

Frequently Asked Questions

Student End of Year (SEY) Snapshot



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Frequently Asked Questions: Student End of Year (SEY) Snapshot

Overview

What is a snapshot?

A data snapshot is a file that compiles data from specific source files. Typically, the source files are called interchange files.

The Student End of Year (SEY) snapshot is made up of three student interchange files (student demographics, student school association, and graduation guidelines). These three files come together to fill in the data fields of the SEY snapshot. If a change is needed to a data field on the SEY snapshot, the change must be made in the interchange file that feeds that data field. Then, a new snapshot is created to refresh the data in the snapshot to reflect the change on the interchange file.

Which students should be reported in Student End of Year?

Include at least one SEY record for every student, grades PK-12, that was counted in membership at any time between July 1 and June 30 of the reported school year – including those that left your school/district during that period.

English Language Learners

What is the typical Language Proficiency progression for students who are English Language Learners?

A student's language background, language proficiency, and language instruction program are indicated on the Student Demographic interchange file. Typically, a student's language proficiency remains the same within the current school year. English Learners progress through the following proficiency levels.

Language Proficiency Code	1	2	6	7	8	9	5
Description	NEP	→ LEP	→ FEP Monitor Year 1	→ FEP Monitor Year 2	→ FEP Exited Year 1	→ FEP Exited Year 2	→ FELL
Language Instruction Program Code	NEP/LEP		FEP Monitor Year 1/FEP Monitor Year 2		FEP Exited 1 & 2		00
	should have a valid non-zero code for this field				any valid code		N/A

How should a district code a student whose home language survey indicates that their home language is not English but, after taking an English Language assessment, is found to be Fluent English Proficient (FEP)?

The student's Language Background should be coded as the student's home language, and he or she should have a Language Proficiency code if 4 (PHLOTE) or 5 (FELL).

PHLOTE indicates the student is fluent in English, has a primary home language other than English, and the student has never been in an EL program.

FELL indicates the student is fluent in English, has a primary home language other than English, and the student has been in an EL program in another district prior to enrolling in the current district.

What if a student was reported as an English language learner in Student October, but was later determined to have a language background of English? Or a student who was previously reported as having a language background of English and was later determined to not speak English at home?

The district will need to request an Exception for the errors that result from the proper coding. Send the exception request form to the Student End of Year data custodian using the secure file transfer system (Syncplicity).

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What if a student exits an EL program after monitoring, leaves my district, and then returns the following year?

Returning students should be re-tested for language proficiency. If they are found to be Limited English Proficient (LEP) or Non-English Proficient (NEP), they can be returned to an EL program. These students should be coded with the corresponding Language Proficiency code.

NOTE: If an ELL student exits your district but returns before the end of the same school year, they do not need to be re-tested for language proficiency. The coding in their language fields (language background, language proficiency, and language instruction program) must show consistency with (or appropriate progression from) the prior years' coding in these fields.

Facility Students

When a student transfers from ABC school to a facility offering educational services, do they remain in ABC's graduating cohort?

Yes, the student remains in ABC school's cohort.

If a student leaves the facility and the facility does not notify ABC school, is ABC school still responsible for where they go?

Since the student remains in ABC school's cohort, documentation is needed by the school district to ensure the proper exit code is used.

The H.B. 1274 legislation requires facilities to notify districts when a student is discharging from the facility and returning to the public school if the student "has been determined to be at-risk to self or community within the prior 12 months". It's talking about kids who have exhibited dangerous behavior in the prior 12 months. There is no requirement for the facility to notify the district if the student does not fall under those criteria or if the student is not returning to the district. We certainly encourage them to not only notify the district but also develop a transition plan for the student re-entering the district. We will continue to work with facilities to develop a better system of notification as well as offer reports for students that do not reenter public school after exiting a facility.

The student will also need to have documentation provided by the district to avoid receiving an error if they exited the facility but failed to reenroll in another Colorado Public School. Please contact the facility for more information. If documentation is not received, those students will need to be changed from a detention center transfer to a dropout during the Post-Cross LEA phase.

What happens to students who graduate as some facilities offer diplomas (i.e., Third Way) and some do not. If Third Way informs us they are graduating a student, does CDE remove them from our cohort?

No, if a student graduates or completes with the state, the last public school attended prior to the facility will receive credit for that student as a graduate or completer.

How to I follow up with Facilities to determine a student's status?

