

Cross LEA Instructions

Student End of Year (SEY) Snapshot



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Overview

The Cross-LEA Validation phase is the second phase of the Student End of Year data collection. This phase is designed to assist districts in data validation and reconcile coding related to graduates/completers/dropouts. During this phase districts receive new errors/warnings to resolve. These errors/warnings require districts to review exit codes for students, work with other districts to resolve issues, and load adjustments when needed. SE700 and SE800 series business rules are associated with the cross-lea phase. Please see the student end of year business rules for details about each error/warning.

Although districts can update any data field during the Cross-LEA phase, the following information is the primary focus when resolving errors/warnings and validating data:

- Student Entry/Exit dates and types
- Ensure any necessary SASID merges are resolved
- Update summer graduates
- Ensure correct retention code usage
 - Academic, Postsecondary Programs, SPED Transition
- Verify student demographic information
 - Homeless status, postsecondary program codes, FRL status, Military Enlisted, Military Connected, etc.

Data elements from the student interchange files is combined, along with a few additional data fields/internal flags, to create the SEY snapshot. Please see the [Student Interchange website](#) for student interchange file layouts and [the Student End of Year website](#) for the current SEY file layout. As a reminder, the SEY file layout shows which source file (interchange file) is associated with each data field.

The Cross LEA phase begins mid-September and ends early October. Please see the collection timeline posted on the [SEY website](#) for specific dates.

Steps

1. [Review cross validation errors and warnings](#)
 - a. SE700 & SE800 series errors/warnings
 - b. Any SE001-SE400 series errors that arise
2. [Edit current year student records as necessary](#)
 - a. Student Interchange files
3. [Load adjustments as needed](#)
 - a. Correcting prior year exits
4. [Create student end of year \(SEY\) snapshot](#)
 - a. Ensures all internal flags associate with SEY snapshot
5. [Validate education statistics](#)
 - a. Graduation/Completion/Dropout/Mobility/Stability
6. [Resubmit error-free snapshot](#)

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.

SE700/SE800 errors/warning

The SE700 series errors/warnings are dynamic and will clear when data has been updated to resolve the situation. Some SE700 series warnings indicate coding situations that will become an error in the Post-Cross LEA phase if the record is not corrected during the Cross LEA phase.

SE800 series warnings are static and will remain in place even after data updates. The SE800 series warnings feed the COGNOS/CEDAR report 'EOY Cross-LEA Edits' that indicates the other connected reporting district for this student.

Many SE700/SE800 series errors/warnings check against prior SEY data. This means some records can only be resolved using the adjustment file because the student does not have a record in the current SEY school year.

Instructions to address SE700 series warnings can be found on the Student End of Year website [here](#).

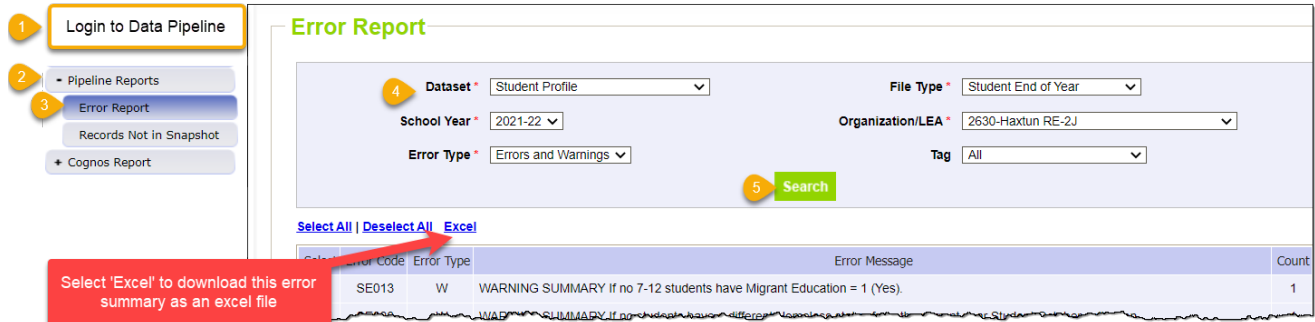
Instructions to address SE700 series errors can be found on the Student End of Year website [here](#).

