



Student End of Year Snapshot Overview and Checklist

Overview

The document serves as a tool to help you prepare to complete the Student End of Year (SEY) data collection. The SEY data collection is a snapshot based upon data provided by school districts through the Student Interchange files and internal/calculated information within the CDE databases.

What is a data snapshot?

Data snapshots extract information (data elements) from specific files that have been loaded into the CDE data pipeline system by school districts. In some cases, a snapshot will also reflect data fields that have been internally calculated within the CDE data pipeline system. This extracted information will be combined into a new file layout reflecting the specified snapshot data elements.

Data is **not** automatically added to or removed from a data snapshot. You cannot edit snapshot data directly. Updates to the source data files are only reflected in a data snapshot when you create (re-create/update) the snapshot. The act of creating/updating a snapshot triggers the snapshot to bring the data into the snapshot file.

What data is used in the Student End of Year snapshot?

See the SEY file layout for specific data elements included in the SEY snapshot (available on the [SEY website](#)).

Primary Data Files

- [Student Interchange](#) – Student Demographic
- [Student Interchange](#) – Student School Association
- [Student Interchange](#) – Graduation Guidelines

Additional Data Files

- [Adjustment File](#) (Adjust prior year HSED transfers, expulsions, and dropouts)
- [Title I Interchange](#) (Targeted Assistance schools)
- [Special Education IEP Interchange](#) (Special Education primary disability)

Calculated Data/Internal Flags

Some data on the snapshot file layout is indicated as an 'internal flag.' This information is calculated based upon internal CDE data. Examples of this information are *School-wide Title I*, *Anticipated Year of Graduation (AYG)*, *IPST Cohort Categories*, *Foster status*, and *Federal Race Ethnicity*.

Student End of Year Snapshot Criteria

For a SASID to be added to the SEY snapshot it must:

- Be in both the Student Demographic and Student School Association files, error free
- AND**
- Meet the following criteria (fields referenced are in the Student School Association file)
 - PRIMARY_SCHOOL = '1' **AND**
 - SCHOOL_CODE is a valid public school **AND**
 - PUPILS_ATTENDANCE_INFORMATION between 01 and 08 **AND**
 - SCHOOL_ENTRY_TRYPE is not 04

Records from the Student Demographic file will be joined by SASID, District Code, and School Year.
Records from the Graduation Guidelines file will be joined by SASID.

Checklist of Steps

Note: This is a guideline only, additional steps may be necessary throughout the collection process.

- Obtain State Assigned Student IDs (SASIDs) for all students – RITS
- If applicable, update RITS for legal name change
- Update school information in Directory

Student Profile Interchange Files

- Review documents which show the file layouts and the definitions of the file elements on the [Student Interchange website](#). Templates are also available on this site for each interchange file.
 - Student Demographics (DEM)
 - Student School Association (SSA)
 - Graduation Guidelines (GG)
- Create or extract from your Student Information System (SIS) three Student Profile files:
 - Student Demographics (DEM)
 - Student School Association (SSA)
 - Graduation Guidelines (GG)

All students should have a State Assigned Student Identifier (SASID) – separate process, RITS

See sections below entitled [Data Files](#) and [Naming Conventions](#) for tips to avoid receiving file load errors. That includes **backing up a file before you modify it!**

- To upload and edit Student Profile files in Pipeline, you will need to have a role in [Identity Management \(IdM\)](#): `STD~LEAUSER` or `STD~LEAAPPROVER`
 - **Note:** The role `STD~LEAVIEWER` cannot submit or modify data.
 - Your district's Local Access Manager (LAM) can assign you to the necessary IdM roles if you do not already have them.
 - Don't know who your LAM is? Contact the SEY Collection Lead (ward_r@cde.state.co.us)
- [Access Data Pipeline](#)
- In Data Pipeline, select *Format Checker* and upload the file to check format (will only check 1st record following header row)
 - If errors, fix and re-upload
- First, upload your Demographic (DEM) file by selecting *File Upload*
 - Note "Tag" field needs to be set to None

See the [Data Files](#) section below for what can trigger errors

For more details and a walk through of the steps please view the document on the SEY website:
Regular Phase Steps – Instructions to complete the primary SEY data collection phase (PDF)

- Did DEM file upload complete? Wait until complete before checking for errors. How to check? One of these methods:
 - You will receive an email indicating it completed and noting number of records processed and number with errors
 - Under *File Upload* select *Batch Maintenance*
 - [Processed Indicator] on that screen will have 'Yes' if completed

