

Changes For Student October Pupil Enrollment Collection 2014

Last Updated: 9/26/14



Important!

- ❖ **These changes may not yet be complete**
- ❖ **They are as of the “Last Update” date referenced on the first slide**
- ❖ **I (Annie Matula) will update this PPT as I learn of any new changes**
- ❖ **If you have any questions, please me (Annie Matula, Student October liaison) at matula_a@cde.state.co.us**



Change Summary

1. **Post-Secondary Program Enrollment** is now collected within the Demographics file
2. Free / Reduced Lunch Eligibility
3. Procedure for submitting exception requests has changed
4. English Language Proficiency ACT (ELPA)
5. New and changed edits
6. Audit related questions



Post Secondary Program Enrollment



Post Secondary Program Enrollment

- Post secondary program enrollment was collected for Student October 2013 in the **Advanced Course Completion** interchange in a field called [**Post Secondary Program Semester 1A**]
- Effective with Student October 2014, Post secondary program enrollment is collected within the Student Interchange **Demographics** file in a new field, [**Post Secondary Program Enrollment**]
- The ACC Interchange does not need to be completed for Student October
- If the ACC Interchange is completed for Student October, it will be validated but no data from that interchange will be used for Student October
- [**Post Secondary Program Enrollment**] is only used in Student October collection
- Student End of Year (SEY) will continue to use the Advanced Course Completion file



Post Secondary Program Enrollment (continued)

Reasons for this change:

- Has been requested by districts because of confusion between reporting post-secondary completion for the SEY submission and the need to report post-secondary course enrollment information for STUOCT.
- Districts reported needing to make changes to their file extract logic to accommodate the changed meanings
 - This defeats one of the purposes of the Pipeline which is to streamline the collection process.
- Resulted in collecting, in many instances, data that was not needed or in not collecting the needed information.
 - The post-secondary department was scrambling towards the end of the collection to get districts to update this information.



Post Secondary Program Enrollment (continued)

Some advantages of collecting post secondary program enrollment in the Demographics Interchange:

- Districts will only need to submit the DEM and SSA files during Student October collection
- Increased data accuracy for the post-secondary and auditing groups within CDE
- Eliminates the confusion between reporting enrollment and course completion values
- Increased efficiency of the Student October and Pipeline processes = less time to run the processes!



Free / Reduced Lunch Eligibility



Eligibility

The National School Lunch Program (NSLP) eligibility is:

- Used to determine if a student is eligible for free or reduced priced meals provided through the Child Nutrition Programs
- Used to determine if a student is eligible for At-Risk funding through the Public School Finance Act
- Used in determining funding for other programs, including Title I, and determining eligibility for fee waivers
- Overseen by the CDE Office of School Nutrition
- Audited by the CDE Field Analyst Support Team

Free Reduced Lunch (continued)

- The documentation options for eligibility for free or reduced lunch under the provisions of the "Federal National School Lunch Act" have expanded:
 - Direct Certification (Free)
 - Application for Free and Reduced Price Meals (Free or Reduced)
 - District migrant, homeless, runaway or foster lists (Free)
 - Head Start documented participation (Free)
 - Family Economic Data Survey form (Free or Reduced)

IMPORTANT

- The student's eligibility should be documented (not whether or not the student is actually receiving Free or Reduced Lunch)



Community Eligibility Provision

- There has been some confusion about CEP and the October Count data submission. Participation in CEP or Provision 2 does **not** change the October Count data submission requirements.
- Although all students at a CEP participating school or district will receive free meals, the students' eligibility still determines the coding for the October Count data submission.
- Therefore, all students at a CEP participating school or district should **not** be coded as 01 Free Lunch Eligible.
- Rather, a CEP participating school or district will have some students coded as 00 Not Eligible, some students coded as 01 Free Lunch Eligible, and some students coded as 02 Reduced Lunch Eligible.

Procedure For Requesting Exceptions



Procedure for requesting exceptions (to errors) has changed

- Office of Federal Programs requested that the exceptions request process be streamlined
- LEAs requested solutions to problems with the exceptions process
- Issues included:
 - Process taking more time than it should – too much work involved for all involved: LEAs, Office of Federal Programs, other staff reviewing exceptions, DSU staff
 - Too many email exchanges needed to get the information needed for exceptions
 - Transferring exceptions from email text to a worksheet for loading to Pipeline cumbersome and prone to errors

Procedure for Requesting Exceptions (to errors) Has Changed

One solution implemented effective immediately, a more structured process for exception requests:

All exception requests must be entered on a template similar to SPED exceptions template

Before exception requests are reviewed, please complete the template

That template, “Exception Request Template and Instructions (XLSX)” can be found at:

Data Pipeline’s Student Interchange website

http://www.cde.state.co.us/datapipeline/inter_student under “Templates”