Facilities have a primary contact at the facility that a district can contact to confirm the enrollment of or document the exit of students. More information is available [here](#).

Entry and Exit Codes

When should I use exit type code '00'? How does CDE define this exit code?

Exit Type Code '00' indicates that the student completed the school year in a given grade and school within your district. Exit Type '00' should be used for every student who completes the school year in your district – regardless of his or her anticipated enrollment status at the beginning of the next year. The students described in each of the following scenarios would be assigned an exit code of '00':

- “Jimmy finished the school year with us, but I know for certain his family is moving to California over the summer.”
- “Kate finished middle school this year and will be starting at our high school next year.”
- “Tom is a high school senior who will need to repeat 12th grade next year.” (retention code should be '1')

What is considered 'finishing' the school year when using exit type code '00'?

Per the Colorado Code of Regulations (1-CCR-301-1), “students shall be counted as completing (finishing) the school year if they leave school within three weeks of the last day of school or have completed all coursework early, meaning they have completed the locally defined requirements for the current grade and will be promoted to the next higher grade the following school year.”

These students use Exit Type Code '00' with an Exit Date of '00000000' – regardless of his or her anticipated enrollment status at the beginning of the next year.

Why do I have to code a student as returning in the current year even though the student never attended a school in our district in the current year? What is a one-day record?

Students who were reported in the prior year with an exit type '00' are required to have a record in the current year. CDE requires this record in order to see the student's progression into the next school year. The enrollment record can have an entry date any date after July 1st for the school year and the exit type needs to indicate where the student went after leaving your district. This is often referred to as a 'one-day' record because it shows the student entering and exiting the district on the same day.

- “Jimmy finished the school year with us and over the summer his family moved to California.” - In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 14.
- “Robert finished the school year with us and over the summer his family enrolled in a private school.” – In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 15.
- “Kate finished middle school this year and will be starting at our high school next year.” - This is an example of a regular progression and student should have an entry type of 11.
- “Tom is a high school senior who will need to repeat 12th grade next year.” (retention code should be '1') This is an example of a regular progressing and the student should have an entry type of 02 returning to the same school the student exited with 00 in the prior year.

I included a one-day record for a student but am still getting an error stating that I don't have a record in the SEY snapshot for this student, what do I do?

There are multiple reasons why a student's record may not be pulling into your SEY snapshot and causing this error. Students must have an error-free record on your student demographic and student school association files to pull into your snapshot. If your interchange files are error free, then check the following fields on your student school association file.

- Entry Type: Should be 00, 02, 03, or 11 for a student who exited with exit code 00 in a previous year.
- Entry Date: Must be July 1st or later

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- Pupil Attendance Information: Must be between 01-08 to pull into the SEY snapshot
- Primary School: Must be 1 to pull into the SEY snapshot

I created a one-day record and now I'm getting an error because this student was not included in Student October, what do I do?

The district's SEY data respondent should request an Exception for the error that results from the proper coding. Send the exception request form to the Student End of Year data custodian using the secure file transfer system (Syncplicity).

Documentation of Transfers

How do I know what the adequate documentation of transfer is for exit codes?

There is an Adequate Documentation of Transfer List, which can be found [here](#).

[Confirmation of Enrollment and Attendance](#) during the school year the student withdrew is always considered adequate documentation of a transfer to another school. This confirmation is required to contest a transfer to another Colorado Public School.

To whom do I send documentation of transfer or proof of enrollment?

You do not need to send transfer documentation or other proof of transfer to CDE unless it is requested. Please keep such paperwork with the student's other education records. Colorado requires that these records be kept on file (physically or electronically) for at least 7 years.

In what cases do I have to report a transfer as a dropout and why? Can CDE develop a formalized records request form to be used by all Colorado schools to confirm that a transferring student is in attendance at the new school?

The final version of the administrative rules for Senate Bill 05-091 was adopted by the Colorado State Board of Education in January 2006. These administrative rules took effect March 2006. Under these new rules, a school district must receive "adequate documentation of transfer" for any student who transfers out of the district. Beginning in the 2005 – 2006 school year, *if such documentation is not received, the originating district must code the student as a dropout*. In instances where a student transfers into another Colorado public school district, CDE can confirm enrollment in the new school using the student's SASID number. However, if a student transfers to a private school or a public school outside of Colorado, the administrative rules require either a request for records or other proof of enrollment from the receiving school.

