



Student End of Year: Reporting Exceptions

Overview:

Reporting Exceptions, or ‘exceptions’ refer to overriding Data Pipeline errors. CDE occasionally overrides these business rule errors because, although errors are legitimate, the case needs to be corrected to accurately reflect the student’s educational history. This occurs under unique circumstances when a student’s educational history does not follow the anticipated coding patterns outlined in the business rules for an interchange file or snapshot. The student’s coding must still fall within the parameters of the data collection for an exception to be granted.

Typically, exceptions are used to clear errors, but in some cases an exception may be used to clear a warning too. Exceptions used to clear warnings are most often used during the Post-Cross LEA phase of the SEY data collection cycle.

Exception Determination:

Districts will determine if they need an exception when they are unable to clear an error for a student who is accurately coded.

For example, the Student End of Year error SE060 will flag if you have a student who has enrollment history through October 1st, but the student was not included in your Student October submission and/or was included at a different school in your district in the Student October submission. If the student was incorrectly coded for Student October, an exception can be used to override this error to allow the correct coding to be used for Student End of Year.

Other common Student End of Year errors are related to an EL student’s language proficiency. If a student is coded differently in Student End of Year than Student October often an error will trigger. For example, if a student’s language proficiency was redesignated mid-year from LEP to FEP and error will flag since mid-year redesignation is uncommon. An exception would be required to make this change.

If you are unsure if a reporting exception is needed for a specific student’s situation, please reach out to the Student End of Year collection lead.

Exception Request Steps:

1. Download the exception request template on the Student End of Year webpage found under the ‘Templates’ section. https://www.cde.state.co.us/datapipeline/snap_eoy
 - a. This is an excel document.
 - b. The first sheet of this document contains directions, and the second sheet contains the exception request form to complete for each reporting exception.

Instructions

Exceptions Requests

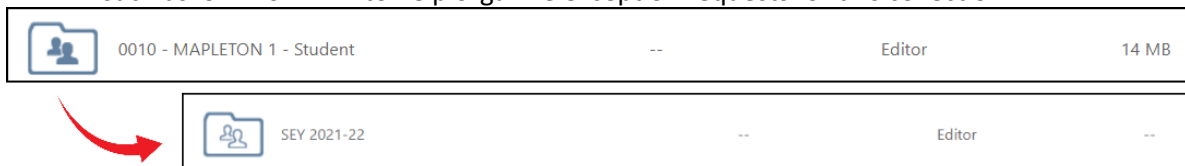
2. Copy and paste all information directly from your Error Detail Report in Data Pipeline or COGNOS. This will ensure that you have the correct SASID, Error Code, School Code, and Grade Level for your exception.
 - a. **IMPORTANT:** The exception will not process if the information is not correct.



- b. Each error requires a separate row on the exception request. Multiple exceptions are allowed on one sheet.
- c. Please keep exception ‘types’ separate. We recommend a separate document for EL exceptions, all other DEM exceptions, SSA exceptions, or SEY exceptions. Districts are encouraged to include the date in exception request documents because multiple exception request templates may be submitted through the collection cycle. This is especially true of the SEY collection due to the multiple phases of this collection.
- d. School Code and Grade Level are only required for school level errors. You can leave these fields blank for Demographic errors and snapshot errors that reflect a group of students.
- e. Please make sure the ‘Reason for Exception’ is concise but detailed enough to explain the reason behind the exception.
- f. Leading zeros are required. (District Code, School Code, Grade Level)

School Year	Error Code	Error Type (Choose one)	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	Internal Use Only
2021-2022	SE060	E	0010	0187	070	1234567890	Student was mistakenly not reported in OCT. Should have been included.	Reagan Ward, 303-866-6970, ward_r@cde.state.co.us	

- 3. Save the exception request to your computer and then upload it to your district’s student Syncplicity folder. Please note, the student Syncplicity folder is used by both Student October and Student End of Year data respondents/CDE collection leads.
 - a. Syncplicity Login: <https://my.syncplicity.com/>
 - b. Some districts have their own folder organization process, but most have a dated SEY folder such as ‘SEY 2021-22’ to help organize exception requests for this collection.



- c. Please contact the Student End of Year collection lead if you do not have access to your district’s Student Syncplicity folder.
- 4. Email the Student End of Year Collection Lead to notify them a document has been uploaded to Syncplicity.
 - a. The collection lead will review your request and notify you of the outcome.
 - i. Approved requests – reupload the interchange file and/or create a new SEY snapshot to clear the error.
 - ii. Denied requests – collection lead will provide next steps for clearing the error (this occurs when there is another way to code the student that fits their educational history and the business rules for the collection)
 - iii. Additional information needed – collection lead will request more information.

Reporting Exceptions that may require additional information:

Districts are welcome to upload any supporting documentation to Syncplicity for review when requesting an exception if they feel the ‘reason for exception’ field does not provide enough space to describe the student’s circumstances. Below are a few common reasons additional information may be requested for SEY exceptions.



- If the reason stated in the 'reason for exception' field is unclear, clarification may be requested.
- SASID merge situations – work with the RITS coordinator to resolve the SASID merge situation.
 - Sometimes there are remaining errors that require exceptions after a SASID merge, but these cannot be cleared until the SASID merge has been completed, all interchange files updated, and a new snapshot created.
- English Learners whose status changed mid-year
 - Often a body of evidence supporting a mid-year redesignation is requested. This may include the student's most recent ACCESS scores.
 - These requests may be reviewed by other CDE departments.
- Post Cross LEA SE903 errors
 - Adequate documentation is required for a student to remain coded as Exit 13 (transfer to a public school in another CO district). [Please see the adequate documentation webpage for more information.](#)
 - If adequate documentation is not available, SE903 errors are cleared by changing the student's exit type to a code other than 13.
- Missing Graduation Guidelines records for a graduating student (SE301)
 - [Link: SE301 exception request supporting documentation](#)
 - These requests may be reviewed by other CDE departments.