

# How to load the Discipline file in Data Pipeline

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*Data Pipeline Special Education Discipline Interchange* Overview, Deadlines, Discipline Incident and Action Interchange File Layout and Definitions, Business Rules, Excel Templates and Additional Resources may be found on the CDE Website at [http://www.cde.state.co.us/datapipeline/inter\\_sped-discipline](http://www.cde.state.co.us/datapipeline/inter_sped-discipline)

In order to upload “Discipline” Action interchange file to the Data Pipeline website the district respondent will first need the **DIS** role assigned by the district Local Access Manager (LAM) in the Colorado Department of Education Identity Management System (IdM). Please find additional information about IDM on the CDE Website under Identity Management <https://cdeapps.cde.state.co.us/faqs.html>

Below are the user groups relative to the **DIS** group

- **Interchange User roles:**
  - **LEA Viewer:** able to view data. *Read only access*
  - **LEA User:** *able to upload, edit, and submit data to Interchange*

## EXAMPLES

DOUGLAS\_COUNTY\_RE\_1 PIPELINE-**0900**-DIS~LEAUSER Submit and Modify Role

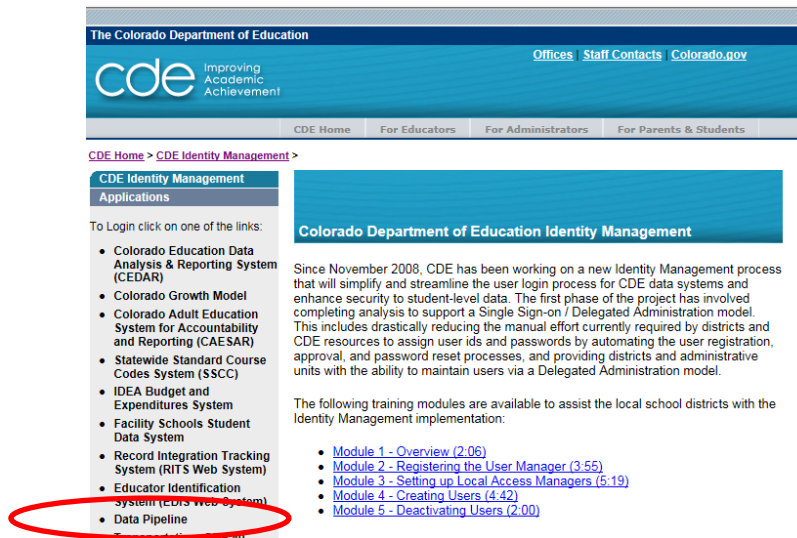
DOUGLAS\_COUNTY\_RE\_1 PIPELINE-**0900**-DIS~LEAVIEWER Read-Only Role

**Notice the 4 Digit District Code associated with the group**

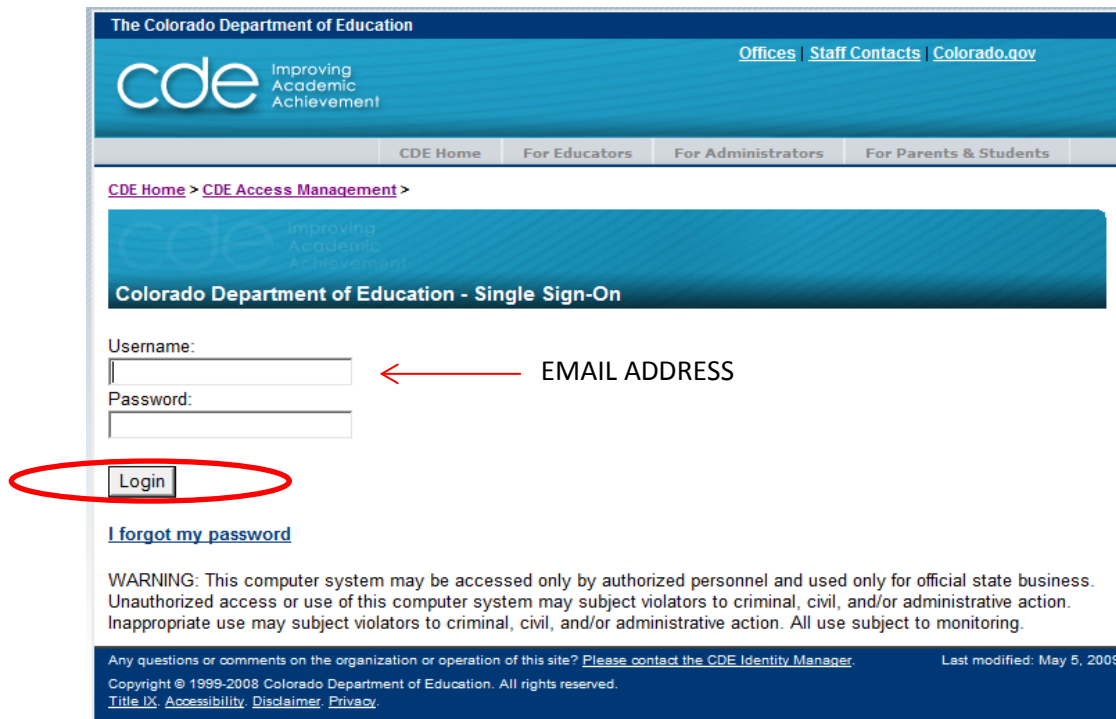
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## Logging into the Data Pipeline system