CDE has developed several new forms to aid schools and districts in both requesting and providing this required documentation:

- i) Records Request Form
- ii) Confirmation of Enrollment and Attendance
- iii) Request for Confirmation of Enrollment and Attendance
- iv) Parental Notification of Withdrawal
- v) Transfer Student Follow-up form

Electronic copies of these forms are available in both English and Spanish on the [Adequate Documentation Page](#)

How should I code a 7th – 12th grade student that does not return to school if I do not receive Documentation of Transfers?

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In this case, the student would have an appropriate entry type of 02 or 11 and would exit on the same day with an exit type of 40 (Dropout).

If you later receive adequate documentation during the school year, you can change the student's exit type. Once your End of Year data has been submitted the following December, it is no longer possible to change a student's exit type.

If the student has been reported attending another district with an entry date after you reported them dropping out, you will receive an error during the Post-Cross LEA phase of EOY to update your data to exit the student with a 13.

Best practice strategies for recovering students without documentation include:

- Communicating with parents or guardians about the student's future plans
- Monitoring RITS to see if they have been reported in another district and, if so, reach out with a request for confirmation of enrollment and attendance.
- If your student has been reported under a different SASID, please contact the CDE RITS specialist to merge the duplicate records.

If a documentation is received for a later school year or after the End of Year collection has closed, please see the [Membership Base Adjustments and Data Corrections](#) section for more information about submitting Membership Base Adjustment to remove that student from your graduation cohort.

When a student is adjusted out of a cohort, it will not change your dropout rate. Dropout rates are determined annually and not subject to change if the student is later recovered.

NOTE: RITS documentation alone is not adequate to document a student transfer. You must receive Confirmation of Enrollment and Attendance before updating your record.

Summer Dropouts

What happens if a 7th, or 9th-12th grade student drops out over the summer?

These students should have a one-day record showing they dropped out from their last school of attendance.

These students are attributed to their last school of attendance and will be part of the corresponding dropout and graduation/completion rates.

Sample coding pattern:

Summer <u>School</u> dropout					
<u>School Code</u>	<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
a school code	an entry date	an entry type	prior year + 1	an exit date	40

If you receive transfer documentation for this student after coding them as a dropout, please update their record to show the updated exit type. This will remove the student from the school's dropout and graduation/completion rates.

What happens when an 8th grade student drops out over the summer? Are they included in a cohort graduation rate?

In this case, you need to code the student as a summer district drop out. These students should be entered in the next school year SEY as follows:

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Summer <u>District</u> dropout						
<u>Pupil Attendance Code</u>	<u>School Code</u>	<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
03	0000	00000000	00	090	00000000	40

Then, the student will only be attributed as a district summer dropout. The student will NOT be included in any graduation cohorts.

If you receive transfer documentation for this student after coding them as a summer dropout, please update their record to show a one-day enrollment at an appropriate high school in your district. This will not impact the high schools' rates in any way.

NOTE: Districts that code a student to the school they were anticipated to attend, but never did, will be included in that school's rate information. CDE allows the above coding as to not penalize the anticipated school.

Retention Codes

How should I code a primary school student who has been retained in a grade?

If a student is retained in the primary grades, districts should enter a '1' (Yes, student will repeat this grade in the next school year.) in the 'Retention Code' field for that student.

Example Entrance, Retention, and Exit fields in the student's 2020-2021 SSA file.

<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
08202020	02	007	1	00000000	00

How should I code a 7th through 12th grade student who had been retained in a grade for academic reasons?

If a student is retained, a '1' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the student was retained. If the decision to retain a student is made after the SEY submission is complete, or if your district forgets to code a student as retained, you must code the student as starting the next school year in the next highest grade and then do a grade reassignment.

