

Student October Count
October 25, 2018 Office Hour:
Data Validation and COGNOS Reports



Student October Count

Mute Your Phone (*# Mutes and Un-mutes Individual Phones); many phones have a mute button on them.

If you receive a call and need to pick up, please disconnect from the webinar. Otherwise, all participants hear your hold music!

Please be respectful of others' time. We may need to have a separate conversation later to best help you if it's a very specific question pertaining only to your district.

COGNOS reports are a type of report in which the user can view applicable reports that are formatted in a user friendly environment.

- To access the COGNOS reports you'll need to go into Data Pipeline. It's the last tab at the bottom of all the links you see on the left hand side of the screen.

One of the COGNOS reports not working properly is:

- Pupil count by Language, Section 504 & Program Service-The General Education numbers are incorrect.

Accuracy of your district's data is very important! Why?

- CDE wants to ensure that districts receive the correct amount of funding.
- Demographic reports should accurately represent school and district populations as the data are used in reports, grants, news articles, official decision-making and is reported to the to the U.S. Department of Education as part of EDFacts.
- The collection of this data is required by the state Public School Finance Act of 1994 & by the federal Every Student Succeeds Act (ESSA).

No errors does not necessarily mean your data is accurate so that's why reviewing your COGNOS reports and validating your data is critical to an accurate snapshot

Do NOT report inaccurate data to avoid errors:

- If a student is generating errors you can request an exception.
- Contact CDE if you have questions about how to properly code a student. Funding coding questions would go to CDE's School Auditing Office and all other coding questions would go to the Student October Count lead in CDE's Data Services Unit.

Requesting an Exception

- If student is coded correctly and you think they should not be triggering an error, request an exception, do not change coding just to clear the error.
- Fill out exception request template available online on the Student October Snapshot page or in your district's Syncplicity folder which has your district's 4 digit code, your district name and student at the end.
- Upload exception template to Syncplicity and email the Student October Count lead.
- A reply will be sent informing you if the exceptions were approved and uploaded.
- Once errors have been processed, you will need to upload the related file again to clear the errors.

Student October Count

Exception Requests

- Each error needs a row, even if the same SASID is generating multiple errors
 - You can use the same explanation multiple times though
- Fields Required for exceptions to errors in Demographic File

	A	B	C	D	F	G	H	K	L	M
1	Enter (copy and paste) all exception requests which you have not previously submitted for the school year. However, please have ELL exception requests on a separate template.									
2	Only one error code per row									
3	School Code and Grade Level are only required for school level errors. Can leave blank for Demographic (DEM) errors.									
4	School Year	Error Code	Error Type	District Code	School Code	Grade Level	SASID	Reason For Exception	Requester name, phone, email	Internal Use Only
5	2017-2018	SP151	E	9999	9999	999	9999999999	Explanation for why exception is necessary	Your name, phone, and email	

- Fields required for exceptions to errors in OCT and SSA errors

	A	B	C	D	F	G	H	K	L	M
1	Enter (copy and paste) all exception requests which you have not previously submitted for the school year. However, please have ELL exception requests on a separate template.									
2	Only one error code per row									
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How do you ensure your data is accurate?

- Complete the basics of the collection early
- Get files error free and create snapshots by no later than the end of October
- Remember that an error free snapshot does not guarantee accurately reported data
- Thoroughly review your data
- Ask your district's subject area experts to assist in verifying data. This might include people from the Finance Department, EL Department, Special Education Department, the Registrar and so on.
- Use the COGNOS reports available through Data Pipeline to assist in data verification.

Error Reports

➤ October Error Detail Report

- Student Level Errors
- Global Errors
 - Tolerance Values
 - Warnings only that trigger if counts are significantly different from the previous year

	Last Year's Count	Current Year's Count	Membership Diff	Warning Basis	Corresponding Business Rule
# ATTEND REPORT DISTRICT (Column 1)	2,214	1,911	-13.69%	5%	OC36
FREE LUNCH ELIGIBLE (Column 9)	770	307	-60.13%	5%	OC37
REDUCED LUNCH ELIGIBLE (Column 10)	209	11	-94.74%	5%	OC38
TOTAL FTE (Column 7)	2,054.5	1,835	-10.68%	5%	OC39
ENGLISH LANGUAGE LEARNER	226	179	-20.80%	2%	OC40
SPECIAL EDUCATION	265	241	-9.06%	5%	OC41
ONLINE	0	0	0.00%	5%	OC42
HOMELESS	1	1	0.00%	5%	OC43
HOMESCHOOL	0	0	0.00%	5%	OC44
RESIDENT	2,213	1,911	-13.65%	5%	OC45
NONRESIDENT STATE/COUNTRY	1	1	0.00%	5%	OC46
POST SECONDARY	2	0	-100.00%	10%	OC47
GIFTED	102	95	-6.86%	50%	OC121

District Summary of CPP Allotments

- Errors will trigger if your LEA uses more than your allotted amount
- Use this report to figure out how many have been assigned

CPP 1/2 Day Pre-School Allotments

Actual Allotment:	87
Base Allotment:	100
Number of 1/2 Day Allotments Used (Funding Code = 83 or 64):	5
Number of 1/2 Day Allotments Remaining:	82

CPP Full-Day Pre-School Allotments

Actual Allotment:	25
Base Allotment:	12
Number of Full Day Allotments Used (Funding Code = 81):	0
Number of Full Day Allotments Remaining:	25

CPP Kindergarten Allotments

Actual Allotment:	43
Base Allotment:	43
Number of Kindergarten Allotments Used (Funding Code = 83):	2
Number of Kindergarten Allotments Remaining:	41

Student Profile Reports in COGNOS for October Count

- Date First Enrolled in US Report
- English Learner Historical Reporting
- English Learner Historical Reporting by District
- Homeless Detail Report
- Migrant Student List
- Student Demographics Error Detail Report
- Student Demographics Error Summary Report
- Student School Association Error Detail Report
- Student School Association Error Summary Report

Student October Reports in COGNOS for October Count

- CPP Funding by SASID
- CPP Report
- District Summary of CPP Allotments
- District Summary of ELL Students
- District Summary of Post Secondary Programs
- District Summary of Pupil Counts
- District Summary of Resident and Non-Resident Pupil Counts
- ELPA Student Report
- October Error Detail Report
- October Error Summary Report
- October Snapshot Records
- Student October Contact List
- Summary of Post Secondary Programs etc.

Some Other Handy Resources to Reference

- Student October Valid Attendance-Finance code combinations at:
https://www.cde.state.co.us/datapipeline/snap_studentoctober
- Student October Count Audit Resource Guide
<https://www.cde.state.co.us/cdefinance/studentoctobercountauditresourceguide2018>
- Historical Pupil Membership Reports
<https://www.cde.state.co.us/cdereval/pupilcurrent>
- Student October Process and Checklist
https://www.cde.state.co.us/datapipeline/snap_studentoctober

Student October Count

Genevieve Hale-Student October Count Collection lead in Data Services hale_g@cde.state.co.us or 303-866-6970

Rebecca McRee-Audit Supervisor, School Auditing Office
audit@cde.state.co.us or 303-866-6805