- If the file upload did **not** complete, the email you received should have the reason.
 - Is there an "Error Details" line near bottom? If yes:
 - Open your file. Go the line number and see if you can find the error. There could be an extra comma, incorrect formatting
 - There is an example email below

 - Fix problem and continue at *File Upload* step

- Load the Student School Association (SSA) file
 - Important!** Do not load SSA until DEM load is complete
 - Use a "Tag" of None for the file upload

- Did SSA file upload complete? Wait until complete before checking for errors. How to check? Same method as for the DEM file

- Load the Graduation Guidelines (GG) file
 - Note:** This file is used to report the Graduation Guideline measures a student has completed from the Graduation Guidelines Menu of Options. Students with exit type = 90 will be cross checked with this file (and prior year GG files) to determine if the student has met graduation guideline requirements in both Math and English. A graduating student must have at least two recorded graduation guideline measures, one in English and one in Math.
 - Districts may choose to report multiple English and/or Math records for a student.
 - Districts may choose to report GG measures for students who have completed a measure but are not yet graduating. (e.g. 10th grade student who completed a measure in the current year)
 - Important!** Do not load GG until DEM and SSA loads are complete
 - Use a "Tag" of None for the file upload

- Did GG file upload complete? Wait until complete before checking for errors. How to check? Same method as for the DEM and SSA file

- Review summary errors (if desired):
 - [Data Pipeline](#) → [File Upload](#) → [Validation Report](#)
 - [Data Pipeline](#) → [Pipeline Reports](#) → [Error Report](#)
 - [Cognos Report](#) → [Student Profile](#) →
 - Student Demographics Error Summary Report
 - Student School Association Error Summary Report
 - Graduation Guidelines Error Summary Report

- Review individual records with errors or warnings:
 - Important!** Be sure to select the correct tag of *None*
 - [Cognos Report](#) → [Student Profile](#) →
 - Student Demographics Error Detail Report

- Student School Association Error Detail Report
 - Graduation Guidelines Error Detail Report
- Or use *Edit Record* screen in Pipeline to select only records with errors (select [Error Records] = “Yes” from dropdown on that screen)

- Correct DEM, SSA, and GG errors. Some methods:
 - Correct in your SIS system and then download a new SIS file and re-upload
 - Correct in the file
 - **IMPORTANT** – if it is a text file, edit with a text editor, not Excel
 - Please see documentation at: <http://www.cde.state.co.us/datapipeline/convertcsvtoexcel> to see the steps to convert a .csv file to excel without losing the leading zeros.
 - In Data Pipeline → *Edit Record* to change or delete
 - In Data Pipeline → *Add Record* to add a record

- Do you feel that the data you submitted for a SASID is correct and you should not have received an error for the ID?
 - Request an exception -
 - Speak to the data owner/subject matter expert (example: EL Director) to get complete details as to why an exception should be granted
 - Contact the End of Year collection lead (ward_r@cde.state.co.us) to set up a Syncplicity folder for the student submissions. Syncplicity is a secure file transfer system that must be used to communicate the personally identifiable student information in the Exception template.
 - Use the “Exceptions Request Template” found on the [Student Interchange](#) or [Student End of Year websites](#) (both are the same).

Title I Interchange

- Complete if your district has at least one Title I school that has a Targeted Assistance (TA) program, only for those specific TA schools.
 - See the [Title 1 Interchange website](#) for more information

Special Education IEP Interchange

- Work with the Administrative Unit to make sure the Special Education IEP Interchange is loaded for the students with primary disabilities.
 - Please see the document *Administrative Unit and District Codes (PDF)* on the [Data Pipeline Frequently Requested Codes website](#)

Student End of Year Snapshot

- To create a Student End of Year snapshot in Pipeline, you will need to have a role in [Identity Management \(IdM\)](#): [SEY~LEAUSER](#) or [SEY~LEAAPPROVER](#) Approver Role
 - **Note:** The role SEY~LEAVIEWER cannot create or update a snapshot.
 - Your district’s Local Access Manager (LAM) can assign you to the necessary IdM roles if you do not already have them.
 - Don’t know who your LAM is? Contact the SEY Collection Lead (ward_r@cde.state.co.us)