- Example 1: Your district decides to retain John Smith in the 10th grade at the end of the 2020-2021 year. You are notified of this decision prior to finalizing the district's EOY submission in December:
 - Entrance, Retention, and Exit fields in the student's 2020-2021 SEY Record:

<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
08202020	02	100	1	00000000	00

- Example 2: Same scenario as above except a retention code of '1' is not entered for the student during the 2020-2021 collection:
 - Entrance, Retention and Exit fields in the student's **2020-2021** SEY record:

<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
08202020	02	100	0	00000000	00

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- Student's 1st SSA Record for 2021-2022:

<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
08202021	02	110	0	08212021	10

- Student's 2nd SSA Record for 2021-2022:

<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
08222021	10	100	0	00000000	10

- Example 3: If you forget to enter a retention code of 1 and the student would have moved from middle school (school number 1234) to high school (school number 5678) if he or she had not been retained:

- Entrance, Retention and Exit fields in the student's **2020-2021** SEY Record:

<u>School Code</u>	<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
1234	08202020	02	080	0	00000000	00

- Student's 1st SSA Record for 2021-2022:

<u>School Code</u>	<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
5678	08212021	11	090	0	08212021	11

- Student's 2nd SSA Record for 2021-2022:

<u>School Code</u>	<u>School Entry Date</u>	<u>School Entry Type</u>	<u>Entry Grade Level</u>	<u>Retention Code</u>	<u>School Exit Date</u>	<u>School Exit Type</u>
1234	08222021	11	080	0	00000000	10

Postsecondary Programs

When are students enrolled in postsecondary programs considered graduates?

Students participating in the ASCENT, PTECH 5- or 6-year, and TREP postsecondary programs should be coded as graduates once they complete their graduation requirements. They should be retained with retention code '2' and use exit code '90'.

Students in postsecondary programs who have not completed their graduation requirements should be coded with a '2' retention code and a zero filled exit date and type. They will be coded with a '90' exit type code when they complete their graduation requirements.

How should I code a 12th grade student who had been retained in a grade to participate in ASCENT?

If a student is retained for a postsecondary program, a '2' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the initially completed 12th grade.

If the student is participating in ASCENT and has completed district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the

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student has not yet completed their high school graduation requirements, they should be coded with a '00' exit type and a zero filled exit date.

- Example 1: Student decides to defer graduation to participate in ASCENT in 2022-23 after completing the standard graduation requirements (including state graduation guidelines requirements). This student should be counted as a graduate in the 2021-22 School Year and then be reported as returning to school in 2022-23 school year for ASCENT.

- Entrance, Retention, and Exit fields in the student's **2021-22** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	00	02 or 11	2	90

- Entrance, Retention, and Exit fields in the student's **2022-23** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	01, 09, or 10	90	0	23 or 24

- Example 2: Student decides to defer graduation to participate in ASCENT in 2022-23 but has not yet completed local and/or state graduation requirements.

- Entrance, Retention, and Exit fields in the student's **2021-22** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	00	02 or 11	2	00

- Entrance, Retention, and Exit fields in the student's **2022-23** SEY Record:
(assuming student completed local and state graduation requirements in addition to ASCENT program)

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	01, 09, or 10	02 or 11	0	96

How should I code a 12th grade student who had been retained in a grade to participate in P-TECH?

If a student is retained for a postsecondary program, a '2' should be entered in the 'Retention Code' field of the student's SEY record in the collection year during which the initially completed 12th grade and again after their 5th year as P-TECH is a 2-year program.

If the student is participating in P-TECH and has completed the district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the student has not yet completed their high school graduation requirements, they should be coded with a '00' exit type and a zero filled exit date.

Sample PTECH coding pattern for a student who completed district and state high school graduation requirements prior to being retained for PTECH:

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Years in HS	3 rd	4 th	5 th	6 th
Entry Grade Level	110	120	120	120
Postsecondary Program Enrollment	15	15	16	16
School Entry Type	Applicable entry code	02	90	90
Retention Code	0	2	2	0
School Exit Type	00	90	00	23 or 24

NOTE: “A P-TECH school, or the host school for a P-TECH program, shall notify the department prior to a P-TECH student’s twelfth-grade year if the student will continue to be enrolled in the P-TECH school for grades thirteen or fourteen” [C.R.S. 22-35.3-104(1)(c)]. Per Colorado P-TECH law, students can transfer into a P-TECH school/program no later than at the beginning of their 3rd (junior) year of high school.

What is TREP?

The Teacher Recruitment Education and Preparation Program (TREP) is a new postsecondary program beginning in the 2022-2023 school year. This program creates the opportunity for qualified students in a teaching career pathway to concurrently enroll in postsecondary courses for the two years after the 12th grade year. [For more information, please review the TREP page on the Postsecondary and Workforce Readiness site.](#)

How should I code a 12th grade student who had been retained in a grade to participate in TREP?

