

Post-Cross LEA Instructions

Student End of Year (SEY) Snapshot



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Overview

The Post-Cross LEA Validation phase is the third and phase of the Student End of Year data collection. This phase is focused on students listed as transfers who were not recovered by other districts, dropouts who were recovered by other districts, and coding for postsecondary and/or transition students as it connects to the subsequent Student October collection. SE900 series errors and warnings are triggered during the Post-Cross LEA Validation. Only students exit types for students with a SE900 series error can be updated by the SEY respondent. Updates in response to SE900 series warnings, any other error/warning, or any other change require an exception request to be submitted to the Student End of Year collection lead.

Districts DO NOT upload new Demographic or Student School Association files when addressing SE900 series errors. All edits are done through the Data Pipeline Edit Record tool. Districts are encouraged to update their Student Information System to match any updates made in data pipeline during this phase.

The Post-Cross LEA phase begins late-October and ends mid-November. Districts then have until the first of December to submit their superintendent verification form, signifying the completion of the Student End of Year collection. Please see the collection timeline posted on the [SEY website](#) for specific dates.

Steps

1. [Review Post-Cross validation errors and warnings](#)
 - a. SE900 series errors are addressed by manually editing exit types/dates on the School Association File in data pipeline
 - b. SE900 warnings must be addressed by updating the subsequent Student October data or with an exception request
 - c. Any SE001-SE700 series errors that arise must be addressed with an exception request
2. [Edit current year student records as necessary](#)
 - a. Manually edit Student School Association or Demographic file in data pipeline
3. [Update student end of year \(SEY\) snapshot](#)
4. [Validate education statistics](#)
 - a. Graduation/Completion/Dropout/Mobility/Stability
5. [Submit Superintendent Verification Form \(Sign-Off\)](#)
 - a. Email signed forms to SEY Collection Lead

Checking Business Rules: Errors & Warnings

Business rules are the list of errors and warnings that are checked when a file is uploaded, or a snapshot created for a specific data collection. They help ensure data accuracy by alerting you to common coding irregularities. For example, SEY business rules are focused on ensuring accurate data when calculating graduation/completion, dropout, and mobility/stability rates. Whereas student interchange business rules (file specific) address common data irregularities that apply to the several data collections that utilize the student interchange files.

Most business rules are related to a specific student's information, but some indicate a data inconsistency that applies to all data within a data field. These are sometimes referred to as 'snapshot level' or 'collection level' errors/warnings. For example, there is a warning triggered if no students are indicated as being Free/Reduced lunch eligible. This might indicate missing information for many students instead of just one student as it is unlikely (though not impossible) that no students within the district are Free/Reduced Lunch eligible within a given year.

Errors

Errors must be addressed to submit data for a given data collection such as Student End of Year. Errors on student interchange files will prevent a student’s records from pulling into the SEY snapshot. Errors can be addressed by updating the related data field and reuploading your interchange files or by requesting an exception. For more information about exceptions, please see the [SEY reporting exceptions](#) information page or the exception request instructions

Warnings

Warnings indicate possible data inconsistencies/coding issues. It is beneficial to review warnings to ensure data accurately reflects a student’s educational history. Some SEY warnings indicate issues that will turn into errors in the post collection phases if not addressed. A snapshot can be submitted even if warnings are present. During the SEY collection it is common for warnings to indicate a student’s demographic or instructional program service type has changed from the Student October to the Student End of Year collection.

SE900 errors/warning

SE900 series errors/warnings are dynamic and will clear when data has been updated to resolve the situation. Several of these errors are follow-up errors to SE700 series warnings from the Cross-LEA phase. Some require districts to upload a copy of the [adequate documentation of transfer](#) for the student.