The Student End of Year website http://www.cde.state.co.us/datapipeline/snap_eoy under “Templates”

The Student October website

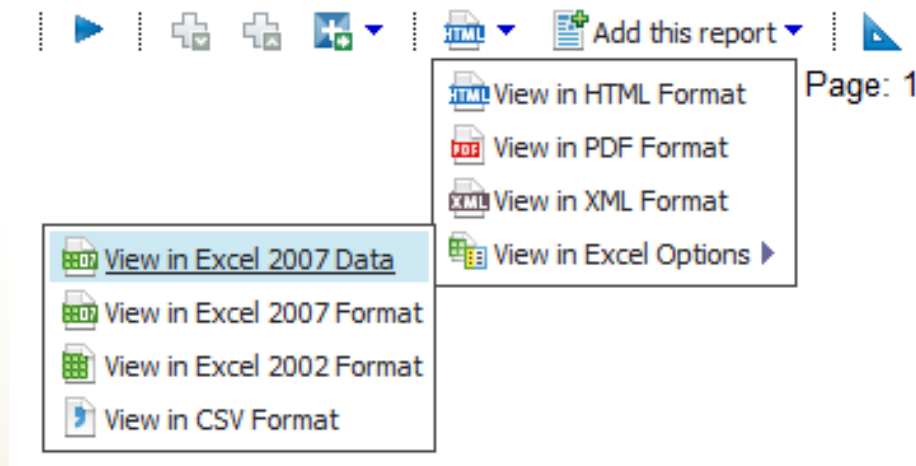
http://www.cde.state.co.us/datapipeline/snap_studentoctober under “Templates”

The template is the same in all 3 locations.

Procedure for Requesting Exceptions (to errors) Has Changed (continued)

Suggested Steps for Efficient and Fast Exception Entry

- Download the Error Detail report from Cognos
- I suggest using the Excel “View in Excel 2007 Data” option in Cognos which will make it easier to copy and paste from the report to the Exceptions template:



Procedure for requesting exceptions (to errors) has changed (continued)

- Download the Exceptions Request template from our website
- Save it
- Review the “Instructions” tab on the Exceptions Request Template
- Copy the data needed from the error detail report to the Exceptions Request Template for the SASIDs/edits for which you are requesting exceptions
- School Year would not be on the error detail report if it is downloaded using the “View In Excel 2007 Data” option. Fill in.
 - Example: 2013-2014
- If grade level and school code are not on the error detail report, then generally you do not need to include those fields
- Give a very detailed explanation as to why you are requesting an exception
 - These are not good reasons as they lack detail:
 - The student is not an ELL
 - We got an exception for this last year
 - (blank)
- Send to Annie Matula

English Language Proficiency Act



English Language Proficiency Act (ELPA)

This change is pending approval by the Board of Education in October, 2014

- Beginning with Student October 2014, ELPA funding is for **5 years** from K-12
 - Previously it was for 2 years
- Calculation will be based on
 - Previous year's Student October data
 - Thus for Student October 2014, calculation uses Student October 2013 data
- **Monitored Year 1 (M1) and Monitored Year 2 (M2) now included** in the calculation
- Calculated funding is 75% NEP and LEP and 25% M1 and M2

Edits and Cognos Reports



Edits and Cognos Reports: Changed and New

- **New and changed edits (both errors and warnings) and Cognos Reports**
- **Reason for changed/new edits:**
 - Continue to strive to increase data accuracy and efficiency
 - Have reports be more helpful
- **New and changed edits include:**
 - If a public school is open for Student October, then there must be records in the Student October snapshot for the school
 - New CPP edits to ensure LEAs do not exceed CPP/ECARE allotments
 - New ASCENT edits to ensure LEAs do not exceed ASCENT student count and FTE
 - Use of entry and exit code '04' must be approved before using
 - ELL sequential warnings changed to errors (ELs must be reported in correct order, for instance, an EL cannot be reported as Monitored Year 1 2 years in a row)

Edits and Cognos Reports: Changed and New

- To see what has changed:
 - The Student Interchanges and Student October “Business Rules” worksheets would indicate what has changed.
 - Check the last field [Last Updated Date] for dates following Student October 2013
 - “Known Defects” document posted at http://www.cde.state.co.us/datapipeline/snap_studentoctober

Audit Related Questions



Audit Related Questions

- Please forward all audit related questions or inquiries directly to the Field Analyst Support Team (FAST).
- The FAST may be emailed directly at audit@cde.state.co.us
- You may also contact the FAST Supervisor, Scott Abbey directly at (303) 866-6153 or abbey_s@cde.state.co.us
- The Field Analyst Support Team Website may be accessed at the following link <http://www.cde.state.co.us/cdefinance/auditunit.htm>
- What is an audit question?
 - Anything that affects funding and that is covered in the Student October Resource Guide would be considered an audit question
 - I can respond to questions regarding coding of students and count dates