If a student is retained for a postsecondary program, a ‘2’ should be entered in the ‘Retention Code’ field of the student’s SEY record in the collection year during which the initially completed 12th grade and again after their 5th year as TREP is a 2-year program.

If the student is participating in TREP and has completed the district and state high school graduation requirements prior to being retained for a 5th year, they should be coded as graduating (90) on the final day of that school year. If the student has not yet completed their high school graduation requirements they should be coded with a ‘00’ exit type and a zero filled exit date.

- Example 1: Student decides to participate in TREP in 2022-23 after completing local and state graduation requirements.

- Entrance, Retention, and Exit fields in the student’s **2021-22** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	00	An applicable code	2	90

- Entrance, Retention, and Exit fields in the student’s **2022-23** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	17	90	2	00

- Example 2: Student decides to participate in TREP in 2022-23 but has not yet completed local and/or state graduation requirements.

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- o Entrance, Retention, and Exit fields in the student’s **2021-22** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	00	An applicable code	2	00

- o Entrance, Retention, and Exit fields in the student’s **2022-23** SEY Record:

<u>Entry Grade Level</u>	<u>Postsecondary Program Enrollment</u>	<u>School Entry Type</u>	<u>Retention Code</u>	<u>School Exit Type</u>
120	17	02	2	00

Transition Students

When should I graduate transition students?

Before the 2020-2021 school year, Local Education Agencies (LEAs) were not able to mark a special education student as both meeting graduation requirements (exit type code 90) and have the student receive transition services in the subsequent school year(s).

H.B. 19-1066 allows students to both (1) be marked as a graduate when the student meets all local and state graduation requirements, and (2) receive special education transition services (and funding) in subsequent year(s).

Field Name (FILE TYPE)	Special Education Transition (DEM)	Entry Grade Level (SSA)	Entry Code (SSA)	Exit Code (SSA)	Retention Code (SSA)
	0	120	02	90	3
	1	120	90	27	3
	2	120	90	27	3
	3	120	90	27	3
	4	120	90	22	0

Exit code 90 is used when the student has met state and local graduation requirements

Exit code 27 is used when the student will continue in transition services in the following year

Exit code 22 is used when the student will not continue in transition services in the following year

What diploma date goes on a diploma of a Special Education transition student?

For HB 19-1066, students must be counted in the high school’s graduation rate the year in which the student completes the graduation requirements. This is the date the district should report for state accountability purposes. HB 19-1066 makes clear that nothing within the legislation limits the right of a student who has met the local LEP’s graduation requirements to continue access to a free and appropriate public education (FAPE) as provided by the Individuals with Disabilities Education Act (IDEA), the Exceptional Children’s Educational Act (ECEA), or any other federal or state law or rule. The date on the diploma should reflect the year in which the student’s IEP team determined the student met all the requirements of FAPE or the year in which the student ages out.

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What coding pattern do I use if a Special Education transition student will receive a non-diploma certificate (exit 92) instead of a regular high school diploma?

Students who will receive a non-diploma certificate/credential from their LEP instead of a regular high school diploma should be coded with exit 00 (student did not exit) until they have completed their transition program.

Field Name (FILE TYPE)	Special Education Transition (DEM)	Entry Grade Level (SSA)	Entry Code (SSA)	Exit Code (SSA)	Retention Code (SSA)
	0	120	02	00	3
	1	120	02	00	3
	2	120	02	00	3
	3	120	02	00	3
	4	120	02	92	0

Exit code 92 is used when the student will not continue in transition services in the following year and is receiving a non-diploma certificate

NOTE: For more information regarding Colorado Graduation Provisions for Students with Individual Education Programs (IEPS), please see this [site](#).

Graduation Guidelines

What is the last date by which a student may complete graduation requirements to be considered a graduate of the class of 2022?

To count as a graduate in the class of 2022, students must meet local graduation requirements by August 31, 2022. Students may complete graduation requirements over the summer, if necessary. Consider counting summer courses, online courses, jobs, internships, apprenticeships, earned industry certificates, or other assessments/opportunities.

Where can I find more information about Graduation Guidelines?

Please visit the Graduation Guidelines [Website](#) where you can find the current [Menu of Options](#) and additional [background and history](#) regarding the Colorado Graduation Guidelines.

Local education providers have aligned their graduation requirements with the state's Graduation Guidelines in board policy. See examples [here](#).

Do graduation guidelines apply to all graduating students?