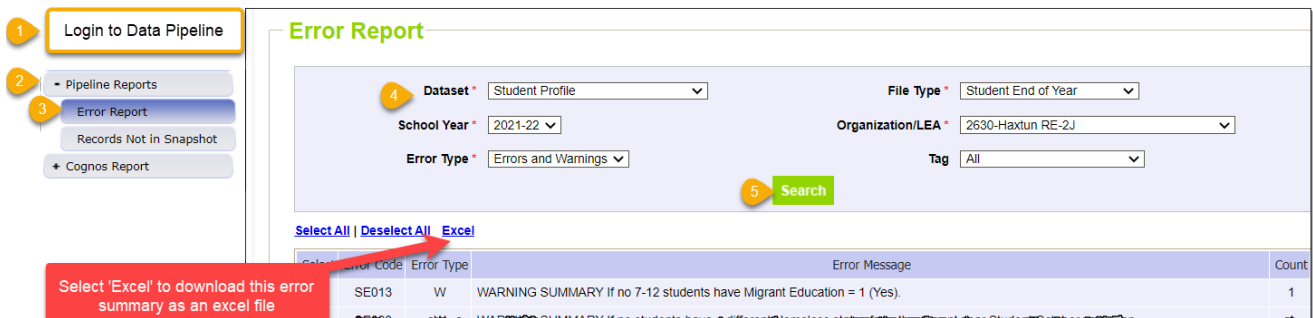
Instructions to address SE900 series warnings can be found on the Student End of Year website [here](#).

Instructions to address SE900 series errors can be found on the Student End of Year website [here](#).

Instructions to address any additional errors that arise can be found on the Student End of Year website [here](#).

Data Pipeline

1. Login to [Data Pipeline](#)
2. Select *Pipeline Reports*
3. Select *Error Report*
4. Complete the drop-down menus for the desired file/snapshot
 - a. Dataset = Student Profile
 - b. File Type = desired file/snapshot (Student, Student School Association, Graduation Guidelines, Student End of Year)
 - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the desired year)
 - d. Organization/LEA = your district
 - e. Error Type = Desired type of Business Rules (Errors and Warnings recommended)
 - f. Tag = None (SEY does not use Tags.)
5. Select *Search*



To view specific student records that are triggering an error/warning, select *View Details* at the bottom of the screen.

<input checked="" type="checkbox"/>	SE722	W	These students are currently coded as transferring to another Colorado public school district (Exit/Withdrawal Type Code = 13), but their SASID was not reported in the current Student End of Year collection by any other district after the exit date reported by your district. Please verify the educational status of these students after exiting your district and change their Exit/Withdrawal Type Code if appropriate. If you have confirmation of enrollment and attendance, please contact the receiving district to have them include the student in their end of year submission prior to the Post Cross LEA process.	3
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[View Details](#)

The detailed list of student records can be downloaded using the ‘excel’ button at the top of the new page.

Error Report for STD/SEY/2022

Detail Errors

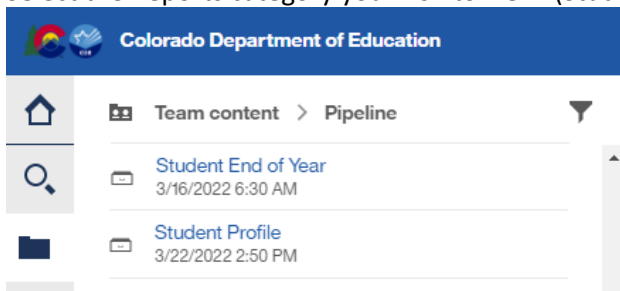
[Excel](#) [Back](#)

Error Type	Error Code	Error Message	Error Details	School District/BOCES Code	Local ID (LASID)	Student's State ID (SASID)	Student's First Name	Student's Middle Name	Student's Last Name
E	SE050	Exit type 10, 11, 12 or 20 cannot be the exit type code in the last detail record. Detail records with these exit codes must be							