- Create Student End of Year snapshot
 - In Pipeline select [Student Profile](#) → [Snapshot](#) then select [Create Snapshot](#)
 - Top of screen will show “Snapshot creation triggered and processing. A notification email will be sent upon completion.”
 - **Note:** During the Post-Cross LEA phase, the [Create Snapshot](#) changes to [Update Exit Types](#).
- Wait until the snapshot completes before reviewing error/warning and other Student End of Year reports

How to determine if it completed:

 - You will receive an email when it is done
 - In Pipeline select [Student Profile](#) → [Status Dashboard](#) → [File Type = Student End of Year](#)
If complete, “Data Exists” will be set to Y and “Last Updated Date” will be the date and time you created the snapshot
- Review snapshot level errors **and** warnings
 - [Data Pipeline](#) → [Pipeline Reports](#) → [Error Report](#)
 - Student End of Year Error Detail Report
 - Student End of Year Error Summary Report
 - OR
 - [Cognos Report](#) → [Student End of Year](#) →
 - Student End of Year Error Detail Report
 - Student End of Year Error Summary Report
- Corrections, changes, and new IDs?
 - You will need to make corrections in the DEM, SSA and GG files using the methods described above (Edit/Add functionality or load files with changes)
- Re-create the snapshot every time after corrections, changes, and additions:

Important! (Additional information)
Every time you add a student, delete a student, OR make a change to the DEM, SSA, or GG data (as well as Title I Interchange and Adjustments), you need to re-create the snapshot in order to reflect those changes in the snapshot
- When corrections and additions are complete (or you, whenever you want to verify data): review Student End of Year Cognos reports
 - [Cognos Report](#) → [Student End of Year](#) →
 - Suggest review **all** reports, especially:
 - EOY On-Time Graduation and Completion Rates
 - EOY Student Dropout Counts by School and Grade
 - EOY School Membership And Dropout For Grades 7-12
 - EOY End of Year Membership by School ,Grade, Race/Ethnicity and Gender
 - EOY Students Still Enrolled in the Current AYG Cohort Group
 - List of HSED Students
 - EOY Snapshot Records Excluded Due to Profile Errors
 - (This report does not contain records excluded due to not meeting snapshot criteria)

- When reviewing reports, what are you looking for/verifying?
 - **Some suggested** starting points are:
 - Verify against your district's files, reports, and data – do your records match CDE report counts?
 - Does the number of graduates look correct?
 - Does the number of dropouts look correct?
 - Did you have any completers and are they reported?
 - Did you code the students enrolled in post-secondary programs correctly?
 - (ASCENT, PTECH, TREP)
 - Why were students excluded from the snapshot? Should they have been included?
 - Students coded as part-time when they should have been full-time
 - Do all grade levels have student counts?
 - **Note:** Not a complete list of what you should check; suggest reviewing and verifying **all** reports

- Work with districts to resolve dropouts and graduates
- Make sure schools have adequate documentation for students
 - [Find more about adequate documentation here.](#)
- Once **all** data has been verified and you no longer have any errors, submit approval of your data to CDE
 - The staff member in your district with a role of **SEY~LEAAPPROVER** must do this
 - To submit (approve): select **Student Profile** → **Status Dashboard** → **Submit to CDE**
- This completes the first phase of the Student End of Year collection. Please wait for an email from CDE indicating the Cross LEA validation process has been run. This is typically done at the end of September.

SEY Cross-LEA Phase takes place after all districts have submitted their data in September

- Wait until you receive an email indicating the Cross LEA validation process has been completed and the Cross LEA phase has begun. (In this past, this process was known as Phase A.)
- Cross LEA validation phase requires districts to load adjustments and work with other districts to update students who are marked as HSED transfers (exit type 70), Expelled (exit type 50), or Dropouts (exit type 40)
 - Please see the *Cross LEA Validation Phase steps (PDF)* document on the [SEY website](#) for more information.
 - Additional instructions for the SE700 series warning and error messages during the Cross LEA phase are also available on the [SEY website](#).
 - *Instructions: SE700 Warnings*
 - *Instructions: SE700 Errors*
- Load the a student Adjustment file as needed
 - Please see the file layout and template on the [SEY website](#) to load an adjustment file using the **File Upload in** data pipeline.
 - You can also use **Student Profile** → **Add Record** → **File Type: Adjustments** to add individual Adjustment records.
- Load any updates to the DEM, SSA, and GG files.
- Create a new Student End of Year snapshot