The initial implementation of graduation guidelines began in 2020-2021 with the full implementation of Graduation Guidelines going into effect for students graduating in 2021-2022.

- This includes:
 - All students who have an Anticipated Year of Graduation (AYG) of 2022 or beyond, including 3 year graduates.
 - 5th year seniors with an AYG of 2021
- This does not include:
 - Students who are still enrolled, but who met Graduation Guidelines competencies in 2021. (ASCENT/P-TECH students and Students in Special Education Transition Programs)
 - 6th year (AYG 2020) and 7th year (AYG 2019) seniors

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How many Graduation Guidelines records does each student need to have reported?

At minimum, a graduating student (Exit Type 90) must have at least one reported English (Guideline Type = 0) and at least one math (Guideline Type = 1) record with a passing score in data pipeline (current year or prior year/district). Districts are encouraged to report records for any GG a student attempts and/or passes.

How do Graduation Guidelines connect to the Student End of Year collection?

The Graduation Guidelines file is used as a validator file in conjunction with the Student End of Year snapshot. The file serves as a cross-check to ensure students reported as graduates (Exit Type Codes 90, 95, & 96) in Student End of Year have also met Graduation Guidelines (at least one in English and at least one in math). The Student End of Year snapshot cross references all available reported graduation guidelines measures for a student regardless of reporting year or reporting district.

What happens if a student does not meet any of the Graduation Guidelines from the menu of options and/or does not have Graduation Guidelines measures reported?

Students indicated as graduates who are missing corresponding reported Graduation Guidelines measure will trigger an error (SE301) in the Student End of Year collection.

This error can be cleared in one of the following ways:

- Add the missing guideline(s) information to your Graduation Guidelines file.
 - Districts may report any measures from the menu of options that a student completed, even if the student completed the measure in a prior year and/or prior district.
- Change the student's exit type to something other than a graduate. (District Decision)
- Request a reporting exception (used for extenuating circumstances)

Are there circumstances where a student with AYG 2021 or beyond would be granted a reporting exception to graduation guidelines?

Reporting exceptions for graduation guidelines are rare and considered on an individual basis. If you believe you have a circumstance where a student should be counted as a graduate but does not have reported measures for one or more graduation guideline types, contact the SEY Collection Lead. Be prepared to submit [additional information](#) along with the standard exception request document to Syncplicity as these exceptions must be reviewed by other departments at CDE.

Can Graduation Guidelines be waived (for a school district)?

Individual school districts may request waivers from all or a portion of the Colorado Graduation Requirements adopted by the state board, in accordance with C.R.S. § 22-2-117, as long as the replacement plan meets or exceeds "any minimum standards or basic core competencies of skills identified in the comprehensive set of guidelines for this school graduation developed by the state board," inclusive of the Colorado Graduation Guidelines. Please contact [Robin Russel](#) for more information.

How are ASCENT students expected to report Graduation Guidelines?

Any and all students who use are indicated as graduates (Exit Type Codes 90, 95 & 96) in Student End of Year are required to have met Graduation Guidelines in both English and math. However, according to ASCENT law, students do not have to meet graduation requirements to continue in their ASCENT program for their 5th year. This is a district decision. Further, districts may count ASCENT students in their 4-year graduation rate if they have met local graduation requirements and GG prior to their ASCENT year.

Frequently Asked Questions: Student End of Year (SEY) Snapshot

What are the reporting expectations for students with anticipated year of graduation (AYG) prior to 2021?

Students with an AYG of 2019-2020 and prior are not required to have reported Graduation Guideline measures.

Membership Base Adjustments and Data Corrections

I think it would be great to go into more detail about how the graduation rates are calculated.

More information on graduation rate calculations is available [here](#).

Under what circumstances should I make a graduation membership base adjustment? How do I make such an adjustment if it is necessary?

If a school district has received notification that a student who was reported as a dropout, expulsion, or HSED transfer is completing or has completed their education through another education agency, a cohort membership base adjustment can be made. Adjustments can only be made for students who were reported as dropouts, expulsions, HSED transfers, or misreported graduates from schools that are administered by the reporting district.

This adjustment is only necessary if the student has not been reported by another Colorado school district. Students that have received a SE701/SE801 warning have been reported by another district. In this case, the student now belongs to the other district and is no longer part of your graduation cohort. Including an adjustment for such a student is superfluous, although their adjustment will not further impact your records.