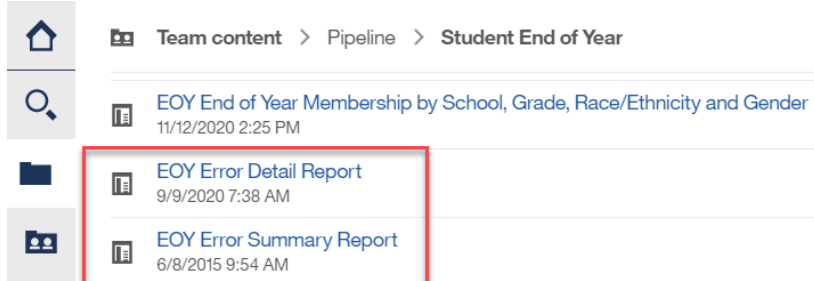
CEDAR/COGNOS

The Colorado Education Data Analysis and Reporting System (CEDAR) is often referred to as COGNOS since this is the software powering this reporting system. These two terms are synonymous. Data respondents automatically have access to the CEDAR/COGNOS reports that match their level of access in the Data Pipeline system. Student End of Year data respondents can view ‘Student Profile’ and ‘Student End of Year’ reports in CEDAR/COGNOS.

- [Login to CEDAR/COGNOS](#)
- Select the *Pipeline Reports* folder on the left.
- Select the Reports category you wish to view. (Student Profile or Student End of Year)

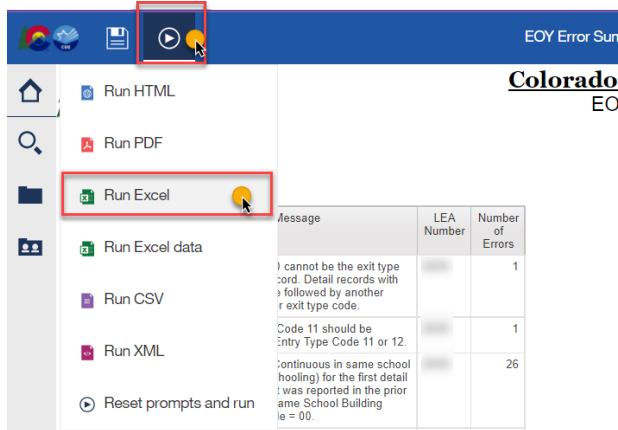


- Select the Error Detail or Error Summary report for the file/snapshot you wish to review.
 - Select ‘Student Profile’ to view Student Demographics, Student School Association, Adjustments, or Graduation Guidelines error reports.
 - Select ‘Student End of Year’ to review the Student End of Year error reports.



5. Complete the drop-down menu selections.
 - a. Select the workflow step *Post Cross LEA Edits* to see the SE900 series errors/warnings
 - b. Select the workflow step *Snapshot Edits* to see all other errors/warnings
6. Select *Finish* to view the report. Finish

Reports can be downloaded using the 'run excel' feature at the top of the page.



Message	LEA Number	Number of Errors
cannot be the exit type code. Detail records with followed by another exit type code.		1
Code 11 should be Entry Type Code 11 or 12.		1
continuous in same school (hooling) for the first detail was reported in the prior same School Building (e = 00.		26

Reporting Exceptions

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.

Most reporting exceptions are requested using an exception request template, found on the [SEY website](#). Some SEY reporting exceptions may require additional supporting documentation.

Please see the [SEY Reporting Exceptions how-to guide](#) for detailed information regarding the steps needed to request an exception and possible additional supporting documentation needed for some SEY exception request.

During the Post-Cross LEA Phase exception requests are also used to address any error outside of the SE900 series.