1. Once you have a DIS role you will be able to access the Data Pipeline System. You can access CDE Identity Management Applications from the Colorado Department of Education Identity Management page here <https://cdeapps.cde.state.co.us/index.html>



2. You may also access the Data Pipeline directly from the following link which will take you to the login screen:  
<https://cdeapps.cde.state.co.us/CDEAccess/login.jsp>
3. Please enter your username and password and press "Login". Your user name is your email address.

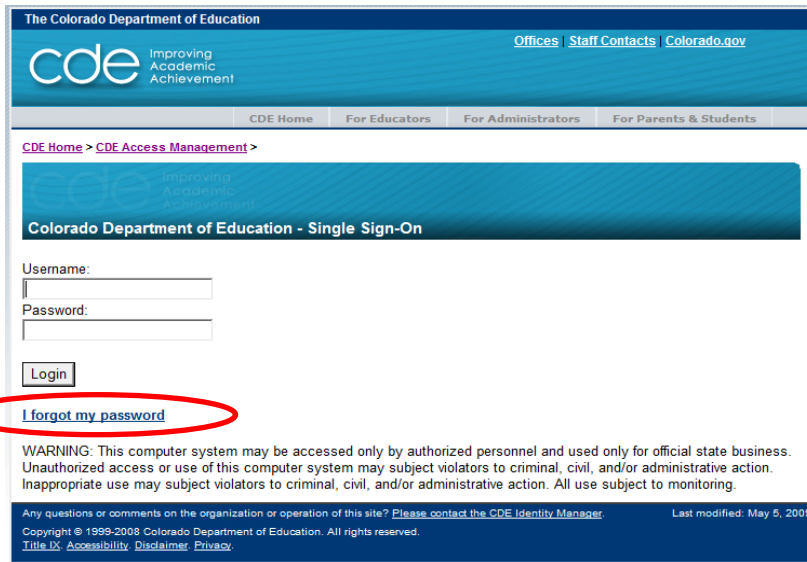


If you have any questions about the Discipline interchange, please contact Kristi Gleason ([gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us); 303-866-4620)

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4. If you don't remember your password you can use the "I forgot my password" link to reset your password.



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**Colorado Department of Education - Single Sign-On**

Username:

Password:

[I forgot my password](#)