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



1 Login to Data Pipeline

2 Pipeline Reports

3 Error Report

4 Dataset * Student Profile File Type * Student End of Year

School Year * 2021-22 Organization/LEA * 2630-Haxtun RE-2J

Error Type * Errors and Warnings Tag All

5 Search

Select All | Deselect All | Excel

Category	Error Code	Error Type	Error Message	Count
	SE013	W	WARNING SUMMARY if no 7-12 students have Migrant Education = 1 (Yes).	1

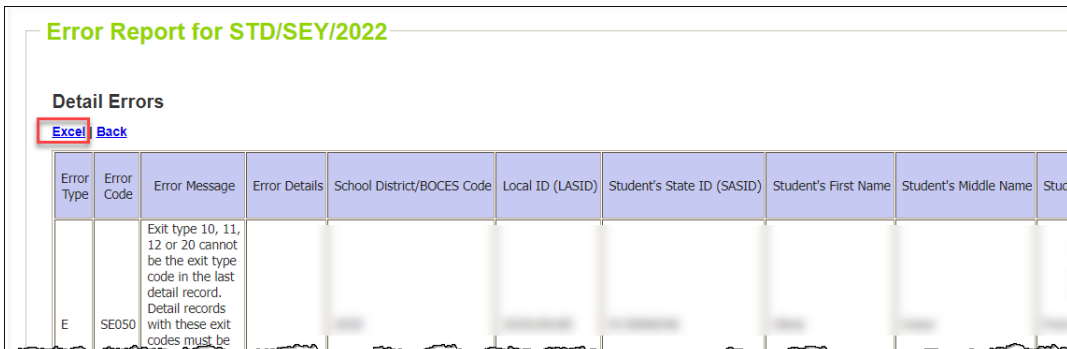
Select 'Excel' to download this error summary as an excel file

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

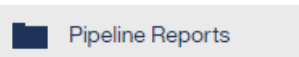
[Excel](#) [Back](#)

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							

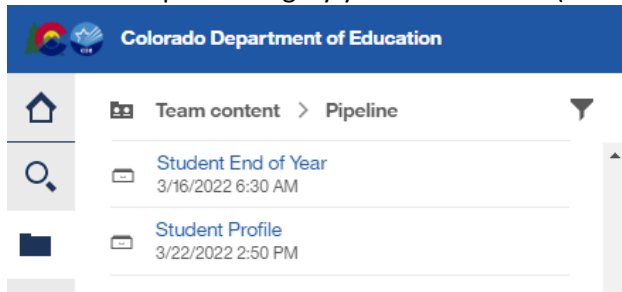
CEDAR/COGNOS

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.

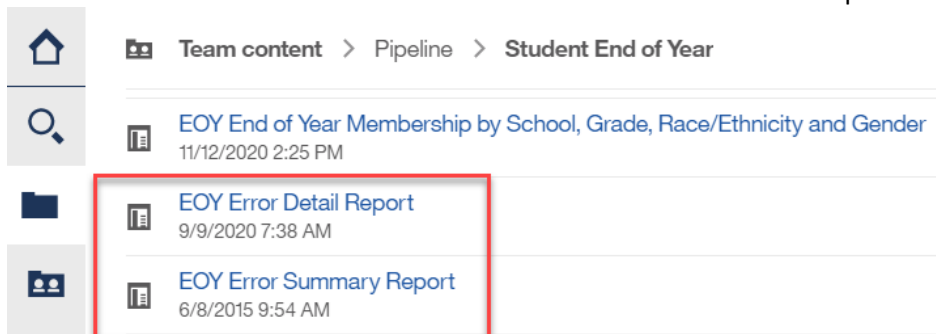
1. [Login to CEDAR/COGNOS](#)
2. Select the *Pipeline Reports* folder on the left.