Edit Records in response to Errors

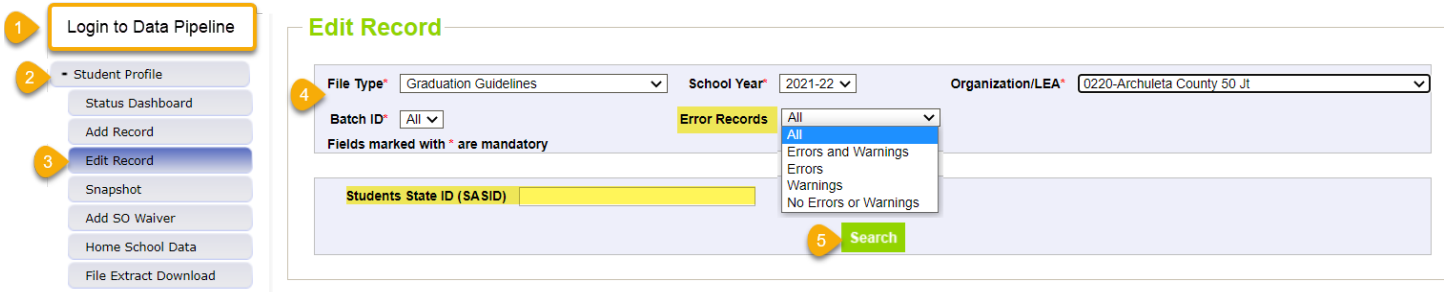
During the Post-Cross LEA phase, districts must update student interchange files directly in data pipeline using the edit record screen. Data file uploads are not used during this phase.

Filters allow you to search for an individual student by SASID. Most updates during the Post-Cross phase take place on the Student School Association (SSA) file, specifically the data fields *exit type*, *exit date*, *retention code*.

Pro Tip: Use the file extract download feature in data pipeline to download your student interchange file after you've finished making any manual updates. This will give you a clean file that includes all updates for your records.

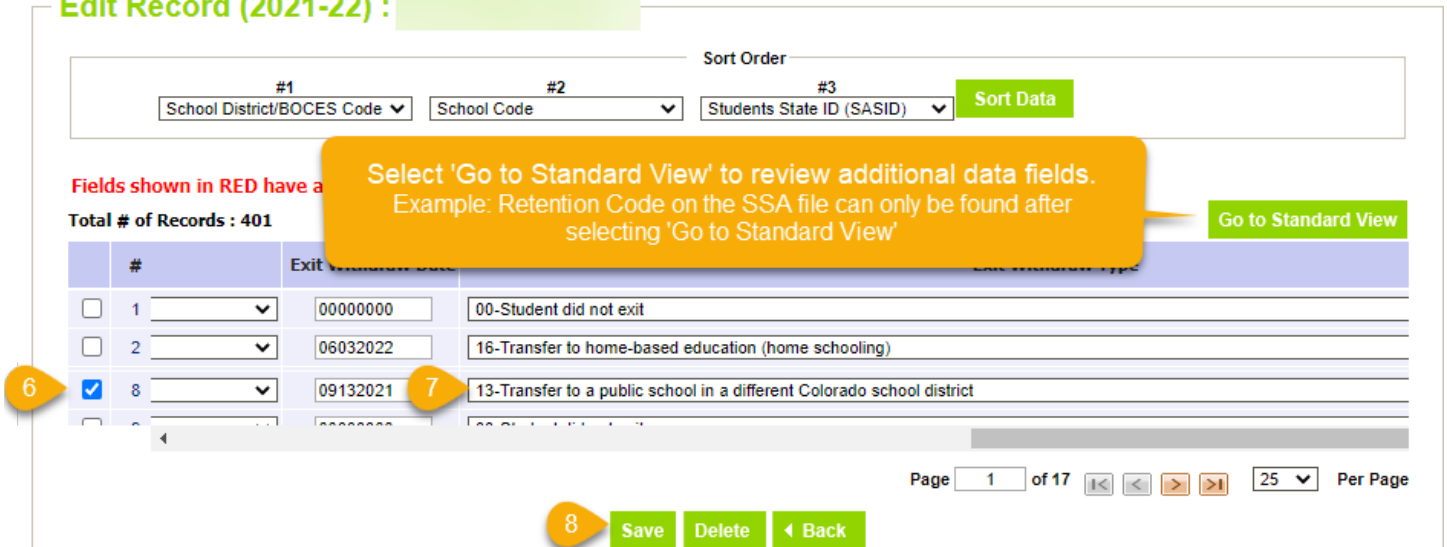
1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Edit Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
 - b. School Year = current year
 - c. Organization/LEA = your district
 - d. OPTIONAL: Error Records = desired category
 - e. OPTIONAL: Student State ID (SASID) = Student’s SASID