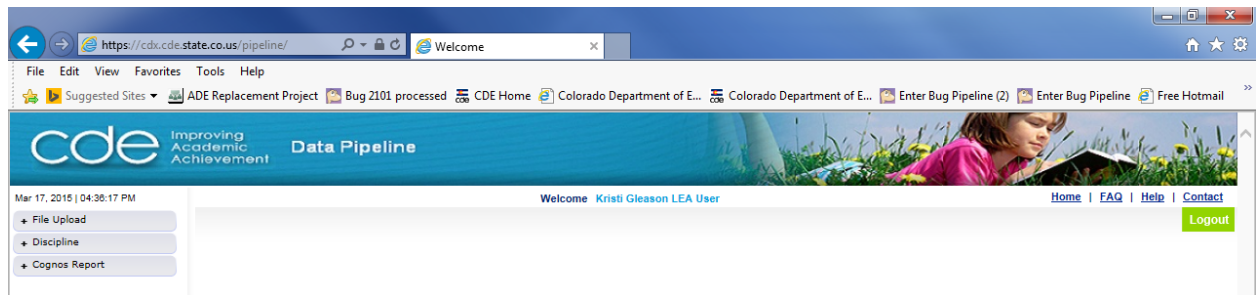
WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

Any questions or comments on the organization or operation of this site? [Please contact the CDE Identity Manager.](#) Last modified: May 5, 2009

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# How to load the Discipline file in Data Pipeline

5. The system will display a screen similar to the screenshot below. The buttons on the left side of the system will depend strictly on the groups assigned in Access Management.



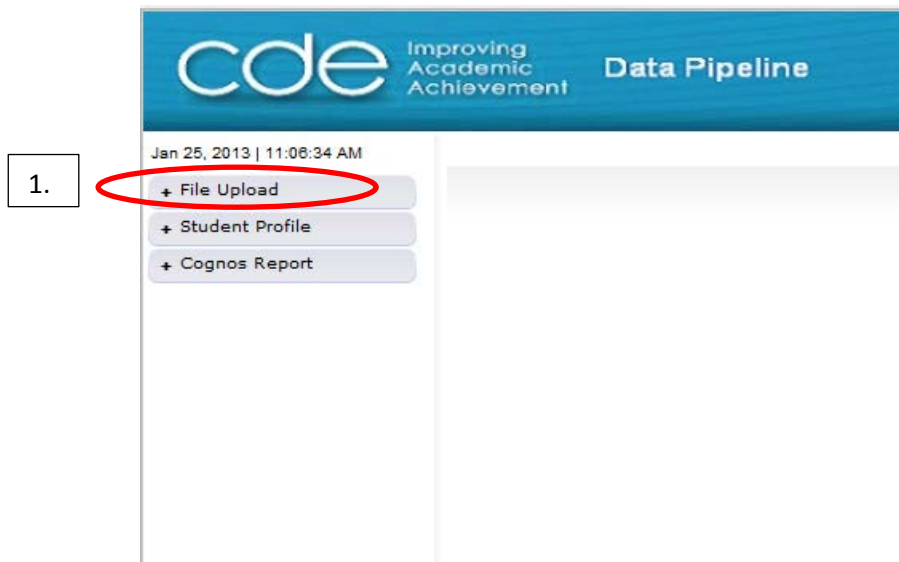
With the DIS role you should see the following links:

- File Upload
  - Batch Maintenance
  - Format Checker
  - Data File Upload
  - Validation Report
- Discipline
  - Status Dashboard
    - Discipline Action
- Pipeline Reports
  - Error Report
- COGNOS Report
  - Discipline Interchange
    - Discipline Action Error Detail Report
    - Discipline Action Error Summary Report
    - Discipline and School Enrollment Date Comparison Report
    - Discipline Snapshot Error Detail Report (Special Education)