3. Select the Reports category you wish to view. (Student Profile or Student End of Year)

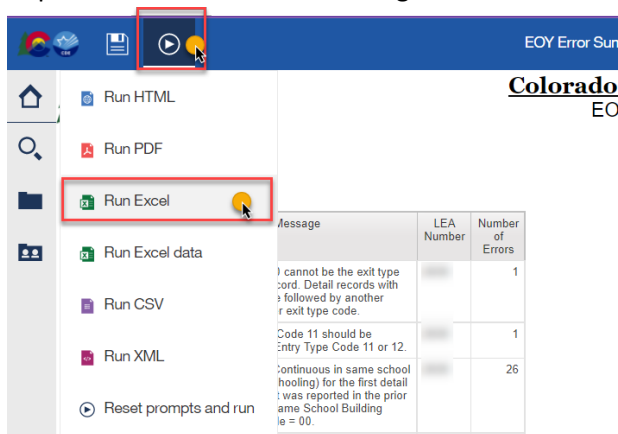


4. Select the Error Detail or Error Summary report for the file/snapshot you wish to review.
 - a. Select 'Student Profile' to view Student Demographics, Student School Association, Adjustments, or Graduation Guidelines error reports.
 - b. Select 'Student End of Year' to review the Student End of Year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



5. Complete the drop-down menu selections.
6. Select *Finish* to view the report.

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



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.

Methods to Update Interchange Files

Districts may choose to update interchange files using file uploads or using the edit record screen in data pipeline. For either method, be sure to update your Student Information System/local files to match updated information in data pipeline. This ensures ongoing accuracy in your local data systems. If you select to manually update data in data pipeline with the edit record screen it is critical that you continue to use this method for correcting errors for the remainder of the Cross-LEA phase. Any new file upload may overwrite manual updates.

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 to use in case of accidentally overwritten data.

Method 1: Manually Edit Records in Data Pipeline

Districts with only a few updates to make during the Cross LEA often prefer this method.

The edit record screen can be used to update a record to a Student Interchange file without uploading a new file. Filters allow you to search for records in error (interchange level errors only) or to search for an individual student by SASID.

During the Post-Cross LEA phase, this is the primary method for updating records.

Important Note: A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

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) : 2021-22

#1

#2

Sort Order #3

Sort Data

Select 'Go to Standard View' to review additional data fields

Fields shown in RED have an error

Total # of Records : 6 Go to Standard View

#	Cause of Housing Crisis	Additional Cause of Housing Crisis	Language Proficiency	Lang
<input type="checkbox"/>	1 0-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/>	2 0-N/A	00-N/A	5-FELL	00-No or
<input checked="" type="checkbox"/>	3 0-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/>	4 0-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/>	5 0-N/A	00-N/A	5-FELL	00-No or
<input type="checkbox"/>	6 0-N/A	00-N/A	5-FELL	00-No or

Page 1 of 1 25 Per Page

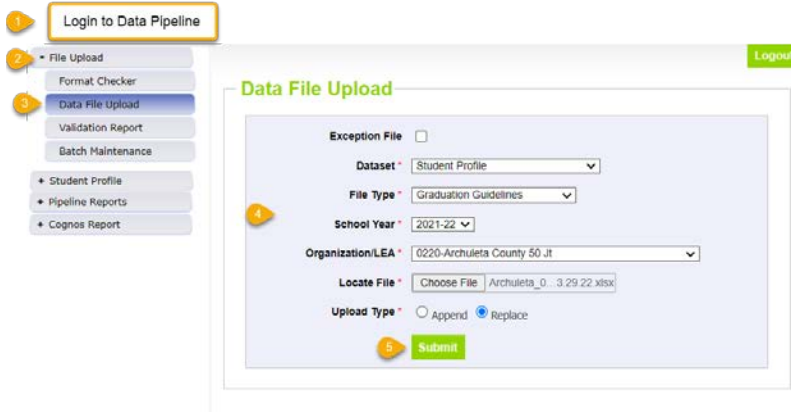
8 Save
Delete
Back

Method 2: Upload new Student Interchange Files

Districts with many updates to make during the Cross LEA often prefer this method. The file upload steps are the same as the Regular Phase of the SEY collection.