5. Select *Search*



6. Check the box indicating the record being updated.
7. Input the updated information into the desired data field. Some fields are drop-down menus and others are text fields.
 - a. Use the scroll bar across the bottom of the screen to locate the desired data field.
 - b. If the desired data field is not showing, select 'Go to Standard View' to view additional data fields.
8. Select *Save*
 - a. Use the *Delete* button to delete the entire selected record.

Edit Record (2021-22) :



#	Exit Code	Description
1	00000000	00-Student did not exit
2	06032022	16-Transfer to home-based education (home schooling)
8	09132021	13-Transfer to a public school in a different Colorado school district

Adequate Documentation of Transfer

Districts are required to maintain adequate documentation of transfer when coding students as transferring out of their district. This documentation is required to avoid incorrectly coding students as dropouts. Documentation requirements vary based on exit type. The most common type of documentation is **Confirmation of Enrollment and Attendance** which



is used to verify students who are transferring to another Colorado public school (Exit Type 13). To see a full list of documentation requirements and sample forms, please visit the [adequate documentation webpage](#).

During the Post-Cross LEA phase districts may need to upload a copy of the adequate documentation to syncplicity for a student to assist in resolving errors, most notably the SE903 errors. When resolving SE903 errors, the confirmation of enrollment and attendance must reflect the student attended the receiving Colorado public school during the SEY collection school year to allow a student to be coded with Exit Type 13. If the documentation shows a student transferred to another educational environment, the district will be instructed to change the exit type accordingly. Students who do not attend another educational environment or Colorado public school during the SEY collection year must be changed to dropouts with Exit Type 40.

This documentation should be uploaded to your district’s student Syncplicity folder into the SEY 2021-22 subfolder along with an exception request template.

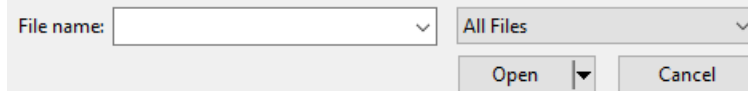
- Upload a copy of the student’s **confirmation of enrollment and attendance** and a completed [exception request template](#) to your student syncplicity file.

- Login to Syncplicity <https://my.syncplicity.com/>
- Open the shared folder named with your *district code – district name – Student*
 - Example: 2660 – LAMAR RE-2 – Student
- Navigate to the folder called *SEY 2021-22*

All Files > 2515 - WIGGINS RE-50(J) - Student



- Select the upload button  and select a file to upload from your computer.



- Repeat this process as needed.

- Email the SEY Data Collection lead to let them know there are files for review in Syncplicity

Update SEY Snapshot

Updating Exit Types on the SEY snapshot triggers pipeline to update the exit types for those students receiving SE900 series errors. Only the exit type and exit date data fields are updated when this occurs unless an exception request has been granted.