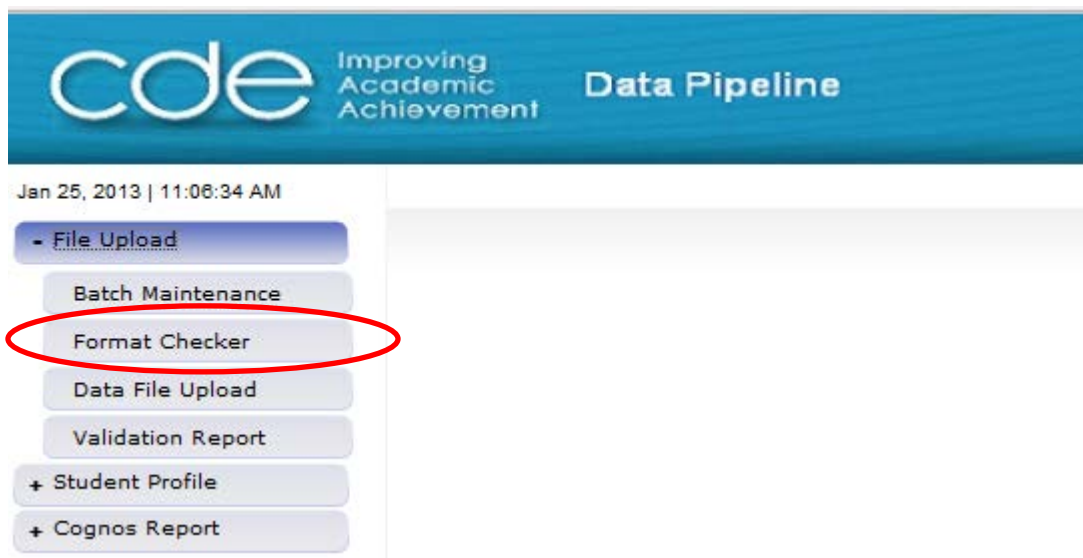
# How to load the Discipline file in Data Pipeline

## Uploading data into the Data Pipeline system

1. Click on the File Upload menu option. This will display the options under File Upload.



- The first time you upload the file you want to use the Format Checker option. We are going to validate the fields in the spreadsheet. In order to upload a Discipline Action Interchange file you will need the LEAUSER role. **The system will read the first row of data (not header records).**



# How to load the Discipline file in Data Pipeline

2. Enter the values into the Format Checker screen. :
  - a) Dataset = Discipline
  - b) File Type = Discipline Action
  - c) School Year = 2015-2016
  - d) File Name – click on “Browse” button to locate the file
  - e) Once the file has been selected click on the “Upload” button

The screenshot shows the Data Pipeline interface. On the left, a sidebar menu lists various options: File Upload, Batch Maintenance, Format Checker (highlighted with a red circle and labeled '2.'), Data File Upload, Validation Report, Special Education, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area displays the 'Format Checker' form. The form has the following fields: Dataset (dropdown menu set to 'Discipline'), File Type (dropdown menu set to 'Discipline Action'), School Year (dropdown menu set to '2015-16'), and File Name (text input field with a 'Browse...' button next to it). Below the File Name field, there is a green 'Upload' button, which is also highlighted with a red circle and labeled 'e.'.

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3. Once you have “Uploaded” the file the system will process for a minute or two and the screen will display either a “Pass” or “Fail” result.
  - a) All of the fields should say **Pass**.

The screenshot shows the 'Format Checker' interface in a web browser. The browser address bar shows 'https://cdx-test.cde.state.co.us/pipeline/FormatChecker'. The page title is 'Format Checker'. The user is logged in as 'Kristi Gleason CDE Admin'. The left sidebar contains a menu with options: File Upload, Batch Maintenance, Format Checker (selected), Data File Upload, Validation Report, Special Education, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, and Cognos Report. The main content area is titled 'Format Checker' and contains a form with the following fields: Dataset (Discipline), File Type (Discipline Action), School Year (2015-16), and a file selection area with a 'Browse...' button and an 'Upload' button. A red box with the number '3.' is placed over the 'Upload' button. Below the form is a table with 5 columns: Data Element Name, Excel Column, Data Element Length, Original Length From File, and Result. The table contains 20 rows of data, all of which have a 'Pass' result. A red box with the letter 'a.' is placed over the 'Pass' result for the 'District Code' row. The footer of the page contains support information and release information.

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Admin Unit Code	A2	5	5	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Program Code	D2	4	4	Pass
Incident Identifier	E2	10	10	Pass
Incident Date	F2	8	8	Pass
Sasid	G2	10	10	Pass
First Name Student	H2	30	6	Pass
Last Name Student	I2	30	9	Pass
Gender Student	J2	2	2	Pass
Birth Date Student	K2	8	8	Pass
Discipline Action Identifier	L2	10	10	Pass
Disciplines	M2	2	2	Pass
Discipline Date	N2	8	8	Pass
Discipline Action Length	O2	4	4	Pass
Removal Type	P2	2	2	Pass
Removal Reason	Q2	2	2	Pass
Received Services Discipline	R2	1	1	Pass
Sped Discipline Action Flag	S2	1	1	Pass