File Upload Steps

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset = Student Profile
 - b. File Type = Student, Student School Association, Graduation Guidelines, or Adjustments
 - c. School Year = SEY collection year (Note: Other years may be available, so please ensure you select the correct year)
 - d. Organization/LEA = Your district
 - e. File Name: Choose File → Select file from your computer
 - i. .csv, .xls, .xlsx
 - ii. Spaces are not allowed in the file name
 - f. Upload Type = Append or Replace
 - i. Relace is recommended
5. Select *Submit*



A message will be displayed across the top of the screen indicating a batch number or that there was an error uploading the file. Data pipeline sends an email to data respondents once the file has processed. This email will indicate the number of records uploaded into data pipeline and the number of errors related to this file upload.

SEY Tip: Upload your Student (demographic) file first and allow it to fully process before uploading your Student School Association and/or Graduation Guidelines file. All three files need to fully process before creating a SEY snapshot.

Adjustment Records

Adjustment records are only used for 7th-12th grade students who attended the district in a prior year and did not attend the district in the current year. These students do not have a record in the current year student end of year collection. Adjustments can only be made for a student reported as not exiting, dropout, expulsion, or HSED Transfer from a school administered by the reporting district. (Exit Types 00, 40, 50, or 70)

When adding an adjustment record for a student to your adjustment file it is crucial that you know the final exit status, final exit date, and final school code of the student for whom you are adding the adjustment record. These pieces of information will help determine the three critical elements of the adjustment record for the student as all other data elements on this file are student identification information.

Adjustment Justification Code: This code describes the specific circumstances of the adjustment and corresponds to the exit type being adjusted for the student. The adjustment code updates the cohort membership base for the district/school. Please see the adjustment file layout posted on the [Student End of Year webpage](#) for detailed descriptions of all adjustment codes/scenarios.

Adjustment School Code: This is the school code for the last school attended by the student in your district.

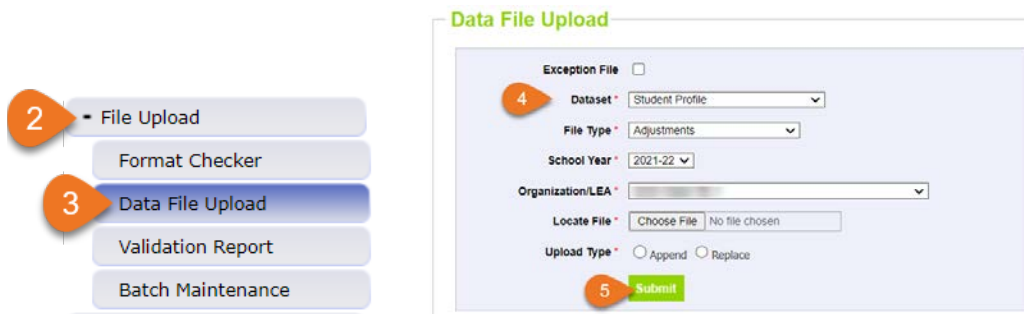
Adjustment Year: This is the school year that the student’s final exit date falls within. School year is represented by the year of the Spring semester. For example, 2019-2020 would be represented as ‘2020’ for the adjustment year. Any exit date that falls within the 2019-2020 school year is represented as ‘2020’ for the adjustment year on the student’s adjustment record. (12/10/2019 uses adjustment year 2020 *and* 03/31/2020 uses adjustment year 2020)

Utilize the adjustment file template found on the [Student End of Year webpage](#) to create an adjustment file with one record per student needing an adjustment.