- Use the Student End of Year reports to validate the data
 - [Cognos Report → Student End of Year →](#)
 - Suggest review **all** reports, especially:
 - EOY On-Time Graduation and Completion Rates
 - EOY Student Dropout Counts by School and Grade
 - EOY School Membership And Dropout For Grades 7-12
 - EOY End of Year Membership by School ,Grade, Race/Ethnicity and Gender
 - EOY Students Still Enrolled in the Current AYG Cohort Group
 - List of HSED Students
 - EOY Snapshot Records Excluded Due to Profile Errors
 - (This report does not contain records excluded due to not meeting snapshot criteria)
 - When reviewing reports, what are you looking for/verifying?
 - **Some suggested** starting points are:
 - Verify against your district's files, reports, and data – do your records match CDE report counts?
 - Does the number of graduates look correct?
 - Does the number of dropouts look correct?
 - Did you have any completers and are they reported?
 - Did you code the students enrolled in post-secondary programs correctly?
 - (ASCENT, PTECH, TREP)
 - Why were students excluded from the snapshot? Should they have been included?
 - Students coded as part-time when they should have been full-time
 - Do all grade levels have student counts?

Note: Not a complete list of what you should check; suggest reviewing and verifying **all** reports

- Submit the data to CDE.
 - **IMPORTANT** – This is the last chance to change the student information. The data will be locked at the end of this phase.
- Wait for an email from CDE indicating the Post Cross LEA validation has been run. (In the past, this process was known as Phase B).

SEY Post Cross-LEA Phase takes place after all districts have submitted their data in October

- Wait until you receive an email indicating the Post Cross LEA Validation process has been completed and the Post-Cross LEA phase has begun.
 - Check the error report to see if there are any students in your district who need to be updated.
 - If no students need to be updated, complete a final review of your SEY data and COGNOS reports.
- During the Post Cross LEA validation phase districts are only allowed to change a student's exit type.
 - Please see the document *Post Cross LEA Validation Phase steps (PDF)* on the [SEY website](#) for more information.
 - Additional instructions for the SE900 series warning and error messages during the Post Cross LEA phase are also available on the [SEY website](#).
 - *Instructions: SE900 Warnings*
 - *Instructions: SE900 Errors*
 - *Instructions: Any additional errors during the Post-Cross LEA Phase*

- Load any updates to the SSA files.
 - Since the only value which can be updated in the snapshot is the exit type, the SSA file is the primary file which needs to be modified at this point in the collection.
 - If a student is being changed to exit type = 90, ensure the student has the corresponding records on the GG file. If not, add GG records for this student.

- Update the Student End of Year snapshot

- Check the Student End of Year Error detail reports to make sure all errors have been cleared.

- Use the Student End of Year reports to validate the data
 - **Note:** You do not need to submit your data to CDE again at the end of the Post-Cross LEA Phase because your data will remain locked throughout this phase.