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- b) A “Fail” Result typically means the bytes are off from the bytes expected.
- i. If you receive “Fail” Result make changes to the interchange file. We suggest you have the File Layout and Definitions document handy to ensure the characters of a file are as expected. The document may be found here  
<http://www.cde.state.co.us/datapipeline/20142015disciplineincidentfilelayoutanddefinitions>.
- ii. An example of a “Fail” result might be that you have 13 characters in the “Incident Identifier” field and the system requires 10. **Keep in mind if the characters are less than the expected length the Format Checker will not catch this. The system will read the first row of data (not header records).**

The screenshot shows the 'Format Checker' interface. On the left is a sidebar with navigation links: Batch Maintenance, Format Checker (selected), Data File Upload, Validation Report, Special Education, Student Profile, Staff Profile, Discipline, EDIS, Dataset Administration, Pipeline Reports, and Cognos Report. The main area has a form with the following fields: Dataset \* (Discipline), File Type \* (Discipline Action), School Year \* (2015-16), and File Name \* (with a 'Browse...' button). Below the form is an 'Upload' button. At the bottom is a table with the following data:

Data Element Name	Excel Column	Data Element Length	Original Length From File	Result
Admin Unit Code	A2	5	5	Pass
District Code	B2	4	4	Pass
School Code	C2	4	4	Pass
Program Code	D2	4	4	Pass
Incident Identifier	E2	10	13	Fail
Incident Date	F2	8	8	Pass

Annotations on the table: A box with 'ii.' is placed over the 'Data Element Length' column for 'Incident Identifier'. A box with 'b.' is placed over the 'Original Length From File' column for 'Incident Identifier'.



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4. Now that all of the fields are valid (Result = Pass), continue on to Data File Upload. Click on Data File Upload on the left side of the menu. You will see a screen similar to below.

4.

The screenshot shows the 'Data Pipeline - TEST System' interface. On the left, a sidebar menu lists various options, with 'Data File Upload' highlighted by a red circle and labeled with a '4.'. The main content area is titled 'Data File Upload' and contains a form with the following fields:

- Exception File: ☐
- Dataset:  (labeled with a '5.') (dropdown menu)
- File Type:  (dropdown menu)
- School Year:  (dropdown menu)
- Organization/LEA:  (dropdown menu)
- Locate File:  (with a 'Browse...' button)
- Upload Type: ☐ Append ☒ Replace
- Submit:  (labeled with a 'g.')

5. We will go through a similar process as to what we did with the Format Checker. Please select the following values:
- Dataset = Discipline
  - File Type = Discipline Action
  - School Year = 2015-2016
  - Organization/LEA = <your district> (in the example I used 0900 – DOUGLAS COUNTY RE 1)
  - Locate File “Browse”
  - You are given a choice to append records or replace them.
    - “Append” will append the records to any existing records. (Not Suggested).
    - “**Replace**” will delete all existing data and load the data in the file. (We suggest REPLACING the file each time)
  - After you choose the Upload Type hit “**Submit**”

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Mar 22, 2016 | 09:19:27 AM

Welcome Kristi Gleason CDE Admin

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File Upload

- Batch Maintenance
- Format Checker
- Data File Upload
- Validation Report
- Special Education
- Student Profile
- Staff Profile
- Discipline
- EDIS
- Dataset Administration
- Pipeline Reports
- Cognos Report

### Data File Upload

Exception File ☐

Dataset \* Discipline

File Type \* Discipline Action

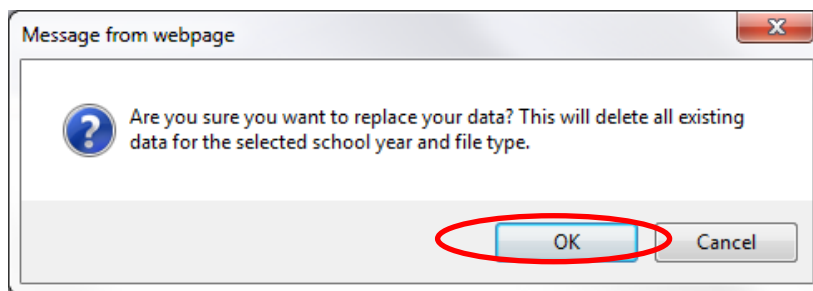
School Year \* 2015-16

Organization/LEA \* 0900-DOUGLAS COUNTY RE 1

Locate File \* Z:\Exceptional Students Sel Browse...