District Code	SASID	Student First Name	Student Last Name	Student Gender	Student Birth Date	Adjustment Justification Code	Adjustment School Code	Adjustment Year
1234	1234567890	Sample	Student	01	01/01/2003	42	4321	2020

Uploading Adjustment File:

1. Login to [Data Pipeline](#)
2. Select *File Upload*
3. Select *Data File Upload*
4. Complete the Dropdown menus, indicating the specific file you are uploading.
 - a. Dataset = Student Profile
 - b. File Type = Adjustments
 - c. School Year = SEY collection year
 - d. Organization/LEA = Your district
 - e. File Name: Choose File → Select file from your computer
 - i. .csv, .xls, .xlsx
 - ii. Spaces are not allowed in the file name
 - f. Upload Type = Append or Replace
 - i. Relace is recommended
5. Select *Submit*



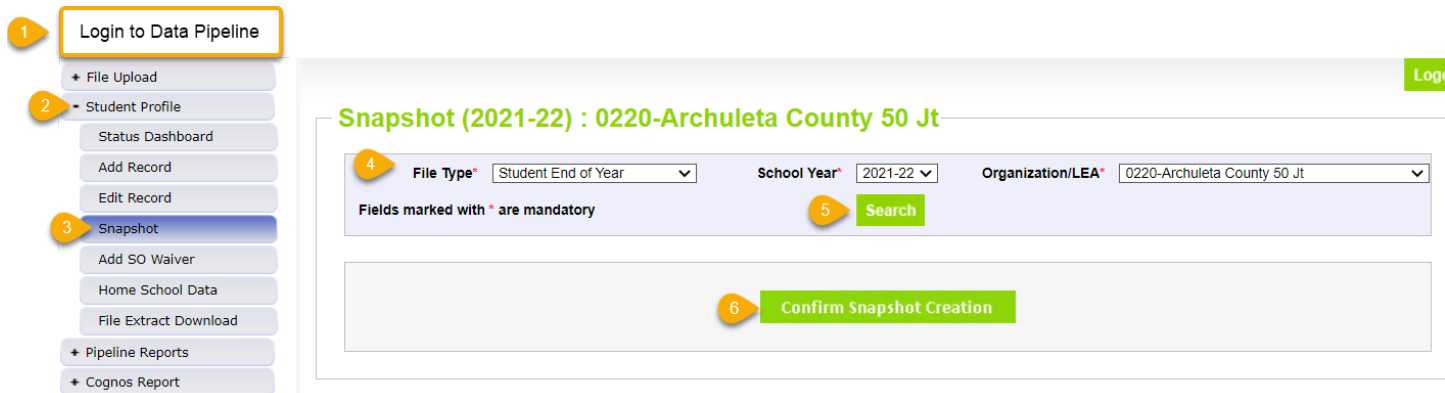
Creating a Snapshot

Creating a snapshot triggers the data elements from the source files (Student Demographics, Student School Association, and Graduation Guidelines) to combine with any internal information called 'internal flags' to create the SEY snapshot file. This also triggers the Data Pipeline system to check all of the business rules for the snapshot to look for errors and warnings (or clear errors/warnings based upon updated Student Interchange files).

Note: Whenever a snapshot is created during the Regular Phase and Cross-LEA phase, all existing SEY snapshot records are removed and replaced by the new snapshot information.

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 *Confirm Snapshot Creation*



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.

Note: Snapshots may take a while to process, especially for larger school districts. If your snapshot is taking a significant amount of time to process (3 hours or more), please contact the SEY data collection lead.

Validating 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.