Adjustments are necessary for former students now enrolling out of state, in a private school, institution, in home school, or if they have received a High School Equivalency degree.

- Example: A student drops out of school A as a 10th grader in 2019-20. In 2021-22, school A receives a request for records from an out of state School B indicating that a student has returned to school. In the adjustment fields, school A would enter an adjustment code of 41 as well as the school code, grade level, ethnicity and gender that were used when the student was reported as a dropout. Additional fields would be zero filled.
 - Student Biographic and Exit fields in the student's 2019-2020 SEY Record and current SEY error detail report:

Student Biographic Fields: (LEA, SASID, First Name, Last Name, Gender, Date of Birth)	School Code	School Exit Date	School Exit Type
Applicable information	Last attended school	10102019	40

- Adjustment fields in the student's 2021-2022 Adjustment File Record:

Student Biographic Fields: (LEA, SASID, First Name, Last Name, Gender, Date of Birth)	Adjustment School Code	Adjustment Justification Code	Adjustment School Year
Same as 2019-20 record	Same as 2019-20 record	41	2020

Frequently Asked Questions

Student End of Year (SEY) Snapshot



How can I correct inaccurate data that was submitted in last year's collection?

Once data has been submitted to CDE and approved/finalized by a district, it cannot be altered.

Students that have had their final status misreported will need a new record in the current school year showing that the student returned to school at the beginning of the next school year and then exited with the appropriate exit type and date.

- **Example 1:** A student was reported as 05 (Exit Type – Out of country transfer) at the end of the previous school year, however they returned in the next school year. This student should be returned in the next school year with an entry type of 05 despite not truly exiting.
- **Example 2:** A student was reported a 00 (Exit Type – Not exiting) at the end of the previous school year, however they never returned in the next school year. This student should be returned in the next school year with an entry type of 02 despite not enrolling. They should then be exited immediately with the appropriate type.
- **Example 3:** A student was marked as retained (or not retained) in the previous year however they did not enter the expected grade level in the next year. You will need to use a 10 (grade reassignment) entry type in the next year and the appropriate grade level to resolve the error.

Post Collection Process

What is the process for making the changes called for by the Post-Cross LEA Errors (SE900 series)?

Follow the [Post-Cross LEA instructions](#) to update the necessary exit type for student(s) indicated with SE900 series errors. Please note, only exit types/exit dates/retention codes can be changed during the post-collection.

Is '40' (dropout/discontinued schooling) the only code I can enter in the exit type field for the students listed on the post-cross lea error list?

No. If you can verify that a student entered another educational environment (private school, out-of-state school, home school, etc.) prior to the end of the currently reported school year, you may change that student's exit type to the appropriate code. If your district cannot determine what happened to the student, you must change the Exit/Withdrawal Type Code for the student.

Beginning with the 2005-2006 EOY collection, other exit codes – besides '40' – are acceptable so long as adequate documentation of transfer is obtained. Colorado Senate Bill 05-091 stipulates that different exit types require different documentation. Please see [Adequate Documentation of Transfer List \(PDF\)](#) for more details.

I have determined through the RITS system that a student listed with a SE903 error began attending another Colorado school district in the current school year. Do I still need to code the student as a dropout in the current collection year?

CDE defines a dropout as: A student who was enrolled in school at any time during the current school year (or current collection period) but leaves school for any reason other than 1) transfer to another educational program, 2) suspension or expulsion, or 3) serious illness or death. According to this definition, any student who withdraws from your district before the end of the school year and does not resume his or her education in another educational environment before the end of the same school year is considered a dropout and should be assigned an exit code of '40'.

As stated on the [Adequate Documentation of Transfer List](#) RITS documentation alone is not sufficient to document a transfer.

Frequently Asked Questions: Student End of Year (SEY) Snapshot

If a student who was coded as a dropout in 2020-2021 is “found” in another Colorado school district in the 2021-2022 school year, you will be informed, via the SE701 & SE801 warnings. You do not need to submit an adjustment.

Do I need to send a Superintendent’s Verification (sign-off) form to CDE after I make post-collection changes?

The Student End of Year Collection Lead will send out an email notifying SEY data respondents when they can begin submitting their Superintendent Verification (sign-off) forms. This typically occurs during the Post-Cross LEA phase.

If you already submitted a sign-off form and then found you have additional updates to complete during the Post-Cross phase, you must submit a new signed Superintendent Verification form.