Upload Type \* ☐ Append ☒ Replace

Submit



NOTE: When you choose **“Replace”**, a message box will display with the message “Are you sure you want to replace your data? This will delete all existing data for the selected school year and file type.” Select **“OK”**.

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6. The system is now processing the file.
  - a) You will get a similar message to the one above in green indicating the File Upload request has been successfully submitted.
  - b) The system will generate a Batch ID
  - c) The system will send you an email once the file has been processed. Below is a sample of an email you might receive when a file is processed.

Batch ID 137150
  - i. If you do not receive this email, please check your junk mail. This email may be identified as junk email.

-----Original Message-----

From: CDE PROD [mailto:Data\_Pipeline@cde.state.co.us]

Sent: Tuesday, March 17, 2015 5:10 PM

To: CDE PROD

Subject: Data Pipeline - Discipline Incident: File Successfully Submitted

Hi

Discipline Processed by Data Pipeline for School year 2014-15:

Submission ID: 137150

District: 0060 - STRASBURG 31J

Date: 03/17/2015 05:09 PM

Collection Type: Discipline - Discipline Incident Data

Name: Kristi Gleason

User ID: [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us)

Email: [gleason\\_k@cde.state.co.us](mailto:gleason_k@cde.state.co.us)

Record Count: 26

Error Count: 3

Data Pipeline can be accessed here: <https://cdx.cde.state.co.us/pipeline>

- d) If you receive an error loading the file, please make sure the spreadsheet is not open on your system. The spreadsheet cannot be open while you are trying to load the data. If this is not the problem and you are still receiving an error, please contact CDE so we can help trouble shoot the problem.
7. You may also verify the file successfully uploaded by going to Batch Maintenance under File Upload. Please select the following values:
    - a) Dataset = Discipline
    - b) File Type = Discipline Incident
    - c) School Year = 2014-2015
    - d) Organization/LEA = <your district> (in the example I used 0600 – STRASBURG 31J)
    - e) Submit

# How to load the Discipline file in Data Pipeline

Batch Maintenance

Dataset \*  File Type \*  School Year \*

Organization/LEA \*  Submitted By Me ☐

Select	Batch ID	File Name	Record Count	Errors Count	Processed Indicator	Submitted User	Submitted Date
<input type="checkbox"/>	137150	identfile_0060_08II.xlsx	26	3	Yes	gleasonk@comcast.net	03/17/2015 05:09 PM

Page 1 of 1   25 Per Page Total No. of Records: 1

The Batch ID matches up with the email notification and the previous screen where we uploaded the file. You'll notice there are 26 records and with an error count of 3

8. If you need to download the latest file submitted or delete it click on the select button and choose Delete or Download.

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9. You can also validate that the file successfully processed by choosing Validation Report under File Upload in the left menu. Please select the following values:
  - a) Dataset = Discipline
  - b) File Type = Discipline Incident
  - c) School Year = 2014-2015
  - d) Organization/LEA = <your district> (in the example I used 0600 – STRASBURG 31J)
  - e) Batch ID will automatically populate with the last batch
  - f) View Report
  - g) Screen should display a summary of the errors in the file.

Validation Report

Dataset \*  File Type \*

School Year \*  Organization/LEA \*

Batch Id \*

[View Report](#)

Error Code	Error Type	Error Message	Count
DI005	E	School code must be a valid code for the specified school district. If a student is in a program with no School Code please refer to the exception request instructions document for instructions on how to request an exception. Please upload the Action file first for students in a program.	2
DI011	E	Date of Incident must be between July 1st and June 30th of the current school year.	1

- a) Congratulations!!! You have uploaded a Discipline “Incident” file in the new Data Pipeline system. Now upload the Discipline “Action” Interchange file following the same outlined steps.