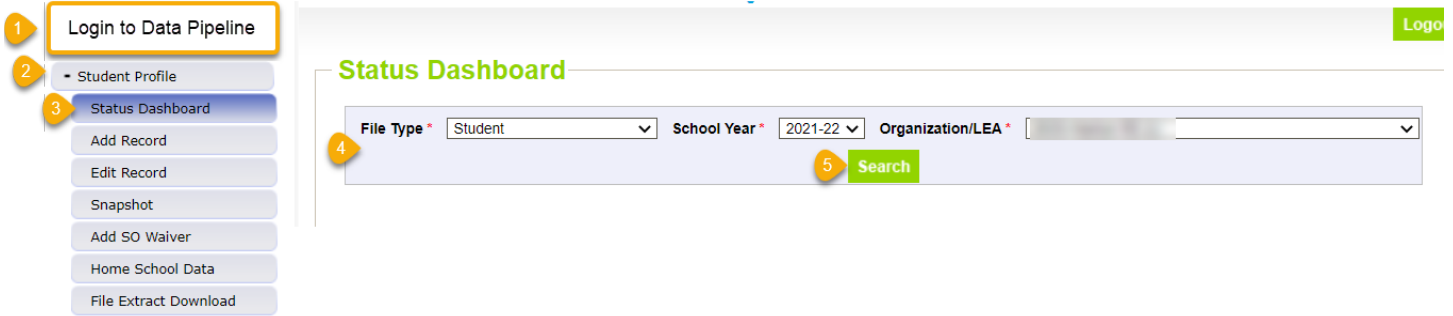
For more information about available CEDAR/COGNOS reports and directions for navigating CEDAR/COGNOS, please see the SEY CEDAR/COGNOS Report Guide posted on the [SEY website](#) under the ‘Rate and Report Information’ section.

Submitting SEY Snapshot

To complete the Regular phase, submit your SEY Snapshot. This will lock your data and indicate to the CDE Collection lead that you are ready for the next phase of the data collection. The submission button is located on the status dashboard. Only snapshots with zero validation errors can be submitted.

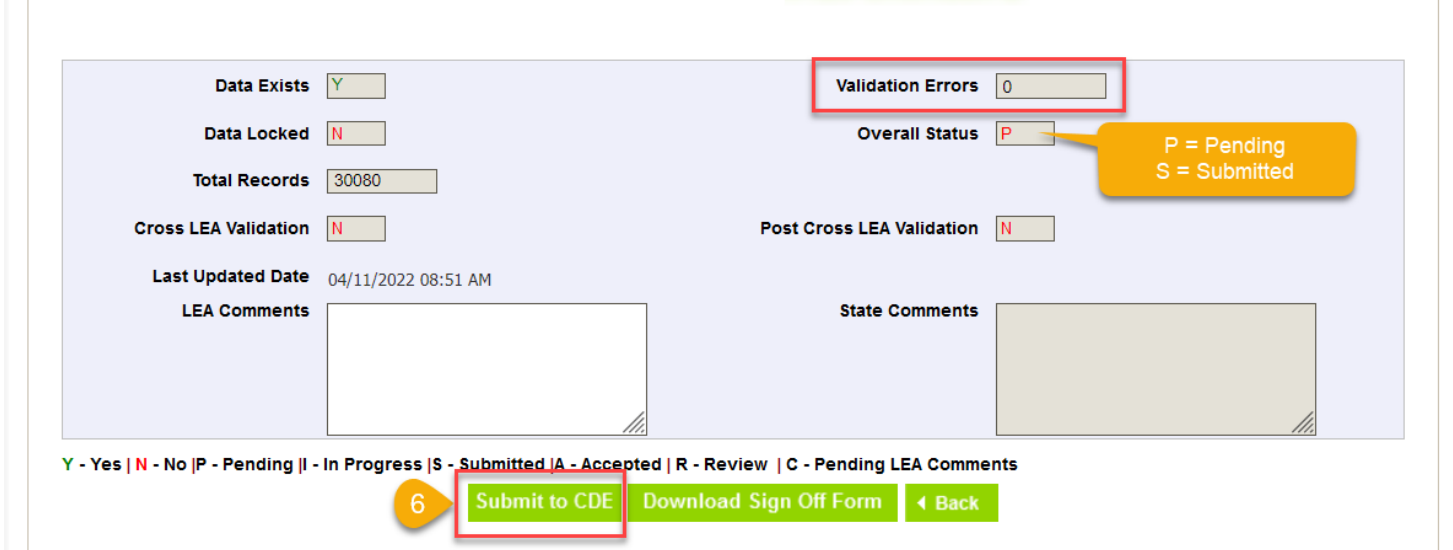
1. Login to [Data Pipeline](#)
2. Select *Student Profile*
3. Select *Status Dashboard*
4. Complete the drop-down menus
 - a. File Type = desired file (Student, Student School Association, Graduation Guidelines, Adjustments, Student End of Year)
 - b. School Year = current year
 - c. Organization/LEA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

