need to establish that their student population is 90% high risk. Therefore, they do not need to complete the student population data analysis like the other AECs. Thus this opt out option is provided for these schools. Opt out value 2 is provided for districts and BOCES who either do not have the capacity to engage in the student level analysis this collection requires or who prefer not to submit highly sensitive student information required by this collection to CDE. Please note that the use of option 2 may flag a school or district for an in-person CDE staff audit at the conclusion of the data collection period.



Let's talk about how the opt out process works for the AEC Selection of Measures process. This is broken up into two opt out procedures: one for the planned measures collection, and one for the actual measures collection.

Slide 13

Opting Out: Planned Measures for AEC SPF

AEC Planned Measure Opt Out

School Year: 2018-19 District: 0000-DENVER COUNTY 1

Can select either current year or next year.

1/10/2018 13

The planned measures collection opt out follows the same process as the renewal/application process opt out. You must select the year and district. In this case, you can either select 2018-19 or 2019-20 for year.

Opting Out: Planned Measures for AEC SPF

AEC Planned Measure Opt Out

School Year: 2018-19 District: 0000-DENVER COUNTY 1

Can select either current year or next year.

AEC Planned Measure Opt Out

School Year: 2017-18 District: 0000-DENVER COUNTY 1

Please select the planned measure opt out value for each school in the table below.

School Code	School Name	Opt Out Value: Select all values for:
0340	RIDGEVIEW ACADEMY CHARTER SCHOOL	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
0367	ACADEMY OF URBAN LEARNING	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
1495	COMMISSION ROAD ACADEMY	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
1740	COLORADO HIGH SCHOOL CHARTER	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Mark option 1 for any school not submitting planned measures.

Remember to hit SAVE when you are done!

Compared to the renewal/application opt out, the opt out values for the planned measures is simpler. There is only 1 option for schools opting out of the planned measures, and it is simply that the district is not submitting planned measures on the school's behalf. Again, this process is instituted to make sure that no schools are over looked and that a lack of submitted data is intentional.

Slide 15

Opting Out: Actual Measures for AEC SPF

AEC Actual Measure Opt Out

School Year: 2018-19 ▼ District: 0000-DENVER COUNTY 1

Can select only current year.

1/10/2018 15 

The actual measures collection opt out follows the same process we've seen. This time, you can only select 2018-19.

Opting Out: Actual Measures for AEC SPF

AEC Actual Measure Opt Out

School Year: 2018-19 District: 0500-DENVER COUNTY 1

Can select only current year.

AEC Actual Measure Opt Out

School Year: 2018-19 District: 0500-DENVER COUNTY 1

Please select the actual measure opt out value for each school in the table below.

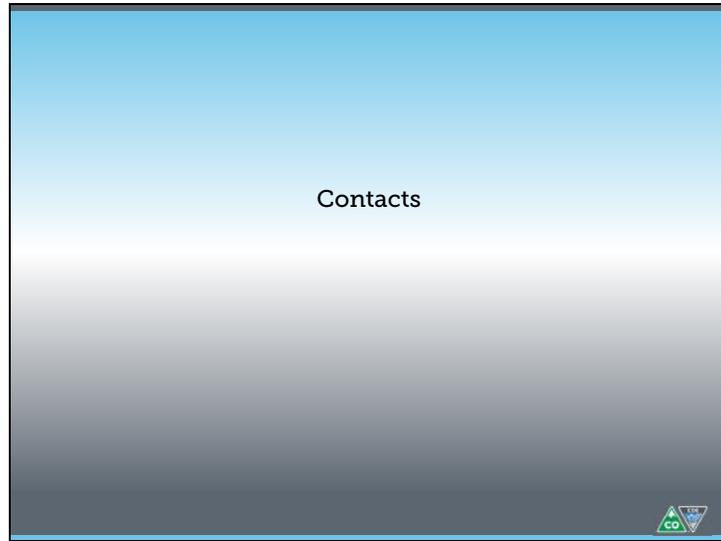
School Code	School Name	Opt Out Value
0000	ROOSEVELT ACADEMY CHARTER SCHOOL	1
0007	ACADEMY OF ORANGE LEARNING	1
1000	COURTESON ROAD ACADEMY	1
1100	COURTESON SCHOOL CHARTER	1

Mark option 1 for any school not submitting actual measures and data.

Remember to hit SAVE when you are done!

As with the planned measures opt out system, there is only 1 opt out value. The option states that the district is not submitting optional measures on behalf of the school and that the district acknowledges that this means that the school will only receive state-required measures on its forthcoming AEC SPF. Again, this process is instituted to make sure that no schools are overlooked and that a lack of submitted data is intentional.

Slide 17



Let's talk through who to contact if you have questions.

Contacts

AEC Collection Questions

- B Sanders, AEC and Accountability Senior Consultant
 - Sanders_b@cde.state.co.us
 - 303.866.2685
- Jessica Watson, Accountability and Policy Principal Consultant
 - Watson_J@cde.state.co.us
 - 303.866.6778

Identity Management Questions

- Rich Morris, Systems Administrator
 - Morris_r@cde.state.co.us
 - 303.866.6713

1/10/2018 18 

If you have questions about the AEC Collections, reach out to me, B Sanders, or my colleague, Jessica Watson. We can probably answer your question, and if we can't, we'll get you in contact with someone who can. If you have questions about the identity management system, such as permissions related to your local area manager or the AEC LEA APPROVER role, reach out to Rich Morris.