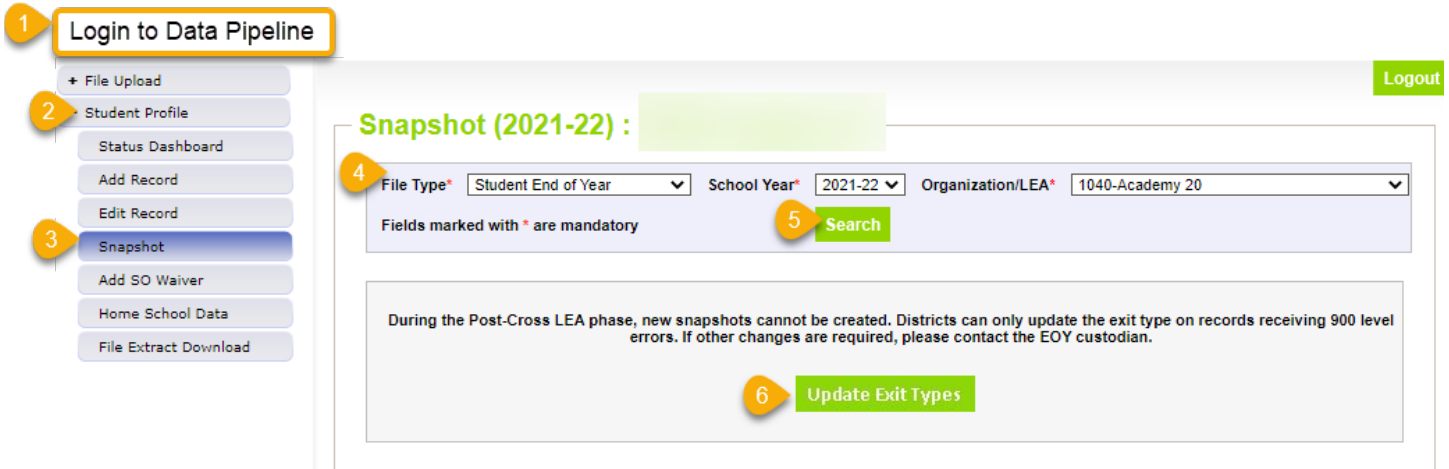
This step will also cause SE900 series warnings to check student data in the subsequent Student October, clearing SE900 warnings if the Student October data is in agreement with the Student End of Year data for the given warning.

Districts are encouraged to complete this step multiple times during the Post-Cross LEA phase to check that editing records has cleared SE900 level errors/warnings.

Snapshot Creation Steps

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Snapshot*
4. Complete the drop-down menus

- a. File Type = Student End of Year
 - b. School Year = current school year
 - c. Organization/LEA = Your district
5. Select *Search*
 6. Select *Update Exit Types*



1 Login to Data Pipeline

2 Student Profile

3 Snapshot

4 File Type* Student End of Year School Year* 2021-22 Organization/LEA* 1040-Academy 20

5 Search

6 Update Exit Types

Logout

Snapshot (2021-22) :

Fields marked with * are mandatory

During the Post-Cross LEA phase, new snapshots cannot be created. Districts can only update the exit type on records receiving 900 level errors. If other changes are required, please contact the EOY custodian.

A message will display across the top of the screen indicating a snapshot creation has been triggered and is processing. You will receive a notification email from Data Pipeline once the snapshot has completed processing. If a snapshot creation is already in progress, you will receive a message to ask you to try again later.

Snapshot creation triggered and processing. A notification email will be sent upon completion.

Snapshot create/update/validate already in progress. Please try again later.

Validate SEY Data

A file/snapshot may still have data inaccuracies even if no business rules are triggering for that file/snapshot. To support districts in validating their data there are many CEDAR/COGNOS reports available for review. Student End of Year CEDAR/COGNOS reports are focused on the information needed to accurately report a student's educational history and validating graduation, completion, dropout, mobility, and stability rates.

After you've successfully created an error free SEY snapshot, use CEDAR/COGNOS reports to review graduation, completion, dropout, mobility, and stability rates for your district/schools. Look for data that seems inconsistent with prior year information or with the known circumstances of your district/schools.

For more information about available CEDAR/COGNOS reports and directions for navigating CEDAR/COGNOS, please see the SEY CEDAR/COGNOS Report Guide posted on the [SEY website](#) under the 'Rate and Report Information' section.