5. Select *Search*
6. Select *Submit to CDE*



The screenshot shows a navigation menu on the left with the following items: Login to Data Pipeline (highlighted with a red box and a '1' callout), Student Profile (with a '2' callout), Status Dashboard (highlighted with a red box and a '3' callout), Add Record, Edit Record, Snapshot, Add SO Waiver, Home School Data, and File Extract Download. To the right, the 'Status Dashboard' search filters are shown, including 'File Type' (set to Student), 'School Year' (set to 2021-22), and 'Organization/LEA' (with a '4' callout). A 'Search' button (with a '5' callout) is highlighted in red.

Student End of Year Status Dashboard (2021-22) : [blurred]



The dashboard displays the following information:

- Data Exists: Y
- Data Locked: N
- Total Records: 30080
- Cross LEA Validation: N
- Last Updated Date: 04/11/2022 08:51 AM
- LEA Comments: [Empty text area]
- Validation Errors: (highlighted with a red box)
- Overall Status: (highlighted with a red box and a callout: P = Pending, S = Submitted)
- Post Cross LEA Validation: N
- State Comments: [Empty text area]

Legend: Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted | R - Review | C - Pending LEA Comments

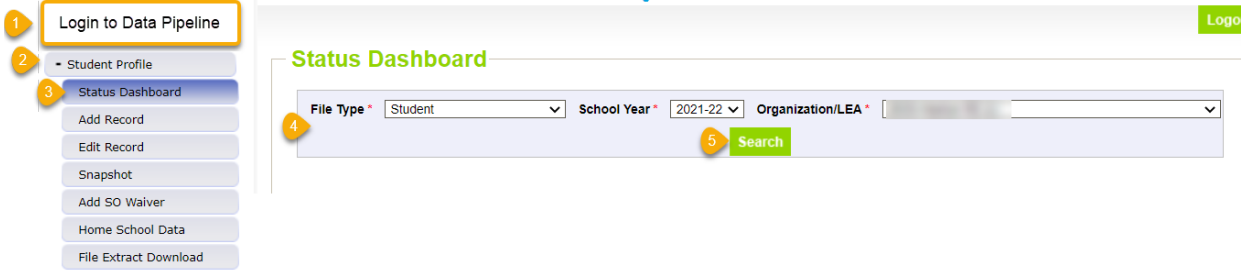
Buttons at the bottom: Submit to CDE (highlighted with a red box and a '6' callout), Download Sign Off Form, and Back.

Data Pipeline Tools: Student Profile

Status Dashboard

The status dashboard shows the last date a file or snapshot was updated, the quantity of validation errors, and if data has been submitted (locked) for a collection.

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*



1 Login to Data Pipeline

2 Student Profile

3 Status Dashboard

4 Add Record

Edit Record

Snapshot

Add SO Waiver

Home School Data

File Extract Download

Status Dashboard

File Type: Student School Year: 2021-22 Organization/LEA: []

5 Search

Sample Interchange File Dashboard:

Student Status Dashboard (2021-22) :

Data Exists Validation Errors

RITS Errors Last Updated Date 11/29/2021 02:05 PM

Y - Yes | N - No

[Back](#)

Sample Student End of Year Dashboard:

Student End of Year Status Dashboard (2021-22) :

Snapshot processed and contains records

Data Exists Validation Errors

Data Locked Overall Status

Total Records Data Locked = N, district can still create a snapshot
Data Locked = Y, cannot create a snapshot

Cross LEA Validation Post Cross LEA Validation P = Pending
S = Submitted

Last Updated Date 04/11/2022 08:51 AM

LEA Comments

State Comments

Y - Yes | N - No | P - Pending | I - In Progress | S - Submitted | A - Accepted | R - Review | C - Pending LEA Comments

[Submit to CDE](#) [Download Sign Off Form](#) [Back](#)

Note: Order of file submission and snapshot creation matter. A snapshot won't reflect the changes made to a file upload unless the last updated date for the snapshot is later than the last updated date for a file upload.