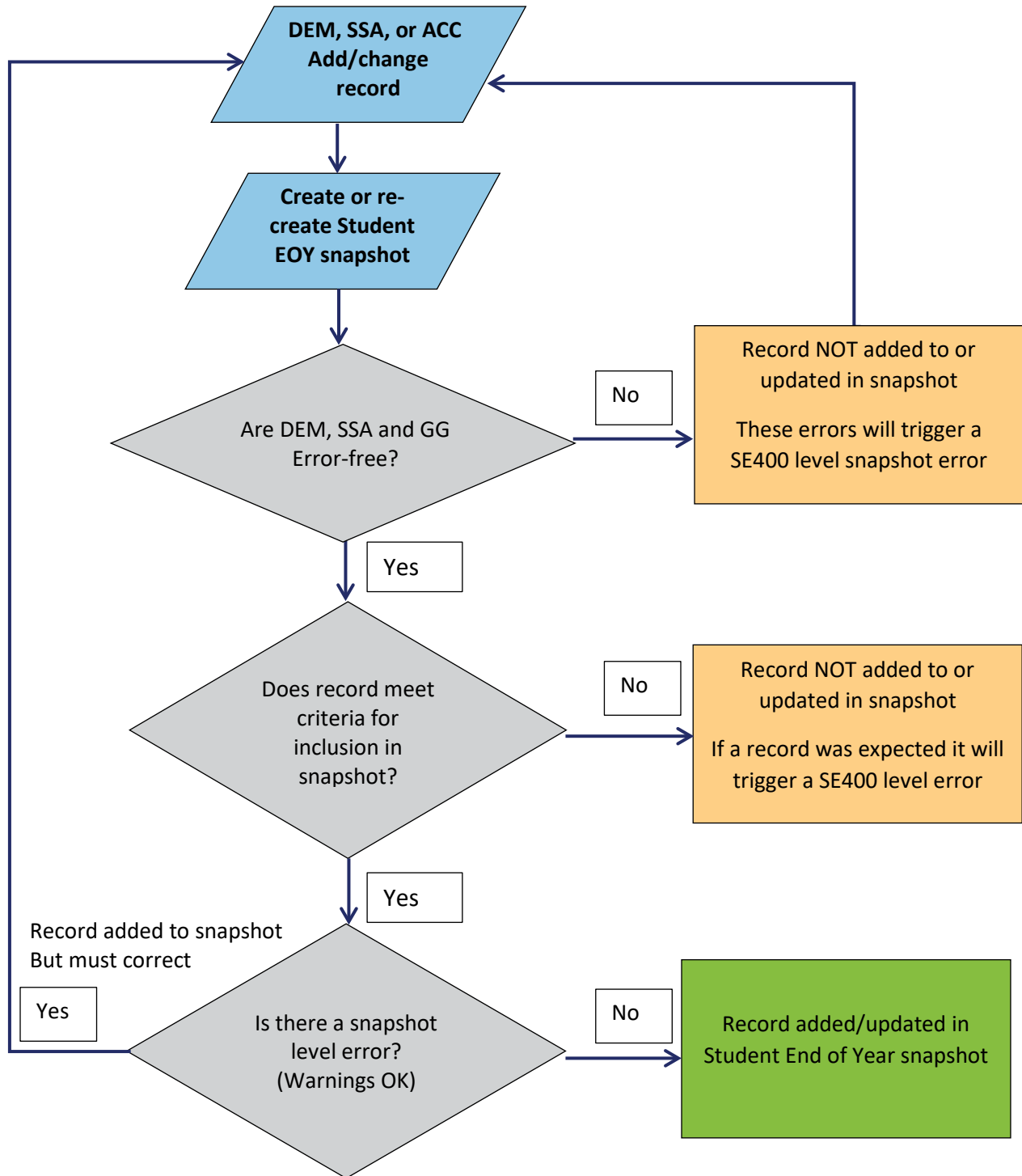
- Click on the “Download Sign Off Form” button and print it out.
 - In Pipeline: [Student Profile](#) → [Status Dashboard](#) → [Download Sign Off Form](#)
 - This form requires the superintendent’s signature

Signed Student End of Year verification form

- Once the SEY Data Collection lead notifies you that Sign-Off forms may be submitted
 - Ask superintendent to sign the “Verification of Student End of Year Data”
 - Email your signed Student End of Year verification form for your district the SEY Data Collection Lead (ward_r@cde.state.co.us)

Flowchart of process (let's assume your district only has one student)

(Does not include Title I interchange)



Data Files

- Pipeline only accepts file extensions of: .csv .txt .xls .xlsx
- You need a header row (in first row)
- Pipeline only accepts field delimiters of: , | ~
- Include leading zeros (0) for required fields (for instance 01 or 02 for gender)
- Non-numeric/non-letter characters (except underscore) should not be included in file names as they can cause problems due to the fact that they have special system meanings. # is one of them.
- Spaces should not be in file name
- Do not edit a text file with Excel; you may lose preceding zeros.
- Remove any blank last lines
- Save files for reference and perhaps re-loading
- **Back-up before editing/changing a file:**
 - Can use backup file if you make a mistake (for instance, lose preceding zeros)

Example:

1. Before making any changes to the demographic file used for Student End of Year, [Stu2022_DEM_050122_tagNONE.xlsx](#) on 5/18/22, create a copy of that file, naming it [Stu2022_DEM_051822_tagNONE.xlsx](#)
2. Then modify the latter, [Stu2022_DEM_051822_tagNONE.xlsx](#)
3. If a major mistake is made to that file (for instance inadvertently delete LASIDs), can revert back to [Stu2022_DEM_050122_tagNONE](#).

Naming Conventions

Highly recommended to have a naming convention for all files loaded to the Student Interchanges
Include versioning so you know what changes have been made to the data

Example:

[Stu2015_DEM_050115_tagNONE.xlsx](#) (the demographic file is for Student Demographics 2015 and was created/modified on 5/01/15. No tag will be used when the file is loaded to Pipeline).

2021-2022 Contact Information

Student End of Year Collection Lead

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Student October Collection Lead/Backup support for Student End of Year Collection

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