Superintendent Verification Form (Sign-Off)

To complete the SEY collection districts must submit a signed Superintendent Verification Form, commonly known as the 'Sign-Off' form. submit your SEY Snapshot. This form signifies that your district has verified its graduation/completion/dropout/mobility/stability rates and certifies that the Student End of Year and Graduation Guidelines information for your district is accurate and complete to the best of your knowledge. Districts must have an error-free SEY collection before the signature form will be accepted by the SEY Data Collection Lead. If a district makes any updates to its SEY data after submitting their verification form a new form will be required with a signature dated after the last update occurred.

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
 - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
 - b. School Year = current year
 - c. Organization/LEA = your district
5. Select *Search*
6. Select *Download Sign Off Form*

The screenshot shows the 'Login to Data Pipeline' page. On the left is a navigation menu with options: Student Profile, Status Dashboard (highlighted), Add Record, Edit Record, Snapshot, Add SO Waiver, Home School Data, and File Extract Download. The main area is titled 'Status Dashboard' and contains search filters for File Type (set to Student), School Year (set to 2021-22), and Organization/LEA. A 'Search' button is visible. A 'Logo' button is in the top right corner.

The screenshot shows the 'Student End of Year Status Dashboard (2021-22)'. It displays various status indicators: Data Exists (Y), Data Locked (Y), Total Records (742), Cross LEA Validation (Y), Last Updated Date (10/13/2022 12:37 PM), LEA Comments (empty box), Validation Errors (0), Overall Status (S), and Post Cross LEA Validation (Y). State Comments are shown in an empty box. A legend at the bottom explains the status codes: Y - Yes, N - No, P - Pending, I - In Progress, S - Submitted, A - Accepted, R - Review, C - Pending LEA Comments. At the bottom, there are buttons for 'Submit to', 'Download Sign Off Form' (highlighted with a red box), and 'Back'.