Recommended Order (always create a snapshot last)

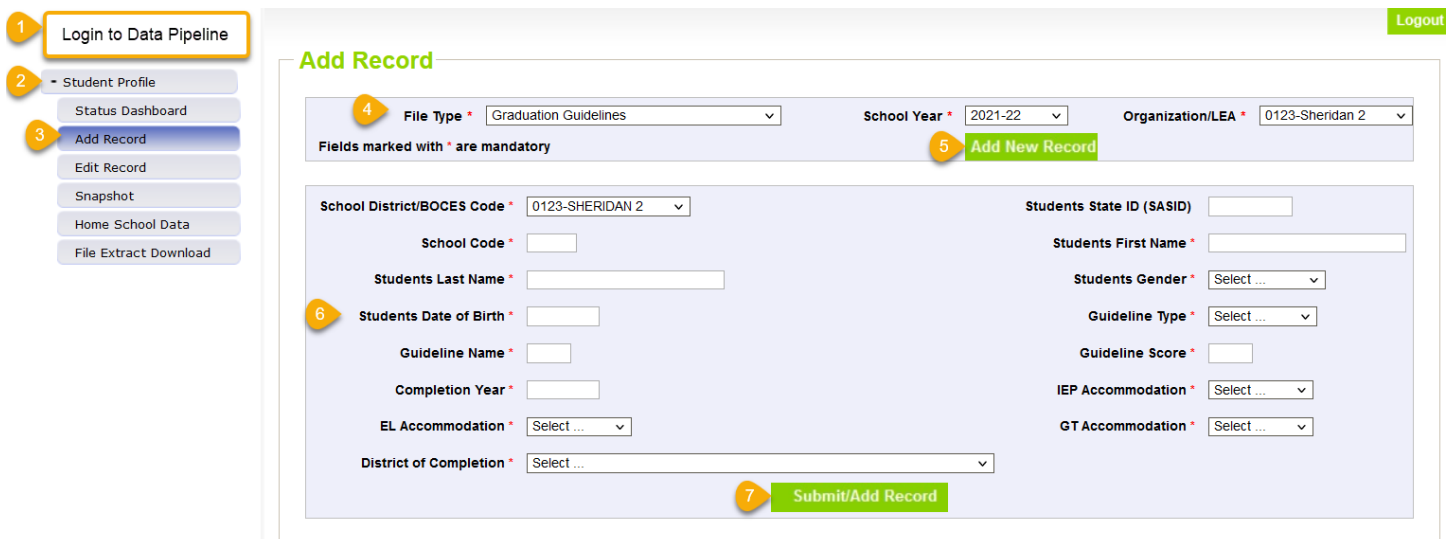
Student Demographic → Student School Association → Graduation Guidelines → Student End of Year Snapshot

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: A new file upload will delete any manually added records, so only use this step if you are no longer planning to upload new data files or if you have also updated your file before the new upload.

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 (1), Student Profile, Status Dashboard, Add Record (3), Edit Record, Snapshot, Home School Data, and File Extract Download. The main form area is titled 'Add Record' and contains several fields: File Type (4) set to 'Graduation Guidelines', School Year (2021-22), and Organization/LEA (0123-Sheridan 2). A green 'Add New Record' button (5) is visible. Below these are fields for School District/BOCES Code (0123-SHERIDAN 2), School Code, Students Last Name, Students Date of Birth (6), Guideline Name, Completion Year, EL Accommodation, and District of Completion. On the right side, there are fields for Students State ID (SASID), Students First Name, Students Gender, Guideline Type, Guideline Score, IEP Accommodation, and GT Accommodation. A green 'Submit/Add Record' button (7) is at the bottom.

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**