Other Questions

How do I securely share student information with the Student End of Year Collection Lead?

Syncplicity is an online platform used for secure file sharing between the Student End of Year Collection lead and district SEY data respondents. Upload files with student information into your district’s student folder in Syncplicity and then notify the SEY Collection lead that there is a document you’d like reviewed. Contact the SEY Collection lead if you need access to your district’s Syncplicity folder.

Your district’s student syncplicity folder is used for both Student End of Year and Student October. This folder uses the following naming convention: *district code – district name – Student*

Please note that other data collections will utilize different Syncplicity folders based upon the collection and CDE staff member overseeing the collection.

How long are districts required to store End of Year files and other student information?

The Colorado State Archives sets the requirements for record storage for Colorado’s public schools and districts. Complete guidelines for all educational records, including those for Senate Bill 05-091 requiring “adequate documentation of transfer”, can be found on the Colorado State Archives [website](#).

Regarding the Student End of Year collection, the State “School District Records Management Manual” specifically states that these records should be retained permanently by each district. The state archives office offers many free services to help districts meet this requirement including records disaster recovery training, records destruction services, and limited storage of original documents. More information about these services and contact information for the Colorado State Archives can be found [here](#).

I have a student who was only enrolled in our district for a short time during the reported school year. Our district never “claimed” this student in the RITS system, but now I am required to report him or her on our End of Year submission. How can I include the student in the SEY snapshot without receiving an error message?

In instances where a student enters then exits a district so quickly that they miss the RITS update schedule, you need to do the following:

- Login to the [RITS system](#) and enter the student’s SASID.
- Select the “Inactive Student” option near the LASID filed and update school to “non-attending.”

As a courtesy, you can contact the Colorado school district that currently enrolls the student and let them know that you have updated the student’s RITS record to show that he/she did attend your district at some point during the current school year. The current district will then need to update the student’s RITS record. For more information, please visit the [RITS website](#).

Frequently Asked Questions

Student End of Year (SEY) Snapshot



How do I code a student who attends a BOCES?

The first step is to determine if the student is attending a BOCES school or a BOCES program. Districts are responsible for including a SEY record for students attending BOCES programs. Students in BOCES schools may be included in your data, but they will not pull into your SEY snapshot because their Pupil Attendance Information code is not between 01-08. Contact your district's Special Education department for more information. BOCES School Districts will report the student with a PAI code between 01-08 and include the student in their SEY data submission.

- General Information:
 - BOCES schools have assigned school codes and can be found on the List of Colorado Schools posted on the [Data Pipeline Frequently Requested Codes](#). BOCES schools participate in SEY reporting.
 - BOCES Programs are non-school programs do not have assigned school codes. See the Special Education Program Codes posted on the [Data Pipeline Frequently Requested Codes](#). BOCES programs do not participate in SEY reporting.
- Reporting Information (reporting districts, NOT BOCES School Districts):

BOCES Program	BOCES School
<ul style="list-style-type: none">• Pupil's Attendance Information: 01-08• Non-School Program: 03• School Code: student's home school	<ul style="list-style-type: none">• Pupil's Attendance Information: 31 or 33• Non-School Program: 00• School Code: student's home school

What happens if a student is dual enrolled in two separate districts?

There are many reasons a student may be dual enrolled in two separate districts. Students who are counted in membership in a district at any point during the year are included in the student end of year snapshot, which includes dual enrolled students.

NOTE: A student may only be counted as a graduate/completer from one district. When a dual enrolled student is graduating/completing, districts must work together to determine which district will claim the student as a graduate/completer and which district will exit the student with Exit Type '13' - transfer to a public school in a different Colorado district.

Common Coding Issue: If the student is an English Learner, errors/warnings may arise if the districts do not code the student with the same Language Proficiency. Contact the SEY collection lead if you have questions about these coding patterns.

Please contact the SEY collection lead if you have questions regarding the specific circumstances surrounding a dual enrolled student.

When do I use Non-School Program Code '05' (100% Remote Learning Option)?

This code is applicable to the 2021-2022 school year only. Districts should report the student's most current participation status in the district's 100% remote learning option as a result of COVID-19 health concerns *as of the last date of enrollment*. This does not include students participating in hybrid learning options or short term/temporary remote learning.

See the [2021-2022 Student School Association File Layout](#) and/or the [100% Remote Learning Option information](#) from the School Finance department for more information.