7. Email signed forms to the SEY Data Collection Lead

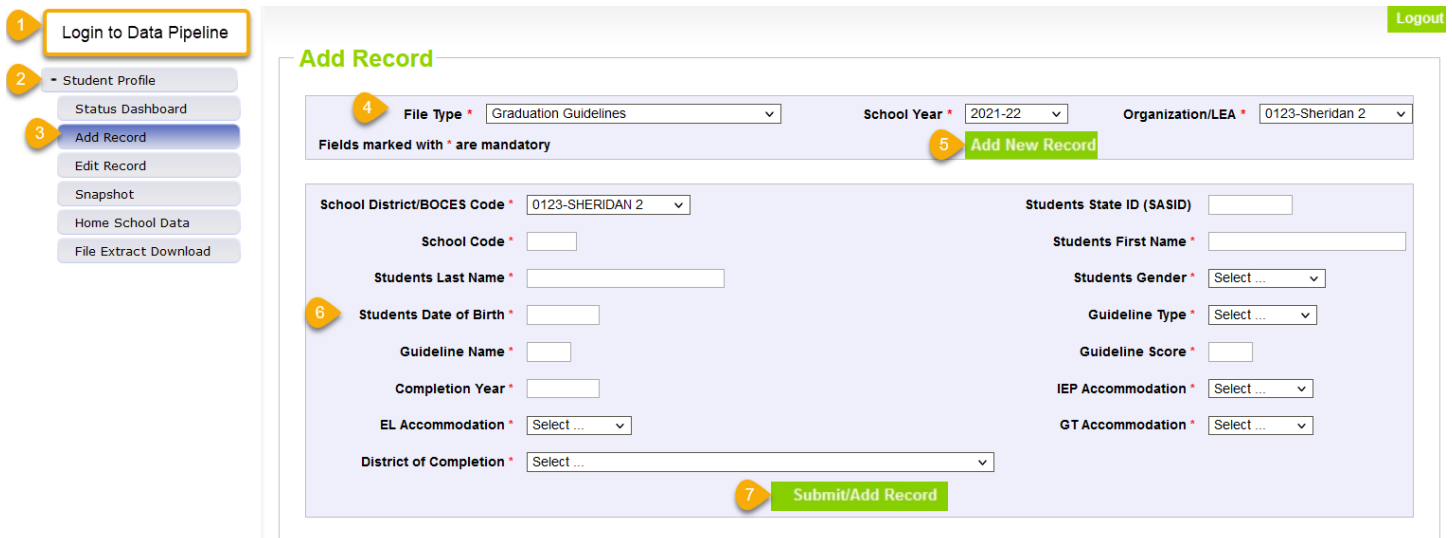
Data Pipeline Tools: Student Profile

Add Record

This screen can be used to add a single record to a Student Interchange file without uploading a new file. This is most beneficial during the post collection phases of the SEY collection when working with only a few records.

Important Note: Any newly added record during the Post-Cross LEA phase requires an exception request to be submitted to the SEY data collection lead. The record will not pull into the snapshot without an approved exception.

1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Add Record*
4. Complete the drop-down menus for the desired file.
 - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments)
 - b. School Year = current year
 - c. Organization/LEA = your district
5. Select *Add New Record*
6. Complete all fields on the add record screen.
 - a. * indicates required fields (SASID is always a required field)
 - b. Zero fill any optional fields
 - c. Refer to the file layout on the [Student Interchange](#) website for more information about each data field on a specific file. (Adjustment File layout is on the [SEY website](#))
7. Select *Submit/Add Record*



The screenshot shows the 'Add Record' interface. On the left is a sidebar with navigation options: Login to Data Pipeline (highlighted with a 1), Student Profile, Status Dashboard, Add Record (highlighted with a 3), Edit Record, Snapshot, Home School Data, and File Extract Download. The main form area is titled 'Add Record' and includes a 'Logout' button in the top right. At the top of the form, there are three dropdown menus: 'File Type' (highlighted with a 4, set to 'Graduation Guidelines'), 'School Year' (set to '2021-22'), and 'Organization/LEA' (set to '0123-Sheridan 2'). Below these is a green 'Add New Record' button (highlighted with a 5). The main form contains several fields: 'School District/BOCES Code' (0123-SHERIDAN 2), 'School Code', 'Students Last Name', 'Students Date of Birth' (highlighted with a 6), 'Guideline Name', 'Completion Year', 'EL Accommodation', 'District of Completion', 'Students State ID (SASID)', 'Students First Name', 'Students Gender', 'Guideline Type', 'Guideline Score', 'IEP Accommodation', and 'GT Accommodation'. A green 'Submit/Add Record' button (highlighted with a 7) is at the bottom right of the form.

File Extract Download

A copy of a desired student interchange file or the SEY snapshot can be extracted from data pipeline for future reference. This is especially beneficial if you want to download a copy of an interchange file after you've made several manual additions or edits to the data, allowing you to have record of those updates.

1. Login to Data Pipeline
2. Select *Student Profile*
3. Select *File Extract Download*
4. Complete the drop-down menus
 - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
 - b. School Year = current year
 - c. Organization/LEA = your district
 - d. Batch ID = All (or desired date/time of a file upload)
 - e. Extract Type = desired value
 - f. File Content Type = CSV, TEXT, or Excel
 - g. Records Edited Online = All Records or Online Edits



- 5. Select *Download Standard Extract*
- 6. Open the downloaded file and/or save it to your computer.

- 1 Login to Data Pipeline
- 2 - Student Profile
 - Status Dashboard
 - Add Record
 - Edit Record
 - Snapshot
 - Add SO Waiver
 - Home School Data
 - 3 File Extract Download

File Extract Download

4

File Type *	Student End of Year	School Year *	2021-22	Organization/LEA *	1450-Arriba-Flagler C-20
Batch ID	All	Extract Type	Student EOY Extract	File Content Type	Excel
Records Edited Online	All Records				

Fields marked with * are mandatory

5 **Download Standard Extract**